

All Saints, Ealing Reg. Charity:1154054. Hall Manager Role Description

Description of Role

To ensure that the Parish Hall is an attractive property for hirers

To maintain the cleanliness of the Parish Hall by hiring and maintaining relationship with a cleaning company providing services

Alerting the PCC to running repairs and maintenance issues

To identify significant maintenance and improvements needed

To maintain the security of the hall by overseeing keyholders and hirers and explaining their access to the Hall via the Keybox

To periodically change the key-code and inform people on a need-to-know basis of the new code to keep the space secure

To be able to explain the cleaning schedule to a cleaning company and to the PCC (to be produced)

To check periodically the tidy and clean state of the hall after events

To ask the administrator to purchase cleaning products required for the hall ensuring that best prices are achieved

Hall Security: To ensure the hall remains secure, ensuring that keys are controlled and hirers have access to the hall as required;

To respond to alarm calls out

Maintenance: To ensure routine maintenance work is completed, instructing contractors as necessary; to obtain three quotations for works required over £100 and provide them to the Hall Committee

To take meter readings and provide as required

General: To work with the Hall Committee and PCC and provide a positive experience for all users of the hall

To provide hirers with hall use instructions and hire contract and terms and conditions

Key Relationships and responsibilities

To Hall Committee Members Reporting Arrangements

To the maintenance of reports, receipts and expenditure for the hall, for approval by the incumbent & PCC where over £100

Writing requests to committee to authorise any expenditure over £100

Maintaining good relationships with hirers through explanations of process for booking and securing space through Hall Page and Hall Hire Calendar on ALL SAINTS EALING website.

With members of the public who will arrange site inspections with you

Bookings

To manage the bookings process for the hall, responding to enquiries by phone or email

To show prospective hirers around the hall, creating a positive impression of the hall and the hirer's experience

To maintain the online presence of the hall and online bookings system

To ensure the booking process is streamlined, and operates efficiently

To keep records of all confirmed and potential bookings

To ensure all monies are sent to the All Saints Parish Council Treasurer

Hours: approx half a day a week

Governance and General running of the Hall is the responsibility of the Incumbent and Trustees of the church All Saints, Ealing (see below)/

Kitchens and Food Safety

Sink: Ensure separate sinks are used for the following purposes: One for the rinsing of utensils and equipment. One for the disinfecting of utensils and equipment. One if raw meat or poultry is being defrosted and prepared, One for washing vegetables, fruit and salads.

Fridge: Cooked food should be kept at the top of the fridge and raw foods at the bottom. Foods should remain wrapped or covered at all times. Fridges must be capable of storing food below 8°C Freezers should operate at, or below, -18°C

Refuse: There should be sufficient space for bins to be provided in the food preparation area, in order for food waste to be cleared away as quickly as possible. There should also be sufficient provision of external bins. All bins intended for food waste both inside the food preparation area and outside should have tight fitting lids and be made of a material that is easy to clean and disinfect.

It is a legal requirement that people who work in kitchens which provide food to the public are supervised by someone who has a recognised qualification in food hygiene. Your local FE College or Council should be able to provide you with information about courses

More information can be found at the web addresses below:
www.food.gov.uk Alternatively a good place to start is your local authority Environmental Health Office or the Health and Safety Executive website:
www.hse.gov.uk/catering

Food hygiene legislation came into force on 1st January 2006, in addition to 2004 General Food Regulations. The Parish is legally responsible for any infringements of food hygiene regulations that apply to anything from a cup of tea to a parish dinner and even if you are giving the food away, e.g. at your patronal festival. "All persons engaged as food handlers are to be supervised and instructed and/or trained in food hygiene matters commensurate with their work activities." This means that all those helping out with simple catering operations in the Church halls do not necessarily need to receive accredited training but must be supervised by someone who has themselves been properly trained.

Even a small, low risk activity such as providing tea and biscuits in a parish hall, may be deemed to be a 'food business' within the meaning of the 2006 Act and is therefore affected by the requirements of the regulations, even if

there is no charge for the food or refreshments. Food must also comply with legal requirements relating to composition and labelling e.g. on home made jams, cakes etc. but this does not have to be complicated)

All food “businesses” are subject to visits and inspections by Environmental Health Officers (EHOs). The frequency of visit will depend on the type and scale of the food handling activities taking place. Your EHO will be able to give you further advice on the likely inspection frequency for your venue or if required at all. Where volunteers prepare food at home for supply in halls, hygiene regulations also apply to their kitchens.

