

## Hire of Church Premises Agreement

## Using our building – our vision and aims

Our vision for the hall at St Anne's is to enable the church to support and foster the mental, spiritual and physical wellbeing of the local community in our parish. Part of that will be providing space to rent at commercial rates, but we want the space to be used more widely, for a variety of social and creative activities, including as an affordable space for charity, voluntary and third sector enterprises. We are particularly concerned to address mental health and social isolation issues in our community. We are looking for a mixture of groups to rent the space that might cater for different needs and groups, from the young to the old. We operate a binary scale of rental fees to reflect the status of the user group, any charge to participants and the value of the activity to our core vision.

Our core values are the promotion of resilient communities with strong relationships, helping people to proactively look after themselves and others. Alongside our rentals we aspire to develop an outreach programme which offers opportunities for people to develop confidence, social skills and form friendships and connections in the local area. We believe that a sense of community spirit, togetherness and belonging is a priceless if intangible asset in an increasingly lonely and fragmented society.

### Please note

We want the hall to be a place where everyone can feel included. Consequently, the building may not be used by organisations, groups or individuals advocating or tolerating racism, sexism, homophobia, violence or hatred. All users must also comply with current child protection legislation. You must have read our Safeguarding Policies on in the appendix and sign your agreement to abide by them.

### The facilities

Our **HALL** measures approximately 15x10m and has a stage, toilets and kitchen. There are chairs and folding tables affording a variety of layout options, with a maximum capacity of 200 people.

Our **COMMUNITY ROOM** is a small meeting room on the first floor of the building (via stairs or lift), with chairs, folding tables, and tea and coffee-making facilities. It accommodates up to 20 people with an accessible toilet available on the ground floor

- Please note we do not routinely provide storage space and we may not be able to accept your application if you need to store equipment;
- Practitioners need to provide evidence of professional registration and of indemnity insurance cover;
- The responsibility for insuring any personal possessions on the premises is yours.

### A contract with our users

Please complete the **application form** (available separately) and read carefully the **standard conditions** below that go with it. If your application is accepted, we will ask you to **agree to the following simple conditions**:

- Look after the building and leave it with chairs stacked, tables folded, and in a clean and tidy condition;
- Show hospitality and tolerance towards other users;
- Note the exact location of the fire exits, fire alarm call points, smoke and heat detectors, fire extinguishers and first aid box before the Premises are used and make them known to all guests;
- Pay your hire charges on time and use only the space you have hired;
- Make sure that children and young people are supervised at all times;
- Stick to the hours of use agreed;
- Report any faults, breakages and accidents;
- Not to make duplicates of the keys or to pass keys on to any other person without prior permission;
- Turn the lights, cooking and all electrical equipment and heating off, shut the windows, close the doors and lock up securely when you leave.

Failure to do any of these may mean we need to cancel your contract and use of the premises.

# St Anne and All Saints South Lambeth

## Standard conditions for hire of the church premises

### 1 Application of these Conditions

1.1 These Conditions apply to every hiring ('Hiring') of any space in St Anne and All Saints church ('the Premises') by any and every individual, group, company or other entity ('Hirer').

### 2 Management of Hirings

2.1 The management of all Hirings is delegated by the Parochial Church Council of St Anne and All Saints South Lambeth ("the PCC") to the Administrator appointed by the PCC from time to time ('the Administrator'). The name and contact details of the Administrator are stated on the Hiring Agreement to which these Conditions are attached ('the Agreement'). All communications about the Hiring should be addressed to the Administrator or, in an emergency and if the Administrator cannot be contacted, to the alternative emergency contact as set out in the Agreement [Tom Elliott, Churchwarden, mobile 07770 648157].

### 3 Payment

3.1 One-off Hiring:

3.1.1 In the case of a One-Off Hiring and upon the Hirer signing the Agreement, the Hirer must make advance payment in full of the Hire Charge plus the Deposit, as stated in the Agreement;

3.1.2 Payments may preferably be made by electronic bank transfer; or, alternatively by cheque made payable to 'St Anne & All Saints PCC'. Any payment by electronic transfer or cheque is deemed to be made only when the payment has cleared. Our bank account details are available on request for electronic banking.

