

**CHURCH SAFEGUARDING POLICY**  
***Ryhall Methodist Church in Rutland***

This policy was agreed at a Church Council held on 3<sup>rd</sup> July 2024

Signed: \_\_\_\_\_ (Chair of Church Council)

### **Statement of Safeguarding Principles**

It is the Methodist Church's intention to value every human being as part of God's creation and the whole people of God. At the heart of the Methodist community is a deep sense of the place of welcome, hospitality and openness, which demonstrates the nature of God's grace and love for all.

Our church communities are called to be places where the transformational love of God is embodied and life in all its fullness is a gift, which is offered to all people.

### **Principles**

Safeguarding is about the action the Church takes to promote a safer culture. This means we will:

- **promote** the welfare of children, young people and adults
- work to **prevent** abuse from occurring
- seek to **protect** and respond well to those that have been abused.

We are committed to:

- the care and nurture of, and respectful pastoral ministry with, all children, young people and adults
- safeguarding and protecting all children, young people and adults when they are vulnerable
- establishing safe, caring communities, which provide a loving environment where there is informed vigilance as to the dangers of abuse.

We will carefully select and train all those with any responsibility within the church, in line with safer recruitment principles, including the use of criminal records checks through the Disclosure and Barring Service (DBS).

We will respond without delay to every safeguarding concern, which suggests that a child, young person or adult may have been harmed, working in partnership with the police and social services in any investigation.

We will seek to work with anyone who has suffered abuse, developing with them an appropriate ministry of informed pastoral care.

We will seek to challenge any abuse of power, especially by anyone in a position of trust.

Working with the Church Safeguarding Officer, we will support risk assessment of those who present a safeguarding risk within a church environment. We will ensure appropriate pastoral care is offered and measures are taken to address identified risks including referral to statutory agencies, suspension and the use of safeguarding contracts.

In all these principles, we will follow legislation, guidance and recognised good practice.

### **Purpose**

The purpose of the church safeguarding policy is to check that procedures are in place and provide clarity about the roles and responsibilities of those trusted with promoting the church as a safe space for all its users.

The Methodist Church, along with the whole Christian community, believes each person has a value and dignity which comes directly from God's creation in God's own image and likeness. Christians see this as fulfilled by God's re-creation of us in Christ. Among other things, this implies a duty to value all people as bearing the image of God and therefore to protect them from harm.

Ryhall Methodist Church is committed to the safeguarding and protection of all children, young people and adults and affirms that the needs of vulnerable individuals at risk are paramount.

Ryhall Methodist Church recognises that it has a particular care for all who are vulnerable whether as a result of disabilities or reduction in capacities or by their situation. It is recognised that this increased vulnerability may be temporary or permanent and may be visible or invisible, but that it does not diminish our humanity and our wish to affirm the gifts and graces of all God's people.

This policy addresses the safeguarding of children, young people and vulnerable adults. It is intended to support the church in being a safe supportive and caring community for children, young people, vulnerable adults, for survivors of abuse, for communities and for those affected by abuse.

Ryhall Methodist Church recognises the serious issue of the abuse of children, young people and vulnerable adults and recognises that this may take the form of physical, emotional, sexual, financial, spiritual, discriminatory, domestic or institutional abuse or neglect, abuse using social media, child sexual exploitation or human trafficking (slavery). It acknowledges the effects these may have on people and their development, including spiritual and religious development. It accepts its responsibility for ensuring that all people are safe in its care and that their dignity and right to be heard is maintained. It accepts its responsibility to support, listen to and work for healing with survivors, offenders, communities and those who care about them. It takes seriously the promotion of welfare so that each of us can reach our full potential in God's grace.

Ryhall Methodist Church commits itself to:

1. **RESPOND** without delay to any allegation or cause for concern that a child or vulnerable adult may have been harmed or may suffer harm, whether in the church or in another context. It commits itself to challenge the abuse of power of anyone in a position of trust.
2. **IMPLEMENT** the Methodist Church Safeguarding Policy, government legislation and guidance and safe practice in the circuit and in the churches.
3. **PROVIDE** support, advice and training for lay and ordained people to ensure that people are clear and confident about their roles and responsibilities in safeguarding and promoting the welfare of children, young people and adults who may be vulnerable.
4. **AFFIRM** and give thanks for those who work with children, young people and vulnerable adults and also acknowledge the shared responsibility of all of us for safeguarding children, young people *and* vulnerable adults who are on our premises.

