

Teddington Mission Hub Safeguarding Policy Statement, in respect of the use, letting, management and maintenance of the Peter & Paul Centre, Teddington

The following policy was agreed by the TMH Trustees at their Board meeting held on 27 March 2023.

In accordance with the House of Bishops' Policy Statements, 'Promoting a Safer Church (2017) and 'Protecting All God's Children' (4th edition, 2010), Trustees are committed to;

- Promoting a safe environment and culture.
- Responding promptly to any and every safeguarding concern or allegation
- Responding to those who may pose a threat to others.
- Ensuring that all users of the Peter & Paul Centre – whether church, charity, volunteer, commercial or other organisation – have an adequate and up to date Safeguarding Policy and obtain an assurance that this is being implemented fully.

In particular, Trustees will;

- Ensure that any staff employed by TMH receive Safeguarding training as defined by the Church of England Learning & Development framework to allow them to carry out their responsibilities and duties fully.
- Listen to and take seriously any person who discloses abuse.
- Ensure that a Health & Safety Policy, and proper procedures and risks assessment are in place and that these are renewed annually.
- Appoint a lead Safeguarding Trustee.
- Review the implementation of the Safeguarding Policy, Procedures and Practices at least annually.
- Provide a clear statement on safeguarding to any potential or actual user of the Peter & Paul Building, which sets out safeguarding expectations and requirements to be adhered to by any user or hirer. A commitment to abide by this policy and the associated guidelines is an essential requirement of any user.

Trustees and Staff agree to abide by this policy and the guidelines established by the TMH Trustee Board.

Signed .....(Chair)

.....(Secretary)

Date.....18/9/23.....

Appendix 2: Hire Agreement for Occasional Users

1. This Agreement is between The Teddington Mission Hub “TMH” and you, “the Hirer”.
2. The Hirer agrees to the terms of this Agreement and the associated Conditions of Hire relating to Care of the Centre, Safeguarding and Fire Safety, all within this document.
3. TMH reserve the right to cancel or change the booking if the accommodation is required for Church functions, use as a Polling Station for a Parliamentary or Local Government election, or other exceptional need. Any fee paid for such cancelled booking will be refunded. TMH endeavours to give a period of 2 months’ notice in such cases.
4. The Hirer must respect the booked times of hire - which include your set-up at the start of your booking and your clear-up and clean-up at the end - and vacate the premises promptly by the end of the hire period.
5. No booking can be accepted, and no date held, without full payment, as shown in the attached invoice. The payment will be the responsibility of the Hirer. Refunds are not guaranteed and in case of cancellation please contact the Teddington Mission Hub Manager.
6. The refundable damages deposit, if taken, will be returned within 14 days of the hire date, subject to satisfactory compliance with this contract and conditions of hire. Should any loss, damage or expense occur as a result of the hire then the cost of such loss, damage, or expense will be deducted from the deposit, or if this amount is inadequate, the Hirer shall be responsible for such additional sum as deemed necessary to cover the total cost.
7. The Hirer is not to create any nuisance to persons or property, especially in the immediate neighbourhood and is to indemnify the PCC from all and any claims arising from the booking.
8. Our license permits a reasonable level of noise from a booking until 10.30 pm, at which point all noise must cease, and those attending need to begin to leave the area quietly. Allowing a quiet clear-up and clean-up of the premises by the Hirer before the premises is locked at 11.00 pm.
9. Please be aware that it is illegal to supply alcohol to any person under 18 years of age, or to any person who shows signs of being intoxicated. Also, should you wish to sell alcohol during your Hire, the Hirer is responsible for obtaining and paying for a Richmond Council Temporary Event Notice which needs to be presented with this signed Contract and Conditions.
10. The Hirer shall be responsible for making adequate arrangements to insure against any third-party claims which may lay against the Hirer or his/her organisation when using the premises.
11. If an entertainer or caterer is hired, the Hirer is responsible for their conduct (e.g., safe provision of services, prompt leaving, care of Hall, etc).
12. All hired bouncy castles must have a protective layer placed beneath them (to prevent floor damage), and suitable crash mats to protect the children – this is the responsibility of the Hirer.