3.2 In the case of any Fixed Term Hiring and upon the Hirer signing the Agreement, the Hirer must make advance payment in full of the Hire Charge for the first Period of the Hiring, plus the Deposit, as stated in the Agreement, and must at the same time provide to the Administrator a standing order mandate in such form as the PCC may require for subsequent Periods of the Hiring payable to the PCC's account, and must not during the continuation of the Agreement revoke or cancel that mandate.

3.3 In these Conditions:

3.3.1 'One-Off Hiring' means a Hiring for a single occasion on a single day;

3.3.2 'Fixed Term Hiring' means any hiring other than a One-Off Hiring;

3.3.3 'Period' means for Fixed Term Hirings for terms of 4 weeks or less, the full term of the Hiring; for Fixed Term Hirings for terms exceeding 4 weeks under which the hire charge is calculated on the basis of a weekly amount, 4 weeks; for all other Fixed term Hirings, one month.

### 4 Hire Period and Overruns

4.1 The agreed Hire Period as stated in the Agreement ('the agreed Hire Period') is inclusive of any time required by the Hirer for setting-up, clearing up and vacating the Premises.

4.2 Except where specifically agreed in writing by the Administrator, there is no facility for storage of equipment or other items whether before or after the agreed Hire Period.

4.3 The Hirer will pay the PCC an additional charge for each hour or part of an hour after expiration of the agreed Hire Period during which any part of the Premises is used or retained by the Hirer ('Overrun') at the hourly rate applicable under the Agreement.

4.4 If Clause 12 below has not been complied with in full by the Hirer by the expiration of the agreed Hire Period, the Hirer will be deemed for the purposes of 4.3 above to continue to use the Premises until either it has been fully complied with by the Hirer or the PCC has remedied any breach in accordance with Clause 12.2.

### 5 The Deposit

5.1 A £100 deposit is to be security:

5.1.1 for compensation for damage to the Premises or the building of which they form part or loss of or damage to any property of the PCC in or upon the Premises caused or occurring in the course of the Hiring;

5.1.2 for any additional charges attributable to any Overrun payable by the Hirer under Condition 4 above;

5.1.3 for compliance by the Hirer (and any Representatives, as defined in 7 below) with the terms of the Hiring Agreement and these Conditions (and in particular, Conditions 8-12 below); and

5.1.4 for compensation for any repudiation or purported cancellation of the Agreement by the Hirer otherwise than in accordance with Condition 6.1.1 below.

5.2 As soon as reasonably practicable after final performance or determination of the Agreement the PCC will calculate the amount (if any) which it is entitled to retain from the Deposit under this Condition and will account to the Hirer for any balance.

### 6 Cancellation and Termination

6.1 In the case of a One-Off Hiring:

6.1.1 The Hirer may cancel the Agreement by notice in writing to the Administrator at least 14 days before the beginning of the agreed Hire Period.

- 6.1.2 The PCC acting by the Administrator, the Vicar or any other person appointed by either of them may cancel the Agreement by notice in writing to the Hirer at least 14 days before the beginning of the agreed Hire Period.
  - 6.1.3 If the Agreement is cancelled under 6.1.1 or 6.1.2, the PCC will refund in full any Hire Charges and Deposit paid by the Hirer, but otherwise neither party will have any liability to the other.
- 6.2 In the case of a Fixed Term Hiring:
- 6.2.1 The Hirer may cancel the Agreement with effect from the commencement of any Period by notice in writing to the Administrator at least 14 days before the beginning of that Period.
  - 6.2.2 The PCC acting by the Administrator, the Vicar or any other person appointed by either of them may cancel the Agreement with effect from the commencement of any Period by notice in writing to the Hirer at least 14 days before the beginning of that Period.
  - 6.2.3 If the Agreement is cancelled under 6.2.1 or 6.2.2, the PCC will refund in full any Hire Charges and Deposit paid by the Hirer, but otherwise neither party will have any liability to the other.
- 6.3 In the case of any Hiring, the Agreement will be automatically terminated and both parties discharged from further liability (except as a result of acts and omissions occurring before the relevant event) if the Administrator gives notice in writing to the Hirer that either of the following events has occurred:
- 6.3.1 The Premises have been destroyed or damaged so as, in the opinion of the Vicar, to render them unfit for the use permitted under the Agreement; or
  - 6.3.2 The PCC has decided to carry out works upon or in relation to the Premises or the building of which they form part and, in the opinion of the Vicar, such works either (1) cannot be carried out so long as the Agreement continues in force or (2), when carried out, will make use of the Premises for the use permitted under the Agreement impracticable.
- 6.4 In the case of any Hiring:
- 6.4.1 The Hirer may terminate the Agreement immediately by notice in writing to the Administrator in the event of any material breach of any of the PCC's obligations under the Agreement.
  - 6.4.2 The PCC acting by the Administrator, the Vicar or any other person appointed by either of them may terminate the Agreement immediately by notice in writing to the Hirer in the event of any material breach of any of the Hirer's obligations under the Agreement.
  - 6.4.3 Any termination under 6.4.1 or 6.4.2 does not adversely affect any claim for damages for the breach in question or any other breach.
- 6.5 For the purposes of 6.4.1 and 6.4.2
- 6.5.1 any breach of Clauses 7, 8, 9, 10 or 11 is material; and
  - 6.5.2 a breach of any other obligation is material if it has not been remedied within 7 days after the victim of the breach has given the party in breach notice in writing specifying the breach.