By adopting the simple processes of the 2006 Act, you can cover all the safety points and reduce the risk of food contamination.

The Food Standards Agency recommend two levels of hygiene training

1. Everyone helping out including those handling low risk or wrapped food only should: initially be made aware of ‘the essentials of food hygiene’ in due course they should receive ‘hygiene awareness’ training, be supervised as appropriate by someone who has received formal training
2. Food handlers who prepare or handle open (unwrapped) ‘high risk’ foods, (including preparation or handling in the home for consumption in a hall), should: be made aware of and understand ‘the essentials of food hygiene’ receive ‘hygiene awareness instruction’, as above receive formal level 2 training

NOTE: While it may appear onerous that those preparing food in halls or at home for service in halls should receive formal training, this applies ONLY to those involved in the preparation and handling of high risk open (unwrapped) foods.

Those without formal training may of course prepare and handle, in a hygienic manner, sandwiches containing only low risk fillings such as hard cheese, cakes without fresh cream, tray bakes, biscuits, soft drinks, beverages etc. They may also assist with preparation and handling of all foods in the hall where those who have received formal training supervise them.

In other words, most of the people helping out with catering arrangements will only require an understanding of ‘the essentials of food hygiene’ and in due course, ‘hygiene awareness instruction’. It is likely that a relatively small number of trained food handlers could be responsible for open high risk foods and cater for any special functions involving these foods.

Licenses, Insurance and Health and Safety

Sale of Alcohol

If you, or any of your users, intend to sell alcohol on the premises, you will need a Premises License. In order to do this you need to contact your local council.

Entertainment

You will also need a premises license if you wish to put on 'regulated entertainment' on a regular basis. If this is to be done on a temporary basis then a Temporary Event Notice needs to be obtained, also from your local council. 'Regulated entertainment' is any of the following - plays, films, indoor sporting events, boxing or wrestling entertainment, live and recorded music (or anything similar) and performances of dance (or anything similar) as well as the provision of facilities for making music or for dancing (or for anything similar).

Lotteries and raffles

A license is required for lotteries and raffles. You can apply through your local council for these. See information on council websites.

Insurance and Health & Safety

You should ensure that your insurance covers you for all uses, volunteers and employees in the hall (get advice from your insurance company). Also that the necessary health and safety checks are made regularly: Electrical appliances (PAT testing), Fire safety, Asbestos, Kitchens and Hygiene and Intruder alarms.

Form for the occasional hire of All Saints Parish Hall

Please fully complete the form below

Name of organisation (if applicable):

Person arranging the hire: Name.....

Role within organisation (if applicable).....

Address:.....

.....

.....

Postcode..... Date of birth.....

Contact numbers - Home Mobile.....

Business Email.....

Purpose of hire

Number of people expected to attend (please note max.no. [80])

Date of hire

Time of hire: Arrival time Event start time.....

Event end time Departure time.....

Facilities required: [adjust this according to what rooms you have to hire]

Hall YES/NO

Back Room 1 YES/NO

Kitchen YES/NO

Oven/Hob YES/NO

Stage YES/NO

Payment: Payment must be made in line with the Terms and Conditions

Hirer's checklist

Please include the following documents / evidences with your application:

Proof of ID, Copies of any relevant PAT certificates, £50 Deposit Payment

Confirmation: I confirm that the information given on this form and supporting documents is current and correct

I confirm that I have received, read and understood the Terms and Conditions of Hire for All Saints Parish Hall and agree to abide by them

Signature of applicant.....Name:.....

Date of application

Once completed, please return to: All Saints Church Hall Manager, The Vicarage, Elm Grove Road, Ealing W5 3JH

For office use only: Copy of Proof of ID

Copies of any relevant PAT certificates

Hirer over 21 years old

Hire approved

£50 Deposit included

Payment included

Confirmation Sent

Signed on behalf of All Saints Church PCC

Name

Date.....

Terms and Conditions

Bookings

Any person or organisation who wishes to hire the hall for the same purpose or activity on more than one occasion in any one month is deemed to be a regular hirer and will therefore need to obtain the Terms and Conditions for Series of Engagements - Regular Hire and the application for regular hire.

The Parochial Church Council (PCC) is unable to take bookings from persons under the age of 21 years or from any organisation or group with an unlawful or extremist background.

The person named on the agreement ('the hirer') is responsible for these terms and conditions of hire being adhered to and must be present for the duration of each hire period.

