

SAFEGUARDING CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS

“There is a growing understanding that protecting children, young people and vulnerable adults is at the core of our faith. Safeguarding is about creating churches that are a safe space for everyone; a space where children can flourish and adults can live up to their potential. It is about enabling everyone to come to Jesus without stumbling blocks of abuse, ignorance, fear, compassion fatigue or the failure to recognise the experiences that so many carry within our communities.”
Elizabeth Hall, Safeguarding Advisor, Methodist Church in Britain

You must be familiar with the Methodist Church Safeguarding Policy which came into effect in January 2011 and be committed to following its guidelines so that our church community complies with the latest government guidance about creating a safe space for all.

This includes – but is not limited to -

- Ensuring that children and young people under the age of 18 and vulnerable adults are supervised at all times by the responsible person or their nominee who must be familiar with the Home Office Code of Practice “Safe From Harm”.
- All key holders completing the declaration about not copying or lending keys.
- Having at least two leaders if your group includes children and young people under the age of 18 or vulnerable adults.

RESPONSIBLE PERSON

By signing a letting form you are nominated as the responsible person for your group, and as such you are responsible for the conduct of the activities of the group, and must ensure that this Code of Conduct is followed. Any breaches of these conditions will result in the issue of a formal warning. A second warning will result in the immediate cancellation of the hire.

DECLARATION BY RESPONSIBLE PERSON

As the responsible person for the group,

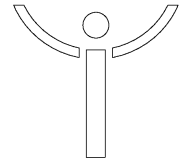
- I acknowledge that I have read and understood this Code of Conduct for room users and declare my willingness to comply with the Safeguarding Policy of the Methodist Church or comparable guidelines and procedures.
- I have never been convicted or cautioned concerning an offence against children or young people or vulnerable adults.
- As a key holder, I will not have any copies made from the church keys, nor lend them to anyone else and I will return them once my role within the group is complete.

Name:

Signed:

Date:

The Methodist Church West Bridgford



Code of Conduct for Room Users

INTRODUCTION

This Code of Conduct specifies the Conditions of Hiring for all users of the premises of the Methodist Church, West Bridgford, both church groups and non-church groups. All users are required to follow this Code of Conduct which has been developed to ensure good relationships between all groups and the church and to protect the interests of each party.

CONTRACT

These conditions, together with the Booking Form, form the agreement regarding dates and times of the Bookings, and apply from the first date shown until a new agreement is signed. A new agreement should be submitted in line with timings shown at the top of the Booking form.

- The hirer agrees to pay the Managing Trustees, the agreed and appropriate rate of hire for the booked period within 21 days of the invoice date. Failure to do so will automatically incur interest charges of 2% per month or part thereof. Additionally the hirer agrees to pay for any use of the premises (including all setting up or clearing away) beyond the booked period, with a minimum charge period of 1 hour.
- The hirer must assist the church and its officers in the maintenance of a safe environment for all users of these premises. You are personally responsible for ensuring that your behaviour ensures a safe environment for all users, including yourself, at all times. This is a legal obligation.

CANCELLATION

This Agreement may be terminated (or individual bookings cancelled) by either party, in writing with 7 days notice. Bookings cancelled with less than 7 days notice are fully chargeable. Bookings may be cancelled by the Church without notice if there is a failure to comply with Safeguarding requirements, no Public Liability insurance is held or for any other serious breach.

SERVICES PROVIDED

The Hirer shall have full use of the furniture and equipment in the rooms booked, except in the case of the church or the kitchen as specified below.

- The Hirer shall have full, but not exclusive, use of the shared facilities - toilets, tea-bays, corridors and other shared areas.
- The Church undertakes to pay all charges for gas, water and electricity supplied to the premises and to be responsible for heating and lighting the premises.
- The Church accepts no liability for goods or personal effects lost or damaged on the premises.

The church is primarily a place of worship and it is not usually available before major church events. Its hire is charged in 4 hour periods. The hirer's right to use furniture is limited to moving chairs. The moving of Sanctuary furniture, adjustments to the lighting, the use of the sound system, projection systems, or of the organ is not permitted unless authorised in writing by a member of the Property Team.

The kitchen is licensed by Rushcliffe Borough Council for food preparation in accordance with the Food Safety Act 1995. It is a condition of hire that all food preparation (other than drinks, pre-baked cakes and biscuits) must be carried out under the supervision of a holder of a current food hygiene certificate. All users must adhere to the guidelines of the Food Safety Act. A copy is displayed in the Kitchen. In particular, you must adhere to the colour coded system for food preparation.