## **7 Supervision by or on behalf of the Hirer**

- 7.1 The Hirer is responsible for ensuring that the requirements set out in Conditions 8-12 below are complied with by all persons (apart from the Administrator, the Vicar and any other representative of the PCC) present on the Premises throughout the agreed Hire Period and any Overrun. The Hirer must be physically present on the Premises throughout and must not be engaged in any duties or activities that prevent him or her from exercising general supervision.
- 7.2 In the case of a Hiring to a company, limited partnership or other artificial legal person:
  - 7.2.1 The Hirer delegates responsibility for performance of its obligations under (a) above to the individual(s) named as Representative(s) in the Agreement; and
  - 7.2.2 By his or her signature to the Agreement, each individual so named accepts joint and several liability with the Hirer with regard to all of the Hirer's obligations under the terms of the Agreement, including these Conditions.

## **8 Use of the Premises**

- 8.1 Permitted use: The Hiring is personal to the Hirer and only for the purpose stated in the Agreement.
- 8.2 Extent: The Hiring only extends to the particular part of the Premises identified in the Agreement. No other part may be used.
- 8.3 Access on behalf of the PCC: The Hall Manager, Vicar and Church Wardens or their representatives are entitled to have access to all parts of the Premises at all times without notice.
- 8.4 Intoxicating Liquor: The sale of alcohol (as defined in the Licensing Act 2003) in the course of or in connection with any Hiring is absolutely forbidden anywhere in the Premises or elsewhere within the boundaries of St Anne and All Saints church, except in cases where:
  - 8.4.1 Such sale is lawful as a result of steps taken by the Hirer, with the prior written agreement of the Administrator, under the legislation relating to Licensing; and
  - 8.4.2 Satisfactory documentary evidence that such steps have been taken has been provided to the Administrator before the Hire Period begins.
- 8.5 Other licences: The Hirer must obtain any other licences necessary in connection with the Hiring.
- 8.6 Smoking: Smoking (whether of tobacco or any other substance and whether by the Hirer or anyone else) is absolutely forbidden anywhere in the Premises or the church building of which they form part.

- 8.7 Drugs: Any conduct in contravention of any provision of the Misuse of Drugs Act 1971 and/or any regulations made under that Act is absolutely forbidden anywhere in the Premises or elsewhere within the boundaries of St Anne and All Saints church, whether by the Hirer or anyone else.
- 8.8 Betting, Gaming and Lotteries: Nothing shall be done on or in relation to the Premises in contravention of the law relating to betting, gaming and lotteries.
- 8.9 Animals: No animals are allowed on the Premises except in the case of registered assistance dogs for the deaf or blind. No animals whatsoever are to enter the kitchen at any time.
- 8.10 Car Parking: Cars shall not be parked so as to cause an obstruction at any entrance to, or exit from, the Premises.
- 8.11 Advertisements: The Hirer must not display or attach any sign notice or advertisement anywhere within the Premises or upon the building of which the Premises form part, except with the previous written consent of the Vicar.
- 8.12 Care of the Premises, building and contents: Reasonable care must be taken at all times of the Premises, the building of which they form part and all furniture, equipment and other items of property situated within them, whether used in the course of the Hiring or not. No food or drink may be consumed in the course of the Hiring except that provided by the Hirer. Any food or drink not supplied by the Hirer but stored by others on the Premises is to remain undisturbed.
- 8.13 Keys: The Hirer is the designated key holder and must inform the Administrator if the keys are passed to any other person, for example to another member of the Hirer's group or to a person engaged to prepare the Hall for a function. The Hirer must provide the full name, address and telephone numbers (landline and mobile) of the temporary key holder. The Hirer must not transfer the keys permanently to another person unless the PCC or the Administrator gives express permission in writing. The Hirer must not make copies of any keys. If the keys become lost the Hirer must immediately inform the Administrator who will arrange for replacements (at the Hirer's cost).

