



Church Booking Policy

All Saints' Church, Walsoken

Please refer to Document S&S_Doc_001 for all Safeguarding and Social requirements

Specific Policy

This Safeguarding & Social (S&S) sub-policy controls booking the whole church or just the Tom Walters room at church. The church building and/or the Tom Walters Community Room are available for booking, either by church members or outside groups and organisations. However, as some groups, such as the Choir, the Bible Study, the Bell Ringers use the church building on a more-or-less weekly basis, the PCC have drawn up this booking policy, to be fair to those who use the building regularly. It was agreed that, if the PCC has booked the church building, it will not be available for use by a group on their usual day, they should be properly informed, with sufficient time to make alternative arrangements.

No one person or group has a monopoly of the church building on any one day or time.

No charge will usually be levied to All Saints', Walsoken church groups. A charge may be levied to outside groups and organisations.

Reference Documents

The Health and Safety at Work Act 1974

The Management of Health & Safety at Work Regulations 1992

Procedure

- 1) Bookings for events where the whole church building is required, will from now on be managed by the PCC. Anyone organising such an event must liaise with the PCC, who must agree the date and time. The church building will be booked by the PCC, not by the individual or group organising the event. When this happens, if the date or time coincides with any regular groups that might normally be using the church on that occasion, the PCC secretary will inform them, well in advance, that the church building is required as booked by the PCC.
- 2) Bookings for smaller group events, where only the Tom Walters Room or the bells is required, will be managed via the Church online calendar, and everyone will be expected to respect those groups that use the room on a regular basis at a specific time, such as Bell ringing and Coffee Mornings, for example. However, it was also agreed at the PCC that Occasional Offices, such as weddings and funerals, will always take priority, and regular groups using the meeting room or bells will be required to make alternative arrangements in such cases.

Where there is a dispute between two different groups wanting to use the church or meeting room at the same, and they cannot come to an amicable agreement, the Priest in charge and Churchwardens will decide on the matter. That decision will be final.

Booking Considerations for outside groups or organisations

We will not accept bookings for activities which conflict with the Christian values, or which promote any political party or opinion. The Church reserves the right to refuse requests for hire by groups or for activities which, in the opinion of the All Saints' Church, Walsoken, are either contrary to the purposes and beliefs of the Church of England, or where the Church considers that such use or activities may cause offence, on grounds of their religion or beliefs, to a significant number of people.

Restrictions

- 1) No acts of worship, other than Christian worship, are permitted on the premises.
- 2) We will not hire out the premises for any parties which will involve large groups of teenagers or young adults.
- 3) We do not, for safety reasons, allow the use of 'Bouncy Castles', or similar inflatables, on the premises.
- 4) All events are to finish by 10.30pm with the premises to be empty by 11.00pm
- 5) The benefit of a booking may not be assigned or transferred, in whole or in part, to any other person or party

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Health and Safety

- 1) Whilst the PCC will take steps to ensure the premises are safe to use, it is the responsibility of the hirer to ensure the safe conduct of their activity during the period of hire, including the presence of a suitably qualified first aider if necessary. Each hirer should have their own first aid kit.
- 2) Any accident involving personal injury must be reported to the churchwardens and be recorded in the accident Book
- 3) All entrances and exits must always be kept clear.
- 4) Any portable electrical appliance or device brought in from elsewhere and used on the premises must have an up-to-date safety certificate (PAT) which must be made available for inspection upon request.
- 5) The hirer is not permitted to bring in supplementary heating appliances.
- 6) A strict No Smoking Policy (including e-cigarettes) applies to all rooms (including toilets) in the premises and to the entrance and immediate area outside the building.
- 7) All rubbish must be taken from the premises by the hirer.
- 8) All hirers of the church are responsible for carrying out their own risk assessment before using the building.
- 9) The hirer shall ensure that there are sufficient staff available to supervise any children and young people involved. The current guidelines are:
 - a. For 0 to 2 years – one adult to every three children (1:3)
 - b. For 2 to 3 years – one adult to every four children (1:4)
 - c. For 3 to 8 years – one adult to every eight children (1:8)
 - d. For 8 years and over – one for the first 8, then one for every additional 10 children.