## Church Council

Legal responsibility for safeguarding rests with the members of the Church Council. The safeguarding officer should be a member of the Church Council or have the right to attend at least annually to report on implementation of the safeguarding policy. Where an individual covers the role in more than one location, they must be able to cover the activities identified in the relevant role outline and be facilitated to attend meetings to report on safeguarding in each location.<sup>1</sup>

Ryhall Methodist Church appoints Charlotte Davis Church Safeguarding Officer and supports them in their role, which is to:

- provide support and advice to the minister and the stewards in fulfilling their roles with regard to safeguarding.
- ensure that a suitable, signed church safeguarding policy is available at all times in the church, along with names of current safeguarding officers, national helplines and other suitable information. This must be renewed annually.
- record all safeguarding issues that are reported to the church safeguarding officer, according to Methodist safeguarding policy.
- promote appropriate routes for reporting of concerns
- identify and inform those who are required to attend safeguarding training and maintain records of

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<sup>1</sup> *It is not appropriate for the minister in pastoral charge to hold the Church Safeguarding Officer role because of the potential conflict with their own responsibilities.*

attendance. Work with the Circuit Safeguarding Officer and District Safeguarding Officer to arrange training.

- attend training and meetings relating to the role
- work in partnership with others including stewards and user groups to promote good safeguarding practice on church premises. This may include gaining written confirmation that hirers of church premises are aware of the church safeguarding policy or are using an appropriate policy of their own.
- check that safeguarding is included as an agenda item at all Church Council meetings and report to the Church Council annually.
- inform all those with responsibility for recruitment, whether paid or voluntary, of their obligation to follow safer recruitment procedures.
- advise the Circuit Safeguarding Officer and/or District Safeguarding Officer of any issues with compliance with safeguarding training, policy or safer recruitment requirements and respond promptly to any request from them about audit of safeguarding activities.

## **Good practice**

We believe that good practice means:

- i) All people are treated with respect and dignity.
- ii) Those who act on behalf of the church should not meet or work alone with a child or vulnerable adult where the activity cannot be seen unless this is necessary for pastoral reasons, in which case a written record will be made and kept noting date, time and place of visit.
- iii) The church premises will be assessed by the Property Steward and/or their representatives and the Church Safeguarding Officer at least annually for safety for children, young people and vulnerable adults, and a written risk assessment report will be given annually to the Church Council. This will include fire safety procedures. The Church Council will consider the extent to which the premises and equipment are suitable or should be made more suitable.
- iv) Any church-organised transport of children, young people or vulnerable adults will be checked to ensure that the vehicle is suitable and insured and that the driver and escort (where required) are appropriate. A record should be kept in the church file for each driver/car.
- v) Activity risk assessments will be undertaken before any activity takes place to minimise the risk of harm to those involved. Approval will be obtained by the event leader from the minister. A written record of the risk assessment will be sent in advance to the Church Safeguarding Officer (or Circuit Safeguarding Officer if off-site) and kept securely.
- vi) Promotion of safeguarding is recognised to include undertaking those tasks which enable all God's people to reach their full potential. The Church Council will actively consider the extent to which it is succeeding in this area.

These things are to safeguard those working with children, young people and those adults who may be vulnerable:

### **Appointment and training of workers in the church**

Workers will be appointed after a satisfactory criminal records check (DBS) and following the safer recruitment procedures of the Methodist Church. Each worker will have an identified supervisor who will meet at regular intervals with the worker. A record of these meetings will be agreed and signed and the record kept. Each worker will be expected to undergo safeguarding training, within the first 6 months of appointment. The other training needs of each worker will be considered (such as food hygiene, first aid and lifting and handling).

### **Meetings**

Safeguarding should also feature on every meeting agenda of the following groups:

- Property Committee
- Stewards
- Pastoral Visitors

plus any other event/group planning committees.

### **Pastoral visitors**

Pastoral visitors will be supported in their role with the provision of safeguarding training upon appointment.

If they are undertaking tasks for which a criminal records check would be required, this will be undertaken prior to appointment.