## 9 Safety Regulations

- 9.1 Nothing shall be done which will harm or endanger the Premises or the building of which they form part, any user of either of them or any of their contents. In particular:
  - 9.1.1 The exact location of the fire exits, fire alarm call points, smoke and heat detectors, fire extinguishers and first aid box must be noted before the Premises are used. The location of fire doors and the manner of opening them and any information about evacuation in case of fire displayed in the Premises must be noted and made known to all guests by the Hirer on arrival.
  - 9.1.2 Obstructions must not be placed in gangways or exits, nor in front of fire doors, all of which must be immediately available for free public egress.
  - 9.1.3 Fire fighting apparatus must be kept in its proper place and only used for its intended purpose.
  - 9.1.4 In the event of any outbreak of fire, however slight, the Premises must be evacuated in an orderly manner using the appropriate exits, the Fire Brigade called by dialling 999 and details of the occurrence must be given to the Hall Manager immediately.
  - 9.1.5 Highly flammable substances must not be brought into, or used, in any part of the Premises.
  - 9.1.6 The Hirer shall ensure that only electrical equipment that has passed a PAT inspection within the last 24 months will be brought into the Hall if that equipment is greater than 12 months old and that these display a current safety sticker validating the same.
  - 9.1.7 Performances involving danger to the public or infringement of copyright or any similar right must not be given.
  - 9.1.8 If food is prepared, served or sold in the course of the Hiring, all relevant food health and hygiene legislation and regulations must be observed.
  - 9.1.9 The Administrator must be informed as soon as possible of any accident or injury occurring on the Premises. The Hirer must report to the Administrator:
    - 9.1.9.1 all accidents involving personal injury and
    - 9.1.9.2 any failure of equipment (whether belonging to the PCC or brought in by the Hirer or any guest of the Hirer) occurring in the course of any Hiring as soon as possible after they occur. Certain types of accident or injury must be reported on a special form to the local authority in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

## 10 Child Protection

- 10.1 The PCC regards the safe care and protection of children as of the utmost importance. Hirers are expected to share this concern and make appropriate provision for the protection of children within their care. By signing the Agreement the Hirer:
  - 10.1.1 confirms that it is familiar with the Home Office Guidelines 'Safe from Harm' and, so far as relevant to the activities proposed to be carried out in the course of the Hiring, legal requirements in or under the Children Act 1989; and
  - 10.1.2 undertakes to follow their recommendations in relation to all work or contact with children and young people in the course of the Hiring.
  - 10.1.3 agrees to familiarise themselves, sign up to and abide by the safeguarding policies of St Anne and All Saints on pages 8-9.

## 11 Music and Noise

- 11.1 In the course of or in connection with any Hiring
  - 11.1.1 Without prejudice to 11.1.2 and 11.1.3 below, no music may be played or any other noise made at a volume which causes nuisance or annoyance to the occupier of any neighbouring property
  - 11.1.2 Every effort must be made to cause as little noise as possible on arrival and departure.
  - 11.1.3 After 11pm, no music may be played or any other noise made at all which is capable of being heard anywhere outside the

Premises.

