

Safeguarding Letting Policy

As part of the Church of England, the welfare of children and young people is a top priority for St Paul's Church. As such it has a range of relevant policies and procedures (commonly referred to as safeguarding).

GENERAL POINTS

In line with these policies, all lettings must adhere to the following safeguarding principles :

- All children in a letting party need to be properly supervised at all times.
- There are multiple potential hazards* in and around the building. Parents, carers and others in the group must maintain vigilance and not simply assume the children are fine.
- Children must be kept from wandering or exploring areas that are not part of the letting agreement.
- Measures must be in place to protect children from other dangers that may arise from the event (e.g. cake knife, cocktail sticks). This includes protection from access to alcohol where a license agreement is part of the letting.
- Where children are grouped together for an activity (e.g. watching a video), proper adult supervision must still be maintained. (Under 18 year olds should not be left in charge).
- Unless by prior arrangement, children are forbidden from going on the platform/band area in church, into the kitchen area, the vestry or the offices.
- No under 18 year old should be left alone out of sight in the company of an adult who is not their parent or alone in the company of child older than them.

While the safety of children is the primary concern, it should be noted that many of the above points will also prevent damage to expensive equipment, for which the hirer would otherwise be liable.

**It is ultimately the hirer's (i.e. not just a parent's) responsibility
to ensure these points are adhered to.**

(*In particular, be aware of the motorised shutter cupboard and the disabled lift. These can be tempting for unsupervised children to play with, but could result in them being trapped inside if misused).

LOCO PARENTIS LETTINGS

In addition to the above points, groups that intend to run activities where children will not have their parent present (i.e. a Loco Parentis arrangement) should also be aware of the following expectations.

- The group must have suitable ratios
- The group should have suitable liability insurance in place.
- The hirer should be able to show that those designated as official leaders/carers have been properly vetted and are suitable for the role. (It is likely the hirer will be required to provide evidence of official safeguarding documentation for its staff - such as DBS checks, chaperone licenses etc).

Regular Loco Parentis groups (e.g. uniformed organisations) are required to provide copies of their current safeguarding policies and DBS certificates of all leaders.