Hirers do not have access to other sections of the Centre which they have not booked.

The Peter & Paul Centre - Conditions of Hire

Relating to Care of the Hall, Safeguarding and Fire Safety

CARE OF THE HALL

The Peter & Paul Centre is a community facility shared by many and, as such, all users share a responsibility to keep the Hall in good order for yourself and others.

- Nothing shall be affixed to the walls, woodwork or furniture other than with Blu-Tack.
- The Hirer must vacate the premises by the end of the hire period. The Hall is to be left in a clean and satisfactory condition and any equipment/furniture used is to be replaced tidily where found.
- Floors throughout are to be swept and all spillage of food or drink on the floors or furniture is to be properly removed by cleaning.
- TMH accept no responsibility for anything left at the Parish Hall.
- All rubbish, and recycling, generated by the Hirer is to be taken home by the Hirer. Under no circumstances is anything to be left onsite at the Hall.
- The Hirer must report breakage and any such damage, or breach of the terms of the hire agreement to the Parish Office within 24 hours.

SAFEGUARDING

The Hirer agrees to comply with TMH's *Safeguarding Policy* and *Code of Safer Working Practice*.

Please refer to full copies of these policies which are displayed on noticeboards in the Centre, and are also available from the TMH Centre manager

- The hirer, whilst onsite here, is required to ensure that children, young people and vulnerable adults are protected at all times, by taking all reasonable steps to ensure that no person is at risk of harm.
- It is best practice to ensure you have at least two adults over the age of 18 years in any group of children and young people who do not have their parent or carer with them, no matter how small the group.
- No person under the age of 18 years will be left in charge of any children or young people of any age.
- No child/group of children/young people should be left unattended at any time.
- Unaccompanied children must not be allowed in the kitchen at any time.
- The Hirer will immediately (within 24 hours) inform the TMH Safeguarding Lead Trustee of: 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

FIRE SAFETY

The Centre is a No Smoking building, fitted throughout with fire alarms and smoke detectors.

- Prior to commencement of the hire period, a responsible person must be nominated to receive a safety briefing on arrival or at a mutually agreed time.
- The responsible person must make themselves familiar with the advice on the FIRE ACTION PLAN notices situated in the main entrance and kitchen.
- The responsible person must make themselves familiar with the nearest fire escape route or routes and relay this to other members of the group as required.
- In the event of a fire, the lift must not be used. Evacuation from above-ground levels must be made via the stairwell.
- No fire is to be lit at any time in the building, nor any appliance used that involves gas or naked flames (other than the kitchen appliances). No indoor or outdoor fireworks are to be used inside or outside at any time.

- In case of fire, fire extinguishers must only be used by competent people if they consider it is safe to do so; otherwise, risks should not be taken, and the building must be evacuated.
- Any electrical items (e.g., Mobile phones, Inflatables, PA systems, compressor pumps) brought into the Centre and plugged in by the Hirer must have an in-date PAT certificate on the item or power-plug.
- Any portable heaters must be plugged into a mains supply and never via an extension lead.
- Kitchen appliances (e.g. cookers, kettles, urns) must only be used by competent people.
- No items (e.g. pans, tea towels) are to be left on the gas hobs at the end of the hire period.
- At the end of the hire period, all electrical equipment used must be turned off (e.g., lights, wall-heaters, cookers, urns, speakers, PA system). The fridge is the one exception to this.

If any of this form remains unclear to you, clarification must be sought from TMH ahead of your booking.

I have read and understood the Agreement and related Conditions of Hire and agree to abide by them.

Name _____

Address _____

Mob. No _____

Signed _____

Date _____ *Date(s) of Function* _____

We encourage you to use fairly traded items on these premises, avoid single-use plastics and recycle + re-use all that you can. Thank you.