- 11.2 The PCC attaches great importance to preserving the goodwill of occupiers of neighbouring properties. In the event of any breach by the Hirer of 11.1.1, 11.1.2 and/or 11.1.3 above resulting in any complaint by any one or more of such occupiers:
  - 11.2.1 the PCC may at its sole discretion agree to pay compensation in such amount or amounts as it considers fit, and
  - 11.2.2 the damages payable by the Hirer for the breach will be quantified as the aggregate of
    - 11.2.2.1 any compensation so paid and
    - 11.2.2.2 £30 per hour for all time reasonably spent by the Administrator, the Vicar and/or or any other person appointed by either of them in consequence of the breach.

## **12 Clearing up and vacating the Premises**

- 12.1 No later than the expiration of the agreed Hire Period:
  - 12.1.1 All rubbish and food waste must be bagged and removed from the Premises. The refuse bins outside St Anne and All Saints church are for use by Hirers. Litter must not be left anywhere else in or near the Premises under any circumstances.
  - 12.1.2 All furniture and equipment which were situated on the Premises when the agreed Hire Period began must be returned to their original positions.
  - 12.1.3 All doors and windows of the Premises must be secured as directed by the Hall Manager.
  - 12.1.4 All floors must be left clean before leaving.
  - 12.1.5 The remainder of the interior of the Premises, and the exterior, must be left in as clean and tidy a condition as they were when the agreed Hire Period began.
  - 12.1.6 All heating units need to be turned off, as directed by the Hall Manager.
- 12.2 In the event of any breach of this Condition, and without prejudice to Conditions 4 and 6, the PCC may itself take such steps as may be necessary to remedy the breach, in which event the Hirer will indemnify the PCC in respect of all costs incurred by the PCC for that purpose.

## **13 Loss of Property**

- 13.1 The PCC is not liable for damage to, or the loss or theft of, any equipment, property or effects belonging to the Hirer or anyone for whom the Hirer is responsible under Condition 7. The Hirer is responsible for insuring against any such risk.

## **14 Grievances**

- 14.1 Any Hirer should initially raise any complaint or grievance arising in the course of or in connection with any Hiring with the Hall Manager who will use his/her reasonable best endeavours to resolve the matter initially informally.
- 14.2 If the complaint or grievance is not resolved in accordance with sub-paragraph 14.1, the Hirer should raise it with the Vicar in writing.
- 14.3 The Vicar will within such time as shall in all the circumstances be reasonable investigate in good faith any complaint or grievance referred to him/her under sub-paragraph 14.2 and recommend to the Hirer and the PCC such course of action, if any, as s/he thinks appropriate in response to the complaint.
- 14.4 If the Hirer informs the Vicar within 7 days after receipt of the Vicar's recommendation under sub-paragraph 14.3 that s/he is willing to accept it, it will become binding on the PCC and the Hirer. Otherwise the Hirer will be left to such remedies, if any, to which he is entitled at law apart from the procedure in this Condition.

## **15 Notices**

- 15.1 Any notice in writing under these Conditions may be given by either party to the other at the address given for the latter in the Agreement.



## Parish of St Anne and All Saints South Lambeth

### Safeguarding Provision to attach to any Hire of Church Premises Agreement

The Parochial Church Council (PCC) of St Anne and All Saints Church has a Policy for Safeguarding Children and Young People and Vulnerable Adults. Copies are attached. 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 protected at all times, by taking all reasonable steps to prevent injury, illness, loss or damage occurring; and that you carry full liability insurance for this.

In particular this means that:

- you will provide the church with a copy of your organisation's Safeguarding Policy/Policies, or if you do not have one you will adopt the current parish policies (see pages 8-9)
- 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
- 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
- you will always have at least two leaders over the age of 18 in any group of children and young people, no matter how small the group
- no person under the age of 18 will be left in charge of any children or young people of any age
- no child or group of children or young people should be left unattended at anytime
- 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 or parent/guardian/carer etc, date of birth and next of kin
- you will immediately (within 24 hours) inform a 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 for St Anne and All Saints South Lambeth is:

Michael Phillips (07958 229892) and Victoria Daramola-Egueye (07961 445524)  
email: [safeguarding@stanneandallsaints.org.uk](mailto:safeguarding@stanneandallsaints.org.uk)

# Parish of St Anne and All Saints South Lambeth

## Policy for Safeguarding Children

### 1. We are committed to promoting and supporting environments which:

- are youth-friendly and child-friendly and nurture their positive development
- enable children and young people to be active contributors to the church community
- protect children and young people from actual or potential harm
- enable and encourage concerns to be raised and responded to openly and consistently.