NOTE: young people under 18 count as children, not adults. If you have several young people helping you will need more adults not fewer.

Legal Considerations

- 1) The hirer agrees to indemnify the PCC against all claims, demands, actions, proceedings, damages, costs and expenses arising out of non-observance of the Terms of this Policy document.
- 2) It is the responsibility of the hirer to effect whatever insurance he/she requires to cover his/her liabilities. Insurance effected by the PCC does not extend to a hirer's liabilities. The PCC accepts no liability for accidents, injuries, damage and/or loss of personal property because of using the premises. It is essential that the hirer obtains adequate Public Liability Insurance for the hiring.
- 3) The hirer must comply with any legal requirement concerning music, singing and dancing licences, theatre licences and copyright. The hirer shall be fully responsible for obtaining any such licences or any other permission required, providing that no such application shall be made without the approval of the PCC.

Safeguarding

The PCC has adopted the Diocese of Ely Safeguarding Policy, and it is the responsibility of the Hirer to either provide a copy of their own safeguarding policy before the letting is agreed, or obtain a copy of the All Saints', Walsoken Church policy and sign to confirm they will abide by it. A declaration is attached as appendix 2

Forms

Form 1. All Saints', Walsoken Church Booking Form (S&S_Doc_006F)

All Saints' Church, Walsoken	
Church Booking Form	
All bookings are subject to the Church Booking Policy for the hire of the Church Building or just the Tom Walters meeting room	
Hire Rates	
Hire the whole church between 9am and 1pm	£XX
Hire the whole church between 1pm and 6pm	£XX

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Diagrams

None

Appendices

None

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Appendix 2. Safeguarding Declaration

All Saints' church, Walsoken has a parish policy for safeguarding children, young people and vulnerable adults. Your booking agreement is conditional upon you complying with it unless you already have an equivalent policy of your own.

You are required to ensure that children, young people and vulnerable adults are always protected, by taking all reasonable steps to prevent injury, illness, loss or damage occurring, and that you carry full liability insurance for this.

This means that:

- 1) You will comply with the attached good practice guide with children and young people or vulnerable adults unless you already have an equivalent.
- 2) You will provide the church with a copy of your organisation's safeguarding policies or if you do not have one you can adopt our current parish policy.
- 3) You will recruit safely all current paid and voluntary workers who work with children and/or vulnerable adults, by obtaining satisfactory disclosures from the Disclosure and Barring Service where eligible and keeping records of dates and disclosure numbers indefinitely.
- 4) You will keep a list of the names of all paid and voluntary workers with regular and direct contact with children/vulnerable adults and update it annually.
- 5) You will always have at least two leaders over the age of 18 years in any group of children and young people, no matter how small the group
- 6) No person under the age of 18 years will be left in charge of any children or young people of any age.
- 7) No child or group of children or young people should be left unattended at any time
- 8) A register of children, young people or vulnerable adults attending the activity will be kept securely. This will include details of their name, contact details of parent/guardian/carer etc. date of birth and next of kin
- 9) You will immediately (within 24 hours) inform the Parish Safeguarding Officer of:
 - a. The occurrence of any incidents or allegations of abuse or causes of concern relating to members or leaders of your organisation, and contact details for the person in your organisation who is dealing with it
 - b. Any known offenders against children or vulnerable adults seeking to join your membership and manage such allegations or agreements with offenders in co-operation with statutory agencies, and with the church.

The Parish Safeguarding Officer All Saints' church, Walsoken is

Mrs. Christine Newman

who can be contacted on:

01945 880846 or chrissiejane1947@sky.com

Declaration

I agree to abide by appropriate safeguarding procedures. I understand that my booking agreement may be terminated in the event of my failing to comply with these procedures.

Signed Designation

Organisation Date

Please sign two copies, one to be retained by the church, and one by the organisation

For internal use only. While every effort has been made to ensure accuracy, this policy does not account for future judicial or church interpretation, decisions or any English legal changes that may alter its basis between revisions. All Saints' Church, Walsoken does not accept any liability resulting from the use of these policies by others. All decisions made based on these policies by others are at their own risk, and All Saints' Church, Walsoken disclaims any liability for losses incurred.