### **Guidelines for working with children, young people and vulnerable adults**

A leaflet outlining good practice and systems should be given to everyone who works with children, young people and vulnerable adults. This can be found in appendix i.

### **Ecumenical events**

Where ecumenical events happen on church premises, safeguarding is the responsibility of this Church Council.

### **Events with church groups off the premises**

Adequate staffing, a risk assessment and notification of the event will be given to the Church Safeguarding Officer prior to the agreement for any event or off-site activity. Notification of the event will be given to the Church Council Secretary: Charlotte Davis. If the activity is unusual or considered to be high risk, the Church Safeguarding Officer will contact the Circuit Safeguarding Officer in order that it can be ratified or any queries answered.

### **Other groups on church premises**

Where the building is hired for outside use, the Church Safeguarding Officer should be informed. The Church Lettings Officer will keep the records and take advice as appropriate from the Church or Circuit Safeguarding Officer. The Lettings Officer will ensure that all groups hiring the premises complete the appropriate paperwork (see appendix iiiv) including key holder form D (<https://www.methodist.org.uk/safeguarding/policies-procedure-and-information/users-and-hirers-of-methodist-premises/key-holder-declaration-form-d/>).

### **Disclosure and barring service checks**

Our church follows the rules and guidance set out in the Safer Recruitment Policy, Procedures and Guidance (2024) which can be found online:

[https://media.methodist.org.uk/media/documents/safer\\_recruitment\\_policy\\_final\\_draft-jan\\_2024.pdf](https://media.methodist.org.uk/media/documents/safer_recruitment_policy_final_draft-jan_2024.pdf)

For example, the following are expected to undergo a DBS check:

- The Safeguarding Officer
- All paid staff
- All Local Preachers, Worship Leaders and Superintendents
- All those leading groups or events, whether one off or regular e.g. Coffee Morning
- All those who have contact with children and/or vulnerable adults in their role where parents/carers are not present.
- The Head/Lead Steward

Any children or vulnerable adults volunteering in a role must be mentored/supported by someone with DBS clearance.

Each church determines how many members of the Trustees must have a DBS. The number or percentage for Ryhall Methodist Church is 50%.

### **Lone Working**

For volunteers and staff members who are on the church premises, it is advised they are not alone in the building as this puts them at risk. Where this is unavoidable, volunteers/staff members should make their group/event leader/manager aware of the situation and have access to a phone at all times. Where possible, they should lock the entrance door/s and make use of any signing in/out facilities available. For volunteers who are off premises and undertaking their role, such as Pastoral Visitors, it is advised that their group/event leader aware of the situation and have access to a phone at all times. Keep notes of any home visits should any questions arise in the future.

### **Safeguarding Poster**

An information poster on how to report concerns to the Church Safeguarding Officer and Minister will be

displayed in the church. This information will also be placed on the church webpage. See appendix iii for the church poster.

### **Complaints procedure**

There is a formal complaints procedure within the Methodist Church, which allows concerns to be raised about actions or behaviour by a member or officer of the Church. In addition, employed staff will be subject to relevant contractual procedures. All complaints will be responded to with care, diligence and impartiality.

A complaint should be addressed to the Superintendent Minister, the Revd. Andrew Hollins. If a complaint is made to another person, it should be referred to the Superintendent. Meetings will be arranged with the person making the complaint and, usually, the person against whom the complaint has been made, in an attempt to resolve it. If the complaint is against the Superintendent, it should be sent to the District Chair (contact details here: <https://www.northamptonmethodistdistrict.org.uk/about/whos-who.html>)

Safeguarding Officers must be informed of any complaint or issue relating to the potential abuse of children, young people or adults who may be vulnerable. They will support prompt action to respond to the circumstances of any safeguarding concern, whether or not any party involved wishes to make a formal complaint through the Methodist Church.

### **Review**

This policy will be reviewed annually by the Church Council.

