

St Leonard's Church Streatham

Information for those wishing to hire the church building

We're very glad to let you have use of our building. We hope your event is successful and enjoyable. You are entering a beautiful building, dedicated to the glory of God and as such a symbol of our commitment to the community.

In order that all groups using the building know what is expected of them and all can enjoy the facilities here to the full, we ask you to read **the terms and conditions on pages 2 to 4** of this booklet, and to confirm this when you complete the **booking request form** on page 5.

When you have filled in the form and submitted it to us, we will come back to you within 5 working days to confirm whether or not the venue is available on that date. If it is, we will contact you to send us your **deposit** as set out at point (1) of the terms and conditions. When this has been banked, we will **confirm** with you that the venue is booked.

Should you have any queries, contact details are on page 4.

Terms and Conditions for the hire of St Leonard's

1. Deposits / Booking Forms.

Provisional bookings should be submitted using the **booking request form** on page 4 of this document. However, no agreement exists until the booking has been confirmed and approved on behalf of the PCC and the deposit has been received for the booking. The hirer will be notified when this is done, using the details on the booking request form.

A refundable deposit equal to 25% of the hire fee will be required as set out on the booking request form. This will be returned to the hirer after the event provided that the event has been run in accordance with our terms and conditions.

Booking fees should be returned with the booking form to the Church Wardens

Please make **cheques payable to "St Leonard's PCC"**

2. Charges.

- Cost of hire of the church: £50 per hour
- If you wish to use the Organ, we ask for an extra £50.
- If you wish to use the Piano you are asked for an extra £20

3. Cancellations.

Any cancellations must be made no less than one week before the date of the booking, or the normal charge will be levied.

The PCC reserves the right to cancel individual bookings if it is necessary to accommodate key church events (in such cases not less than three months notice would be given) or if anything is felt to be contrary to the values and ethos of St Leonard's (section 11)

4. Security / Loss or Damage.

You must provide your own **public liability insurance**. A copy of this will be required by the Churchwardens at least one week in advance of the event.

We cannot accept responsibility for any damage to or theft of personal belongings brought onto the site. Please report any loss or damage to the Churchwardens.

Drawing pins, sellotape, blu-tac and such materials should not be fixed to walls or woodwork. When moving furniture or equipment around please take care not to damage the walls or flooring. Users must accept financial responsibility for any loss or damage caused by their group to the property and equipment, and pay for any breakages.

Hirers of St Leonard's are required to ensure compliance with the new **no smoking** legislation and to take action as necessary.

5. Child Protection.

Guidelines established by the Church of England state that anyone over 18 who has any contact with children or vulnerable adults at St Leonard's Church needs to be checked by the Criminal Records Bureau (CRB). St Leonard's has a child protection policy. We require that all events attended by unaccompanied children, or where children spend time away from their parents, adhere to our policy as a minimum. **We also require that you have read and will comply with our policy, and that this is signed on your booking form**

6. Noise / Music.

We are situated in a residential area. To minimise inconvenience to our neighbours and other users of the church any proposed use of loud music will only be allowed at the Churchwardens' discretion. Please make every effort to avoid noise in the church yard and the surrounding area in the evenings.

7. Cleaning and Furnishings.

Hirers are responsible for clearing and sweeping the areas they have used, placing the rubbish in dustbins, and removing all articles and equipment brought onto the premises. The church should be left at least as clean as it was found.

8. Toilet and Kitchen Facilities.

Hiring does not, unless indicated, include exclusive use of toilet, and kitchen facilities. There are supplies of crockery and an urn for hot water, which may be used by arrangement. The person signing the booking form is responsible for ensuring that any use of the catering facilities complies strictly with the Health and Safety Regulations and that the area is left clean and tidy.

9. Licences.

The church is not licensed for the sale of alcohol. If you wish to sell alcohol you need a letter of permission from the PCC and you will need to obtain the licence. We reserve the right to prevent the sale of alcohol at your event if you are not able to show us both documents on the day.

10. Fire Precautions.

Please be sure to read and observe the fire notices. Please do not obstruct the fire exits in any way. Also, please do not move or tamper with the fire extinguishers except in an emergency.

11. Smoking.

Smoking is not permitted anywhere within the church.

12. St Leonard's Values and Ethos.

The PCC seeks to use its buildings in a way that does not conflict with its faith foundation. The PCC reserves the right to refuse an application if it believes the booking may compromise the integrity of its faith values, or create a mixed message. We gladly make available to all who make a booking some information about finding out more about the Christian faith and other church activities.

In the event of these terms and conditions not being adhered to, the Churchwardens reserve the right to retain the deposit against any expenses incurred and the full amount of the letting. If the church or church yard are left in an unsatisfactory condition the Churchwardens may retain the deposit, or part thereof, to facilitate cleaning or repairs.

Thank you

Caroline Jenkins

mrscejenkins@gmail.com

St Leonard's Church, Streatham ***POLICY FOR THE PROTECTION OF CHILDREN***

INTRODUCTION

This policy statement sets out the means by which St Leonard's Church will ensure that every precaution is taken to protect children in our care or receiving services provided by us. It is based on the Children Act, Home Office 'Safe from Harm' Guidelines and the House of Bishops Recommendations.

AIMS

Our aims are to promote good practice in the protection of children and to protect those, who on either a paid or voluntary basis work with them on behalf of or in the name of St Leonard's Church.

PRINCIPLES

- Children will be protected
- The welfare of the child is paramount
- All allegations of abuse will be taken seriously
- We will collaborate with statutory and voluntary agencies
- Volunteers will be trained and supported
- Declarations of offences will be sought from all volunteers and paid staff with regular direct contact with children

DEFINITIONS

Children are defined as children and young people aged under 18 years.

