

## Booking Form for Hiring Fitz Wygram Hall

Hire is subject to the conditions sent with this form

### Hirer's contact details

Full name	
Address	
Telephone number	
Email address	

### Function details

Day & date of hire			
Start time <i>(include setting up)</i>		End Time <i>(include clearing up)</i>	
Purpose of hire	<i>(please give details of entertainer/activities, consumption of alcohol, etc.)</i>		
Approx no of adults		Approx no of children <i>(include age range)</i>	

### Payment details

<b>HIRE CHARGE</b> £37 per hour x number of hours <b>plus £50 damage deposit</b>	<b>TOTAL CHARGE: £000.00 + £50 = £000.00</b> <i>Provided the hall is left clean and undamaged, this damage deposit will be refunded (if paying by BACS); if paid by cheque, the cheque will be shredded.</i>
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### HOW TO PAY The easiest way is by Bank Transfer. **You need to make this payment**

<b>Bank Transfer (BACS payment):</b> Bank Name: <b>CAF Bank</b> Account Name: <b>PCC of St James's Church</b> Sort Code: <b>40-52-40</b> Account No: <b>00032595</b> Please use this reference: <b>HALL + YOUR SURNAME</b>	If paying by Bank Transfer please provide your account details to enable us to refund the damage deposit: <b>Account Name:</b>  <b>Sort Code:</b>  <b>Account No:</b>
<b>CHEQUES:</b> Made payable to <i>PCC of St James's Church</i> (one for the hire fee, the other for £50 for the damage deposit)	

Please read Forms 2 & 3 carefully. Then sign them and this form and return, together with your cheques, to the Administrator at the above address. The Hirer encloses full payment and damage deposit and agrees to abide by all the conditions of hire contained in the information pack.

**Signed:** ..... **Date:** .....

**Print name:** .....



## Safeguarding in the Parish of St. James Hampton Hill

### Policy Statement

The Diocese of London and St James's Church are committed to facilitating an environment in which children, young people and vulnerable adults are able to worship and grow in Christ safely. Abuse and maltreatment in any form is entirely against Scripture and the Church's teachings.

In respecting the dignity and value of every person we are committed to:

- the care, nurture of and respectful pastoral ministry with, all children and all adults
- the safeguarding and protection of all children, young people and adults when they are at risk
- establishing safe, caring communities which provide a loving environment and a culture of 'informed vigilance' and action towards safeguarding everyone

### Code of Conduct

This code represents the behaviours which constitute safe practice enabling individuals to be accountable and monitor and maintain their own standards of integrity and good practice.

I agree to:

- treat all children, young people and adults with respect and dignity, keeping my language, attitude and body language respectful
- actively communicate with children, young people and vulnerable adults and involve them in planning and running activities where possible
- avoid being alone with a child (there should always be two properly recruited adults with each group of children)
- support the development of a safer culture where workers, children and vulnerable adults feel comfortable to point out inappropriate attitudes and behaviour in each other
- make it plain who someone can speak to about a personal concern, and be proactive in addressing concerns and allegations
- never use illicit drugs, abuse prescription medication, or use alcohol when responsible for a child or vulnerable adult
- keep physical contact specific to the needs of the activity and always seek permission from the person first
- obtain prior consent for any photographs / videos to be taken, shown or displayed
- never use rough play, sexually provocative words and games or any forms of physical punishment
- never scapegoat, ridicule or reject a child, group or adult or allow others to do so
- avoid showing favouritism to any one child, adult or group or doing anything to reinforce their possible infatuations towards you
- never give lifts to children or young people on their own or on your own or allow unknown adults access to children
- never share sleeping accommodation with children or invite them to your home alone
- always operate within the Diocesan principles, procedures and guidelines, clarifying these when unsure.

Concerns about children, young people and vulnerable adults will be diligently and promptly responded to according to our procedures, recognising the sensitivity it may hold for those involved. Where there is a concern, this should be reported to the church's Safeguarding Officer, Jane Newman (020) 8979 6154.

I have read the guidelines produced by the Church for safeguarding children and young people / vulnerable adults. I understand that it is my duty to protect the children, young people and vulnerable adults with whom I come into contact and I know what action to take if abuse is discovered, disclosed or suspected.

**Signed:** ..... **Date:** .....

**Print name:** .....