

Checklist - Key points for external user groups when hiring church premises

Taken from Safeguarding Policy, Procedures and Guidance for the Methodist Church July 2020 Section 6.9 Hire or use of church premises

Users and hirers of Methodist premises

Church Councils are required to ensure that those who use their premises under licence (or who hire the premises for regular or occasional use) are given a copy of the local church safeguarding policy and declare their willingness to comply with the Safeguarding Policy, Procedures and Guidance of the Methodist Church or comparable equivalent guidelines and procedures (such as Scouting and Guiding national safeguarding policy). These should be displayed prominently.

Promote a safer environment and culture by:

- having a named safeguarding person/point of contact
- having a safeguarding children and adults' policy which is reviewed and updated annually and which:
 - acknowledges that safeguarding is a shared responsibility
 - evidences that it is based on statutory guidance and good practice
 - contains a statement that all people are treated with respect and dignity
- ensuring that the property is kept safe, checked at the beginning and end of every session, and any issues reported to the appropriate person
- ensuring that any vehicle used to transport children, young people or vulnerable adults is suitable, insured and that the driver and escort are safely recruited. An agreed record must be kept for each driver/car.

Safely recruit and support all those with any responsibility related to children and adults at risk of harm and ensure that:

- all staff and volunteers are clear about their roles and responsibilities
- safeguarding training at the appropriate level is in place for all staff and volunteers
- staff and volunteers do not work or meet alone with a child or vulnerable adult

- all staff and volunteers are safely recruited, including DBS checks for all eligible roles and a process in place to assess the appropriateness of anyone who has a blemished DBS

Respond promptly to every safeguarding concern or allegation by having:

- a process in place to deal with:
 - safeguarding concerns without delay
 - allegations about staff and volunteers
 - complaints

Organisations may have separate policies for social media/electronic communication, photography and video, off-site events. They may also have safer working guidance about adult child ratios, touch and a code of conduct for individual workers.