PROCEDURES

Appointment of Child Protection Representative

The PCC will appoint a Child Protection representative. This person will work alongside the incumbent to ensure that the Guidelines produced by the Diocese of Southwark in relation to child protection are adhered to. Details of this role are set out in 'Supplementary Guidelines for Implementing Parish Child Protection Policy'.

Volunteers

The Parish of St Leonard's Church thrives on the tireless work of volunteers supporting and enhancing that of the clergy in all aspects our mission, both internally and in relation to outreach work. It is considered that interviewing all volunteers would place an unacceptable burden on those organising activities and may stem the flow of willing volunteers. However the parish will undertake a review of all volunteer roles to determine which roles are considered likely to have substantial direct contact with children. The Child Protection Representative will then ensure that the volunteer completes

- An Offences Declaration Form
- A Criminal Records Bureau Disclosure Form

The list of volunteers will be reviewed annually and the Offences Declaration Form updated every three years.

Diocesan requirements will be followed for paid staff.

Good Practice Guidelines for Children's Activities

At each meeting of children & young people there should be at least two adults present. Where possible the gender of the adults should reflect that of the group i.e. at least one man if there are boys present, at least one woman if there are girls. If a single leader of a group is felt appropriate, several groups may meet in a large room e.g. the hall or in adjoining rooms with an open door between. If a child or young person is interviewed alone there should be a second adult nearby.

No person under the age of 18 years should be left in sole charge of children of any age.

In the case of the crèche there must be at least two adults present even if there is only one infant.

No child or young person should be left unattended at any time.

A register should be kept of children attending each activity. It should include name, address, telephone number, date of birth and next of kin. A record should be kept of attendance at each meeting.

Written permission from parents/carers must be obtained for activities off the premises.

If a child is to be transported in a car or minibus the leader/driver must ensure that they are covered by appropriate insurance and if a minibus is used the person driving is authorised and holds an appropriate licence. Health & Safety Regulations must be followed.

Administration

The leader of each activity will be responsible for ensuring:

- That records and registers are kept and stored confidentially
- That each volunteer associated with that activity is reviewed, in conjunction with the incumbent, to determine whether their role entails substantial direct contact with children
- That the child protection representative is informed of all volunteers who require a CRB check
- That direct contact with children is avoided until the volunteer has been cleared by the CRB

The Child Protection Representative will:

- Provide Offences Disclosure and CRB forms to each volunteer referred to her/him.
- Check the evidence of address/identity provided by that volunteer
- Send the form to the Diocesan Child protection Representative
- Receive back from the CRB the outcome of the check
- In conjunction with incumbent and taking the advice of the Diocesan Child Protection Representative decide on an appropriate course of action in the event of a positive disclosure
- Keep a record of the dates of CRB checks of all volunteers.

The PCC must assure itself that there is a place where records can be stored securely and confidentially. Retention of Offences Declaration forms must be indefinite and the incumbent will be responsible for their long term storage.

Action if an Allegation of Abuse is made or an Adult Working with a Child is concerned About Possible Abuse

A child should always be taken seriously. The adult should consult the leader of the activity and then the Child Protection Representative or the incumbent. The adult should not 'investigate' or contact Social Services directly except in an emergency. The Diocesan Child Protection Co-ordinator is available for consultation where appropriate.

The Role of Diocese of Southwark

The Diocese will act as Umbrella Body registered with the Criminal Records Bureau In the name of the South London Church Fund and Southwark Diocesan Board of Finance, through which parishes and associated organisations may apply for CRB checks for volunteers. As such the PCC is required to sign up to the attached 'Policy Statement Regarding Recruitment, Disclosures and the Security of Disclosure Information'.

Training

Child Protection training for volunteers involved in Sunday Club crèche, youth club etc. will be arranged on a three year rolling programme. Records of attendance will be kept by the Child Protection Representative.

Insurance

St Leonard's Church is covered for Public Liability Insurance with the Ecclesiastical Insurance Company. The observance of 'reasonable care' is a standard insurance condition. The policy holder has a duty to adopt 'best practice'. The Ecclesiastical Insurance Company considers the implementation of the Church of England Policy essential for the maintenance of public liability insurance in the field of child abuse.

Church Premises

The Incumbent will ensure that the Guidance on child protection policy in relation to groups who hire the church hall is implemented. (Supplementary Guidelines on Implementing Child Protection Policy).

St Leonard's Church Streatham
Booking Request Form

Date of requested booking (dd/mm/yyyy)	
Building to be vacant from (time)	
Building to be vacated by	
Total hours requested	

The church will be used for (brief description of event):

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The following will be required:

Use of organ (£50)	
Use of piano (£20)	
Tape/CD deck	
Licence for the sale of wine and beer	
Urn, cups and saucers (N.B. you will need to supply your own tea, coffee, milk, sugar)	

Personal details

Name of hirer and contact details:

Name	
Organisation	
Email	
Phone	
Fax if available	
Address	

I confirm that, if my event means that any children will be attending, I have read and my organisation will comply with, St Leonard's Child Protection policy

Signed:.....

Please return completed form to:

stleonardschurchbookings@hotmail.co.uk

We will contact you shortly to let you know if we can accommodate your event, and to arrange for your deposit equivalent to 25% of the total booking fee to be sent to us so that we can confirm your booking.

Thank you, the Churchwardens

St Leonard's Church Streatham
Booking Agreement Form
(to be completed by authorised representatives of St Leonard's)

Date and times of event (from booking request form)	
Organisation	
Booking agreed subject to deposit (date and who agreed by)	
Deposit value	
Hirer notified of deposit required (date)	
Deposit in bank (date)	
Booking agreed (date)	
Hirer notified (date)	