MISUSE

The Hirer is responsible for ensuring that their Group

- a. Does not use the premises in a way which might injure the reputation of the Church or associated Groups, or offend against any statute or any of the regulations of any Local or Public Authority in any way.
- b. Does not do anything which may invalidate the insurance policy of the Managing Trustees of the premises.
- c. Does not damage the premises or the fixtures or furniture, and indemnifies the Managing Trustees against the cost of all repairs made necessary by the activities of their Group.
- d. Does not allow betting or gambling in any form, or use the premises for the supply, sale or consumption of alcoholic beverages. Both of these are contrary to the Standing Orders of the Methodist Conference.
- e. Does not play ball games, except in Room 2, 5 (small soft balls only) or the Upper Hall and does not use any large play equipment e.g. bouncy castles
- f. Keeps the Managing Trustees indemnified against all liability in respect of claims for damage or loss which may be suffered by any person by reason of or arising directly or indirectly out of the use of the premises hereby authorised.

HOUSEKEEPING

After each session you are requested to help by

- a. Leaving the premises in a clean and tidy condition, by ensuring that all litter is placed in the litterbins provided and removing any bulky items of rubbish. It is recommended that, wherever possible, you re-cycle waste material.
- b. Switching off all lights or services used by the group, the hot water boiler if used, cleaning and drying all kitchen / tea bay equipment after use, and returning it to its normal position.
- c. Using the utility room to clean all equipment other than kitchenware, such as craft items. The utility room also contains materials for the cleaning of accidental spillage.
- d. Seeing if any other user or group is on the premises. If not, then ensure that all lights in common areas are switched off, all water taps are turned off, and all windows and doors securely closed before locking the exit.
- e. Informing the Caretaker of any concern or damage that arises during the letting.

HEALTH AND SAFETY

You must assist the Church Council and its officers in the maintenance of a safe environment for all users of these premises.

- a. You are personally responsible for ensuring that your behaviour ensures a safe environment for all users, including yourself, at all times. This is a legal obligation.
- b. You should keep all landings, corridors and open public areas clear at all times. In particular you must not use them for group registration, free standing displays, tuck shops, advertising and the like.
- c. You should make yourselves familiar with the building emergency exits. You must keep all emergency exits clear of any obstructions.
- d. You should make yourself familiar with the procedures in the Fire Safety section.
- e. You should lock the front door if your group is the only group on the premises.

ACCIDENTS AND FIRST AID

In the event of an accident of whatever cause or severity you should

- a. Record the details in the Accident Book which is kept in the Foyer before placing the completed accident form in an envelope for confidentiality and posting it in the caretaker's black post box in the main corridor.
- b. Note in the accident book any first aid items used so that replacement can be made.
- c. Use the First Aid boxes (available in the foyer, kitchen, lower and upper tea bays) for emergencies only, and obtain proper medical treatment as soon as practicable afterwards.

FIRE SAFETY

You and your group should take all necessary actions to prevent the risk of fire.

- a. Make yourself familiar with fire safety equipment, fire procedures and emergency escape routes. It is your responsibility to make your group aware of these.
- b. You are responsible for organising appropriate numbers of Fire Drills with your group. The Property Team can help with sounding the alarm, stewarding, etc.
- c. If the Alarm sounds, you and your group must leave immediately and assemble at the evacuation assembly point outside the entrance to Epperstone Court in Patrick Road.
- d. If you discover a fire, break the glass in the alarm at your nearest fire exit, then telephone the fire brigade. There is a telephone kiosk in Patrick Road opposite the Church. Dial 999 and ask for the fire brigade. You can find fire blankets in the kitchen and in the church.
- e. Neither you nor your group may re-enter the premises until given permission by a member of the fire service or a member of the Property Team.

CONDUCT

The shared use of these premises depends upon respect and consideration being shown for the officers of the church and other room users at all times. You should

- a. Ensure that you and your group behave to the highest standards at all times
- b. Inform the Caretaker or the Lettings Administrator immediately if there are any problems.

SMOKING

Smoking is not permitted in any part of the premises or in the grounds.

USE OF EQUIPMENT

You should not use nor interfere with equipment that belongs to another user or the church.

- a. All electrical equipment brought onto the premises by the hirer needs to be appropriately tested and certified for electrical safety and should display a valid PAT certificate.
- b. You must use equipment only for the purpose for which the equipment is designed.
- c. You must return all equipment to its normal location (and settings) after use.
- d. If you have permission from the Property Team to store equipment that belongs to your group this must be kept tidily, and only in the place(s) allocated to your group. No responsibility can be accepted for any loss or damage to any property which is left or stored on the premises.

NOTICES AND ADVERTISING

There are a number of designated notice boards for you and your group to use.

- a. Under no circumstances may you affix notices to walls, doors or the like or attach fixtures or decorations of any kind to the walls of the premises by the use of any type of nail, screw, Blutak, paste, etc. nor use any free-standing boards in corridors or shared areas.
- b. You should obtain the prior written permission of the Church Council before using the name "West Bridgford Methodist Church", or similar, in advertisements.