The agreement is personal to the hirer and he/she must not assign or sublet any of the benefits granted by this agreement. Nothing in the agreement is intended to have any effect of giving exclusive possession of any part of the hall to the hirer or of creating any tenancy between the hirer and the PCC.

The regular hirer is to use the hall only for the purpose stated in the application form.

The hire period includes the setting up, preparation, clearing up, cleaning and exiting of the hall and grounds.

The use of the hall does not entitle the regular hirer to enter the hall at any other time than the specified hours for which the hall is to be used unless prior arrangements have been made with the PCC.

On safety grounds, and in accordance with the Fire Regulations, up to a maximum of 80 people can occupy the hall at any time during its use.

To ensure full compliance with the Premises Licence the PCC require the hall to be vacated by 23.00 hours.

The hirer will comply with the PCC's Child Protection Policy or with the latest Government Guidelines when the premises are to be used for purposes or activities involving children.

The hirer shall be responsible for the safety of children in the hall and ensure that they are kept safe from harm at all times during the hire period.

The PCC reserves the right to refuse admission to any person or persons.

The Hirer shall, if preparing, serving or selling food observe all relevant food health and hygiene legislation and regulations

Payments: The hirer is personally responsible for payment of all fees or other sums due in respect of the hire, including a deposit cheque of £50 which must be paid at the time of application and will be destroyed, if all hiring conditions are met, after the end of the hire period.

Charges for use of the hall are reviewed annually and new charges come into force on the first day of January each year.

The present hourly rate for the use of the hall is as follows:

Hall £....(private/community use), £.... (commercial)

Back room £....(private/community use), £.... (commercial)

Access to the Hall/Keys

The hall will be opened by a member of the Hall sub-committee or Hall Manager or you will access the Hall via a key in a keycode secure box

All buildings are no smoking areas and therefore smoking is not permitted.

Decorations / Notices: No advertisements, bills, flags, emblems or other decorations shall be displayed inside or outside the hall without previous written consent of the PCC.

No bolts, nails, tacks or screw bits, pins or other like objects shall be driven into any part of the hall.

Electrical Equipment: All Electrical Equipment brought into the hall must have undergone Portable Electrical Appliance Testing (PAT Testing). The regular hirer is to provide an up to date PAT Test Certificate.

Fire exits must be kept clear at all times and an adequate gangway left between chairs and tables to allow easy exit from the hall.

The hirer must make him/herself fully conversant with the fire drill for the hall and the position of appliances and emergency exits.

In the event of an evacuation of the building the regular hirer is responsible for informing the emergency services that everyone has been evacuated safely.

Cleaning: The regular hirer shall, at the end of each hire period, leave all areas of the hall in a clean, tidy and orderly state as detailed in the separate Regular Hirer's Checklist which forms part of these terms and conditions of hire.

Exiting the Building: The regular hirer is responsible for the security of the hall for the duration of each hire period. At the end of each hire period and before leaving the hall, the regular hirer must ensure that the hall is safe and secure as detailed in the Occasional Hirer's Checklist.

Cancellations / Changes to Bookings

The PCC has priority use of the hall. If any changes to a confirmed booking are necessary, the PCC will endeavour to give at least one month's notice if at all possible. If, due to an emergency or unforeseen circumstance, the PCC consider it necessary to cancel a booking, the PCC will refund the booking fee in full. However, the PCC shall not be liable to pay any compensation to the hirer or any other person due to cancellation. The PCC reserves the right to terminate the hire or cancel the booking if it finds or suspects that the hirer is using or is intending to use the hall for any activity other than that stated on the application form.

If a hirer wishes to cancel a booking one month's notice is to be given to the PCC.

Lost or damaged property: The PCC will not under any circumstances accept responsibility or liability in respect of any loss of or damage to any property, articles or items placed or left in the hall by or on behalf of the hirer or any other person, or in connection with the hire. It is the hirer's responsibility to ensure that all those attending are made aware of the fact that they do so in all respects at their own risk. The PCC accepts no responsibility for any injury to persons or damage to property arising out of the hire.

Any costs incurred by the PCC during the hire period eg breakages, cleaning etc. and any costs incurred as a result of the hirer's non-compliance with the Occasional Hirer's Checklist will be deducted from the deposit. Costs not covered by the deposit will be invoiced separately

Details of any accidents or incidents occurring during the use of the hall, including details of any witnesses, apparatus etc. involved, must be recorded in the Accident Book, located in the kitchen. This must be as soon as possible and in all cases within 24 hours. Any apparatus or equipment involved must be retained for inspection by law.