Next review date: Summer 2025

### **Definition of Key Terms**

- i) A child is anyone who has not yet reached their eighteenth birthday.
- ii) Vulnerable adults: any adult aged 18 or over who, owing to disability, mental function, age or illness or traumatic circumstances, may not be able to take care or protect themselves.
- iii) Safeguarding: protecting children, young people or vulnerable adults from maltreatment; preventing impairment of their health and ensuring safe and effective care.
- iv) Adult/child protection is a part of safeguarding and promoting welfare. This refers to the activity, which is undertaken to protect children, young people and/or adults who are suffering or are at risk of suffering significant harm, including neglect.
- v) Abuse and neglect may occur in a family, a community or an institution. It may be perpetrated by a person or persons known to the child, young person or vulnerable adult or by strangers; by an adult or by a child. It may be an infliction of harm or a failure to prevent harm.
- vi) Worker: anyone working with children or vulnerable adults in the name of Ryhall Methodist Church, whether in a paid or voluntary capacity.

## Appendices

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iv. Lettings Form/Letter .....	

## Safer Premises, Procedures and People

It is the role of the church's Property Committee to ensure our church premises are as safe as possible, and group/event leaders to ensure the people and procedures keep volunteers and attendees safe too (with the support of the Safeguarding Officer). However everyone should be part of that responsibility, so when volunteering consider:

- ◆ Has the leader undertaken a Risk Assessment that you need to be aware of?
- ◆ Do you know the procedures in case of a fire or emergency?
- ◆ Is the building and/or room secure as possible?
- ◆ Is there anything unsafe about the building or equipment that you can solve now, or that needs reporting as soon as possible to the Property Committee?
- ◆ Do you know who is in the building/room at all times?
- ◆ Does your leader have the contact details for all those children, young people or vulnerable adults that are in your care, and knows their medical needs? Does your leader know about your medical needs (if applicable)?
- ◆ If you are visiting somewhere away from church such as someone's home, do you know how to keep yourself and others safe in that place?

We advise that you do not work alone at any time when on the premises for your own safety. Ensure you know who is in the building with you and have a phone with you where possible.

## Be curious

Something you see ... *does it look right?*

Something you hear ... *does it sound right?*

Something that troubles you ... *does it feel right?*

Recognise



Respond



Record



Refer

## Reporting Safeguarding Concerns

Church Safeguarding Officer:

‡ Charlotte Davis    ☎ 0797 606 4410  
📧 enter

Church Minister:

‡ Rev. Bekkie Wright  
📧 bekkie.wright@methodist.org.uk

Rutland Children's Social Care: 01572 758 407

Rutland Adults Social Care: 01572 758 341

When there is immediate risk of harm, call 999.

If you make a referral to social services or the emergency services, please inform our Church Safeguarding Officer or Minister as soon as possible.

You can find more information by reading our Safeguarding Policy, which can be found online here:  
<https://www.stamfordmethodistcircuit.org/about>

# Safeguarding Information Leaflet



Ryhall  
Methodist Church

Version: July 2024

## Safeguarding Agreement

We require all volunteers who may have contact with children, young people or vulnerable adults to either:

- ♦ read and sign the following agreement annually, or
- ♦ attend regular safeguarding training.

Name:
Group(s), Role(s) and/or Event(s):  <i>e.g. Pastoral Visitor / Holiday Club / The Well</i>
Address:
Telephone:

Please tick all that apply:

<input type="checkbox"/>	I have read and understood the 'Safeguarding Information Leaflet'.
<input type="checkbox"/>	I understand that safeguarding is everyone's responsibility.
<input type="checkbox"/>	I know who to report any safeguarding concerns to, and how, and how soon
<input type="checkbox"/>	I give permission for the church's safeguarding officer to retain this form and its data securely in accordance with safeguarding policy and GDPR policy.

Signed:
Date:

Please complete this and return to your group/event leader, or directly to our Safeguarding Officer, Charlotte Davis.

## Safeguarding Information

Safeguarding is about the action the Church takes to promote a safer culture. Here at Stamford Methodist Church, we believe that safeguarding is **everyone's** responsibility, to:

- ♦ protect children, young people & vulnerable adults;
- ♦ prevent risks and dangers through good practice;
- ♦ promote well-being and demonstrate God's love.

Churches are unique places as we welcome all from the general public to enter, which can make us vulnerable to those who may abuse our trust, and also because of the varied (and not always known) vulnerabilities of those who enter our building.

We want to ensure that both you and those who you work alongside are as safe as possible, which is why we ask all volunteers to read and sign this *Safeguarding Information Leaflet*, or to attend regular safeguarding training.