Appendix 1: Hire Agreement for Regular Users

Hire Agreement for Regular Users

1. This Agreement is between the Teddington Mission Hub "TMH" and you, "the Hirer".
2. The Hirer agrees to the terms of this Agreement and the associated Conditions of Hire relating to Care of the Hall, Safeguarding and Fire Safety, all within this document.
3. TMH reserve the right to cancel or change regular bookings if the accommodation is required for Church functions, use as a Polling Station for a Parliamentary or Local Government election, or other exceptional need. Any fee paid for such cancelled booking will be refunded. TMH endeavours to give a period of 2 months' notice in such cases.
4. The Hirer must respect the booked times of hire - which include your set-up at the start of your booking and your clear-up and clean-up at the end - and vacate the premises promptly by the end of the hire period.
5. Regular Hall Users will be invoiced for the agreed hire fee at agreed intervals. Prompt payment is expected and remains the responsibility of the Hirer. Reminders will not be sent.
6. TMH reserves the right to review the charges of hire annually.
7. Should any loss, damage or expense occur as a result of the hire then the total cost of such loss, damage, or expense shall be the responsibility of the Hirer.
8. The Hirer is not to create any nuisance to persons or property, especially in the immediate neighbourhood and hereby indemnifies TMH from all and any claims arising from the booking.
9. Our license permits a reasonable level of noise from a booking until 10.30 pm, at which point all noise must cease, and those attending need to begin to leave the area quietly. Allowing a quiet clear-up and clean-up of the premises by the Hirer before the premises is locked by 11.00 pm.
10. Please be aware that it is illegal to supply alcohol to any person under 18 years, or to any person who shows signs of being intoxicated. Also, should you wish to sell alcohol during your Hire, the Hirer is responsible for obtaining and paying for a Richmond Council Temporary Event Notice which needs to be presented with this signed Contract and Conditions.
11. The Hirer shall be responsible for making adequate arrangements to insure against any third-party claims which may lay against the Hirer or his/her organisation when using the premises.
12. If the Hirer uses any third-party service, supplier or product, the Hirer is responsible for its conduct, safe provision, compliance with all Safeguarding and Health & Safety Policies, prompt exit and care of the Hall, etc.

Hirers do not have access to other sections of the Hall which they have not booked.

The Peter & Paul Centre - Conditions of Hire

Relating to Care of the Hall, Safeguarding and Fire Safety

CARE OF THE HALL

The Peter & Paul Centre is a community facility shared by many and, as such, all users share a responsibility to keep the Hall in good order for yourself and others.

1. Nothing shall be affixed to the walls, woodwork, or furniture other than with Blu-Tack.
2. The Hirer must vacate the premises by the end of the hire period. The Parish Hall is to be left in a clean and satisfactory condition and any equipment/furniture used is to be replaced tidily where found.
3. Floors throughout are to be swept and all spillage of food or drink on the floors or furniture is to be properly removed by cleaning.
4. TMH accept no responsibility for anything left at the Parish Hall.
5. All rubbish, and recycling, generated by the Hirer is to be taken home by the Hirer. Under no circumstances is anything to be left onsite at the Hall.
6. The Hirer must report breakage and any such damage, or breach of the terms of the hire agreement to the Parish Office within 24 hours.

SAFEGUARDING

The Hirer agrees to comply with the TMH *Safeguarding Policy* and *Code of Safer Working Practice*, attached hereto. Your booking is conditional upon compliance with these policies or with your equivalent policy when an up-to-date copy has been supplied to TMH. We require that whilst on site here you ensure that children, young people and vulnerable adults are protected at all times, by taking all reasonable steps to prevent the occurrence of injury, illness, loss or harm.

In particular this means that:

1. You will ensure that all paid and voluntary workers who work with children and/or vulnerable adults, have satisfactory disclosures from the Disclosure and Barring Service where eligible and you will keep records of dates and disclosure numbers indefinitely.
2. 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.
3. You will always seek to follow best practice advice to 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.
4. No person under the age of 18 years will be left in charge of any children or young people of any age.
5. No child/group of children/young people will be left unattended at any time.
6. A register of children, young people or vulnerable adults attending the activity will be kept securely. This will include details of their name, date of birth, contact details of parent/guardian/carer and next of kin.
7. You will immediately (within 24 hours) inform the TMH Safeguarding Lead Trustee 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 Safeguarding Lead Officer for TMH is

FIRE SAFETY

The Hall is a No Smoking building, fitted throughout with fire alarms and smoke detectors.