Failure to comply: The PCC reserves the right to terminate any hire immediately in the event of the hirer's failure to observe or perform any of the conditions and terms of hire contained herein. Hall Manager: The telephone number of the Hall Manager is

Hirer's Checklist

1. Open all blinds
 2. Check all windows
 3. Wipe tables and chairs if needed
 4. Use tables from main hall cupboard if required and return when end
 5. Neatly stack all chairs against peripheral wall when finished
 6. Recycle all waste products into appropriate bins
 7. Wash and put away all kitchen equipment used, clean work surfaces
 8. Sweep and mop floors, if necessary
 9. Empty full bins into appropriate outside bins
 10. Leave the entire hall clean and tidy
 11. Ensure Cooker control panel switched off
 12. Check taps in kitchen turned off
 13. Check taps in toilets turned off
 14. Turn other electrical items off
 15. Check fire doors fully engaged and locked
 16. Turn off all lights
 17. Exit through final exit door and lock
 18. Leave hall at departure time on application form, returning key to box
- Hirer Signature.....Hirer Name..... (please print)

Application form for the regular hire of All Saints Parish Hall

Please fully complete the form below:

Name of organisation

Person arranging the hire: NameRole within organisation

Address.....

.....

.....

Postcode..... Date of

birth Contact numbers -

Home Mobile.....

Business Email.....

Purpose of hire

Number of people expected to attend (please note the maximum number is 80

Day(s) of Hire -

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Specific Dates:

Time of hire: Arrival time Event start time.....

Event end time Departure time.....

Facilities required:

Hall YES/NO

Back Room YES/NO

Kitchen YES/NO

Oven/Hob YES/NO

Stage YES/NO

Payment: Payment must be made in line with the Terms and Conditions
See Hirer's Checklist Hirer's checklist:

Please include the following documents / evidences with your application
Proof of ID

Copies of any relevant PAT certificates

Copy of Child Protection Policy / CRB Disclosure(s)

Copy of Public Liability Insurance

Confirmation: I confirm that the information given on this form and supporting documents are current and correct

I confirm that I have received, read and understood the Terms and Conditions of Hire for All Saints Church Hall and agree to abide by them

Signature of applicant.....Name of applicant.....

Date of application.....

Once completed, please return to: [All Saints Church Hall Manager, The Vicarage, Elm Grove Road, Ealing W5 3JH]

For office use only: Copy of Proof of ID

Copies of any relevant PAT certificates

Hirer over 21 years old

Hire approved

£50 Deposit included

Payment included

Confirmation Sent

Signed on behalf of All Saints Church PCC

Name

Date.....

Terms and Conditions of Hire for All Saints Parish Hall

Series of Engagements - Regular Hire for the year

Bookings

Any person or organisation who wishes to hire the hall for the same purpose or activity on more than one occasion in any one month is deemed to be a regular hirer.

The Parochial Church Council (PCC) is unable to take bookings from persons under the age of 21 years or from any organisation or group with an unlawful or extremist background.

The person named on the agreement ('the regular hirer') is responsible for these terms and conditions of hire being adhered to and should be present for the duration of each hire period. If he/she does not intend to be present for a particular hire period, written details of the person acting as deputy must be supplied to the PCC for each and every occasion that the regular hirer is not present.

The agreement is personal to the regular hirer and he/she must not assign or sublet any of the benefits granted by this agreement. Nothing in the agreement is intended to have any effect of giving exclusive possession of any part of the hall to the hirer or of creating any tenancy between the hirer and the PCC.

The regular hirer is to use the hall only for the purpose stated in the application form.

The hire period includes the setting up, preparation, clearing up, cleaning and exiting of the hall and grounds.

The use of the hall does not entitle the regular hirer to enter the hall at any other time than the specified hours for which the hall is to be used unless prior arrangements have been made with the PCC.

On safety grounds, and in accordance with the Fire Regulations, up to a maximum of 80 people can occupy the hall at any time during its use.

To ensure full compliance with the Premises Licence the PCC require the hall to be vacated by 23.00 hours. If hire of the hall is required after this time, prior arrangements must be made with the PCC.