### 2. We recognise that:

- the welfare of the child or young person is paramount
- all children (regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity) have the right to equal protection from all types of harm or abuse
- abuse of children can occur in all communities and is most likely to occur within families and by people known to the child
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

### 3. We will endeavour to safeguard children and young people:

#### In all our activities -

- valuing, listening to and respecting children and young people
- fostering and encouraging best practice by setting standards for working with children and young people, in co-operation with statutory bodies, voluntary agencies and other faith communities.

#### In our recruitment of paid staff and volunteers, following Diocesan procedures in -

- ensuring careful selection and recruitment of ordained and lay ministers as appropriate, voluntary workers, and paid workers with children and young people, in line with safer recruitment principles and checks
- providing supervision, support and training.

#### In our publicity -

- sharing information about good safeguarding practice with children, parents, and all those working with them.

#### When concerns are raised, following Diocesan procedures in -

- responding without delay to every concern raised that a child or young person may have been harmed, or be at risk from harm; or about the behaviour of an adult or child
- working with the diocese and appropriate statutory bodies during an investigation into child abuse, including when allegations are made against a member of the church community
- challenging any abuse of power, especially by anyone in a position of trust.

#### In our care -

- ensuring that informed and appropriate pastoral care is offered to any child, young person or adult who has suffered abuse
- ensuring that appropriate pastoral care is offered to any member of our church community against whom an allegation is made.

#### In our supervision, following Diocesan procedures in –

- ensuring, in partnership with the diocese and other agencies, that care and supervision is provided for any member of our church community known to have offended against a child or young person, or to pose a risk to them.

We are committed to reviewing our policy and procedures annually.

# Parish of St Anne and All Saints South Lambeth

## Policy for Safeguarding Adults who may be Vulnerable

### 1. We are committed to promoting and supporting environments which:

- ensure that all people feel welcomed, respected and safe from abuse
- encourage adults who may be vulnerable to lead as independent a life as possible, to choose how to lead their life, and to be active contributors to the church community
- protect adults who may be vulnerable from actual or potential harm
- enable and encourage concerns to be raised and responded to openly and consistently.

### 2. We recognise that:

- everyone has different levels of vulnerability, and that each of us may be regarded as vulnerable at some time in our lives
- all adults who may be vulnerable (regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity) have the right to equal protection from all types of harm or abuse
- abuse of adults who may be vulnerable can occur in all communities and is most likely to occur within families and by people known to them
- working in partnership with adults who may be vulnerable, their carers and other agencies is essential in promoting their welfare.

### 3. We will endeavour to safeguard adults who may be vulnerable:

#### In all our activities -

- valuing, listening to and respecting adults who may be vulnerable
- fostering and encouraging best practice by setting standards for working with adults who may be vulnerable, and boundaries for acceptable behaviour, in co-operation with statutory bodies, voluntary agencies and other faith communities.

#### In our recruitment of paid staff and volunteers, following Diocesan procedures in -

- ensuring careful selection and recruitment of ordained and lay ministers as appropriate, voluntary workers, and paid workers with adults who may be vulnerable, in line with safer recruitment principles and checks
- providing supervision, support and training.

#### In our publicity -

- sharing information about good safeguarding practice with adults who may be vulnerable, their carers, and all those working with them

#### When concerns are raised, following Diocesan procedures in -

- responding without delay to every concern raised that a adult who may be vulnerable may have been harmed, or be at risk from harm, through abuse, harassment or bullying; or about the behaviour of an adult or child
- working with the diocese and the appropriate statutory bodies during an investigation into abuse, including when allegations are made against a member of the church community
- challenging any abuse of power, especially by anyone in a position of trust.

#### In our care -

- ensuring that informed and appropriate pastoral care is offered to any vulnerable adult who has suffered abuse, including support to make a complaint if so desired
- ensuring that appropriate pastoral care is offered to any member of our church community against whom an allegation is made.

#### In our supervision, following Diocesan procedures in -

- ensuring, in partnership with the diocese and other agencies, that care and supervision is provided for any member of our church community known to have offended against a vulnerable adult, or to pose a risk to them.

We are committed to reviewing our policy and procedures annually.