1. Prior to commencement of the hire period, a responsible person must be nominated to receive a safety briefing on arrival or at a mutually agreed time.
2. The responsible person must make themselves familiar with the advice on the FIRE ACTION PLAN notices situated in the main entrance and kitchen.
3. The responsible person must make themselves familiar with the nearest fire escape route or routes and relay this to other members of the group as required.
4. No fire is to be lit at any time in the building, nor any appliance used that involves gas or naked flames (other than the kitchen appliances). No indoor/outdoor fireworks are to be used inside or outside at any time.
5. In case of fire, fire extinguishers must only be used by competent people if they consider it is safe to do so; otherwise, risks should not be taken, and the building must be evacuated.
6. Any electrical items (e.g., mobile phones, inflatables, PA systems, compressor pumps) brought into the Hall and plugged in by the Hirer must have an in-date PAT certificate on the item/power-plug.
7. Any portable heaters must be plugged into a mains supply and never via an extension lead.
8. Kitchen appliances (e.g., cookers, kettles, urns) must only be used by competent people.
9. No items (e.g., pans, tea towels) are to be left on the gas hobs at the end of the hire period.
10. At the end of the hire period, all electrical equipment used must be turned off (e.g., lights, wall-heaters, cookers, urns, speakers, PA system). The fridge is the one exception to this.

If any of the content of this form remains unclear to you, clarification must be sought from TMH.

I have read and understood the Agreement and related Conditions of Hire and agree to abide by them.

Name _____

Address _____

Mob. No _____

Signed _____ **Date** _____

We encourage you to use fairly traded items on these premises, avoid single-use plastics and recycle + re-use all that you can. Thank you.

Appendix Three: Code of Safer Working Practice

The Code of Safer Working Practice

The Code of Safer Working Practice expresses the commitment of TMH to demonstrating God's love by placing the highest priority on the safety of all those who use the Centre. It sets out what we expect from anyone who works, ministers in, or uses the Peter & Paul Centre, in both paid or voluntary roles, and is one of the ways we ensure high standards of safeguarding in all we do.

Upholding the Code

All members of staff and volunteers are expected to report any breaches of this code to the Safeguarding Lead Trustee. Staff and volunteers who breach this code may be subject to disciplinary procedures or asked to leave their role. Serious breaches may also result in a referral made to the relevant statutory agency.

All those working on with children, young people and adults must:

- Treat all individuals with respect and dignity;
- Respect people's rights to personal privacy;
- Ensure that their own language, tone of voice and body language are respectful;
- Ensure that children, young people and adults know who they can talk to about a personal concern;
- Record and report any concerns about a child, young person or adult and/or the behaviour of another worker with their activity leader and/or the Parish Safeguarding Officer. All written records should be signed and dated;
- Obtain written consent for any photographs or videos to be taken, shown, displayed or stored.

In addition, those working with children and young people must:

- Always aim to work with or within sight of another adult;
- Ensure another adult is informed if a child needs to be taken to the toilet;
- Respond warmly to a child who needs comforting but make sure there are other adults around;
- Ensure that the child and parents are aware of any activity that requires physical contact and of its nature before the activity takes place.

All those working on behalf of the parish with children, young people and adults must not:

- Use any form of physical punishment;
- Be sexually suggestive about or to any individual;
- Scapegoat, ridicule or reject an individual or group;
- Permit abusive peer activities e.g. initiation ceremonies, ridiculing or bullying;
- Show favouritism to any one individual or group;
- Allow an individual to involve them in excessive attention seeking;
- Allow unknown adults access to children, young people and adults who may be vulnerable. Visitors should always be accompanied by an approved person;
- Allow strangers to give lifts to children, young people and adults who may be vulnerable in the group;
- Befriend children, young people and/or adults who may be vulnerable, on social media;
- Take photographs on personal phones or cameras as this means that images are stored on personal devices.