Regular hirers who work with children/young adults/vulnerable adults are required to provide a copy of their Child Protection Policy and copies of

CRB checks for their employees/volunteers. The regular hirer will comply with the PCC's Child Protection Policy or with the latest Government Guidelines when the premises are to be used for purposes or activities involving children. The regular hirer shall be responsible for the safety of children in the hall and ensure that they are kept safe from harm at all times during the hire period.

The PCC reserves the right to refuse admission to any person or persons.

The Hirer shall, if preparing, serving or selling food observe all relevant food health and hygiene legislation and regulations

Payments

The regular hirer is personally responsible for payment of all fees or other sums due in respect of the hire.

Regular hirers will be invoiced in advance for all bookings made. Regular hirers are required to make payment by the first day of each month for all bookings to take place within that month.

Regular hirers who fall in arrears with monthly payments will be forwarded written notice of any outstanding balances. Interest on outstanding balances will be charged at 5% above the base rate. Unless any such outstanding balances are paid in full within 14 days of such written notice, the PCC reserves the right to cancel future hires until such time as payment in full is received. If a regular hirer's cheque is represented or returned by the PCC's bank a charge of £25 will be made to the regular hirer.

Charges for use of the hall are reviewed annually and new charges come into force on the first day of January each year. New charges will be communicated to regular hirers one month before the new charges are applied.

The present hourly rate for use of the hall is as follows:

Hall £..... (private/community use),

£.....(commercial)

Back Room (private/community use),

Access to the Hall/Keys

Regular hirers will be issued with keys box code to gain access but must ensure keys are returned and door is locked after each session ready for the next hirer. The key code will only be issued on receipt of the £50 cash returnable deposit and signature from the regular hirer. The deposit will be repaid upon return of the key on the completion of the hire period.

Smoking: All buildings are no smoking areas and therefore smoking is not permitted.

Decorations / Notices: No advertisements, bills, flags, emblems or other decorations shall be displayed inside or outside the hall without previous written consent of the PCC.

No bolts, nails, tacks or screw bits, pins or other like objects shall be driven into any part of the hall.

Electrical Equipment: All Electrical Equipment brought into the hall must have undergone Portable Electrical Appliance Testing (PAT Testing). The regular hirer is to provide an up to date PAT Test Certificate.

Fire Exits and Regulations: Fire exits must be kept clear at all times and an adequate gangway left between chairs and tables to allow easy exit from the hall.

The regular hirer must make him/herself fully conversant with the fire drill for the hall and the position of appliances and emergency exits. In the event of an evacuation of the building the regular hirer is responsible for informing the emergency services that everyone has been evacuated safely

Cleaning: The regular hirer shall, at the end of each hire period, leave all areas of the hall in a clean, tidy and orderly state as detailed in the separate Regular Hirer's Checklist which forms part of these terms and conditions of hire.

Exiting the Building: The regular hirer is responsible for the security of the hall for the duration of each hire period. At the end of each hire period and before leaving the hall, the regular hirer must ensure that the hall is safe and secure as detailed in the Regular Hirer's Checklist.

Cancellations / Changes to Bookings

The PCC has priority use of the hall. If any changes to a confirmed booking are necessary, the PCC will endeavour to give at least one month's notice if at all possible. If, due to an emergency or unforeseen circumstance, the PCC consider it necessary to cancel a booking, the PCC will refund the booking fee in full. However, the PCC shall not be liable to pay any compensation to the regular hirer or any other person due to cancellation. The PCC reserves the right to terminate the hire or cancel the booking if it finds or suspects that the regular hirer is using or is intending to use the hall for any activity other than that stated on the application form.

If a regular hirer wishes to cancel one occasion of hire and gives notice of 4 or more working days, no charge will be made.

Cancellations made within 3 or less working days will be charged the normal hire fee. If a regular hirer wishes to terminate the series of engagements agreement one month's notice is to be given to the PCC.

Lost or damaged property: The PCC will not under any circumstances accept responsibility or liability in respect of any loss of or damage to any property, articles or items placed or left in the hall by or on behalf of the regular hirer or any other person, or in connection with the hire.

Damage, Loss, Injury: It is the regular hirer's responsibility to ensure that all those attending are made aware of the fact that they do so in all respects at their own risk. The PCC accepts no responsibility for any injury to persons or damage to property arising out of the hire. The regular hirer is responsible for making sure the PCC is indemnified against any damage, loss or injury that may arise as a result of their hire. Regular hirers are required to take out Public Liability Insurance of £2 million.

Any costs incurred by the PCC during the hire period eg breakages, cleaning etc. and any costs incurred as a result of the regular hirer's non-compliance with the Regular Hirer's Checklist will be invoiced to the regular hirer.

Details of any accidents or incidents occurring during the use of the hall, including details of any witnesses, apparatus etc. involved, must be recorded in the Accident Book, located in the kitchen. This must be as soon as possible and in all cases within 24 hours. Any apparatus or equipment involved must be retained for inspection by law.

Failure to comply: The PCC reserves the right to terminate any hire or series of hires immediately in the event of the regular hirer's failure to observe or perform any of the conditions and terms of hire contained herein. Hall Manager: The telephone number of the Hall Manager is

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Regular Hirer's Checklist Forming part of the Terms and Conditions of Hire

Day of hire _____ Date of hire _____

On arrival the regular hirer is advised to confirm that the hall has been left safe, secure, clean and tidy by the previous hirer. Before departure the Regular Hirer is required to leave the hall safe, secure, clean and tidy ready for the next user.

Occasional Hirer's Checklist

1. Open all blinds
2. Check all windows
3. Wipe tables and chairs if needed
4. Use tables from main hall cupboard if required and return when end
5. Neatly stack all chairs against peripheral wall when finished
6. Recycle all waste products into appropriate bins
7. Wash and put away all kitchen equipment used, clean work surfaces
8. Sweep floors and mop if necessary
9. Empty full bins into appropriate outside bins
10. Leave the entire hall clean and tidy
11. Ensure Cooker control panel switched off
12. Check taps in kitchen turned off
13. Check taps in toilets turned off
14. Turn other electrical items off
15. Check fire doors fully engaged and locked
16. Turn off all lights
17. Exit through final exit door and lock
18. Leave hall at departure time on application form, returning key to box

Information sheet to hirers

Safety In the event of a fire, the Parish Hall should be evacuated in an orderly manner using the appropriate exits, and the Fire Brigade called by dialling 999 on a mobile phone

Fire Exits and Fire Extinguishers locations are to be noted and the manner of opening Fire Doors should be made known to your guests.

Cars should be diverted up the roadway parking is at own risk and local charges may apply.

Consideration for Others Please ask your guests to leave quietly at the close of your event. Loud talk in area around the Hall is disturbing to the local residents.

Any comment or observation that you may have regarding your hire should be addressed to All Saints Hall Manager, All Saints PCC, All Saints Church, Elm Grove Rd, Ealing, W5 3JH

WE WISH YOU A HAPPY AND SUCCESSFUL FUNCTION

Safeguarding Policy at All Saints Church and Parish Hall for users who do not have their own policy

Please sign adherence to the following:



PCC Safeguarding Policy Statement

Parish of All Saints, Ealing Common

Every person has a value and dignity which comes directly from the creation of male and female in God's own image and likeness. Christians see this potential as fulfilled by God's re-creation of us in Christ. This implies a duty to value all people as bearing the image of God and therefore to protect them from harm.

We accept and endorse the principles set out in 'Safeguarding in the Diocese of London'.

We commit ourselves to nurture, protect and safeguard all our members, particularly children, young people and vulnerable adults.

We recognise that safeguarding is the responsibility of the whole church community.

We undertake to exercise proper care in the selection, appointment, training and support of those working in both paid and voluntary positions with children or vulnerable adults, including the use of Disclosure and Barring Service (DBS) disclosures and making appropriate referrals to the Disclosure and Barring Service.

We will respond without delay to concerns or allegations that a child or vulnerable adult may have been harmed, cooperating with the police and social care services in any investigation.

We will challenge any abuse of power by anyone in a position of trust.

We will seek to offer pastoral care and support to anyone who has suffered abuse, developing with them appropriate pastoral support.

We will seek to offer pastoral care and support, including supervision and referral to the proper authorities, to any member of our church community known to have offended against a child, young person or vulnerable adult.

The PCC of this Church agreed and adopted the above Policy at its meeting In 2015

We have appointed Julie Young as our Church Safeguarding Officer (CSO)

We have appointed Mo Perkins as our Children’s Champion.

Copies of “Safeguarding in the Diocese of London” and parish guidelines and procedures are held by

CSO
VICAR

The PCC reviews this policy annually. The next review will take place at the first PCC of 2016 after the APCM in April

I am happy to adhere by the Safeguarding Policy in operation at All Saints, Ealing as I hire the Hall and care for the people within in during the contracted times of my hire agreement.

Name Signature:..... Print Name:.....

Organisation

Date.....