### Safer Practice: Protecting Yourself & Others

When you support children, young people or vulnerable adults, consider how to keep both *you* and *them* safe. Times of risk include:

- ♦ Being alone with a child, young person or vulnerable adult;
- ♦ Administering first aid;
- ♦ Giving or receiving affection e.g. hugs;
- ♦ Providing intimate personal care e.g. toileting;
- ♦ When you are unclear about procedures/policy;
- ♦ When there is a poor safeguarding culture.

We advise that you avoid being alone with a child or vulnerable adult to avoid putting you or them at risk. That includes home visits and giving people a lift.

## Disclosures/Signs of Abuse

Our volunteers are the eyes and ears of the church; it is you who may spot signs of abuse which, if reported, could mean that child or adult is supported to be safer. You may have knowledge about a person that, together with what we and/or other services know, makes up a bigger picture. Even the smallest worry could be significant in exposing the abuse someone is experiencing.

Abuse can be in many forms, including but not limited to:

- ♦ physical
- ♦ psychological
- ♦ neglect/self-neglect
- ♦ sexual
- ♦ spiritual/ritual
- ♦ modern slavery
- ♦ child sex exploitation
- ♦ financial/material
- ♦ domestic
- ♦ institutional
- ♦ discriminatory
- ♦ online abuse
- ♦ radicalisation

When working alongside children or adults, they may feel safe enough to disclose to you that they have been a victim of abuse. If this is the case, you need to:

- ♦ Stay calm;
- ♦ Do not promise confidentiality;
- ♦ Listen and be supportive;
- ♦ Avoid leading questions;
- ♦ Make use of open-ended questions e.g. **TED**: tell me... explain... describe what happened;
- ♦ Tell them what you will do next;
- ♦ Record what was said straight away;
- ♦ Inform the Safeguarding Officer/Minister immediately;
- ♦ Seek support for yourself.





# Safety Plan



A safety plan must be completed for every activity and group within the circuit, including regular and one-off events.  
For regular activities, a plan can be created and updated annually.

This safety plan must be completed and returned to the church safeguarding officer at least 2 weeks before. Contact [SMCSafeguarding@gmail.com](mailto:SMCSafeguarding@gmail.com)  
Any off-site activities must be completed and returned to the circuit safeguarding officer at least 4 weeks before. Contact: [SMCSafeguarding@gmail.com](mailto:SMCSafeguarding@gmail.com)

<b>Church/Chapel:</b>		<b>Type:</b> ( <input checked="" type="checkbox"/> check)	<input type="checkbox"/> On-Site (Church)	<input type="checkbox"/> Off-Site
<b>Group/Event:</b>		<b>Group/Event Leader/s:</b>		
<b>Location:</b>		<b>Leader Contact</b>	<input type="checkbox"/>	
<b>Date/s:</b>		<b>Details:</b>	<input type="checkbox"/>	
<b>Time/s:</b>			<input type="checkbox"/>	
<b>Activity/ies:</b>				

Attendees ( <input checked="" type="checkbox"/> check all that apply):			
<input type="checkbox"/> Church/Circuit Members	<input type="checkbox"/> Wider Community/General Public	<input type="checkbox"/> Circuit Employee/s e.g. Minister	<input type="checkbox"/> Invited Guest/s e.g. Speaker/s
<input type="checkbox"/> Children with Parents/Carers	<input type="checkbox"/> Children without Parents/Carers	<input type="checkbox"/> Vulnerable Adults	<input type="checkbox"/> People with a Disability or Frail
<b>Expected # of Attendees:</b>		<b>The venue can safely host this number of attendees:</b>	yes/no

For support in planning large events, go to: <https://www.methodist.org.uk/media/3982/organising-events-guidance-pack-large.pdf>  
NSPCC recommended adult:child ratios: 0 - 2 years – 1:3    2 - 3 years – 1:4    4 - 8 years – 1:6    9 - 12 years – 1:8    13 - 18 years – 1:10

Contingency Plans

If at any time you have a worry or concern about a child, a young person, or a vulnerable adult who attends the group, event, church or uses the premises, report your concerns as soon as possible to one of our trained safeguarding officers:  
Church: Charlotte Davis 0797 606 4410 [SMCSafeguarding@gmail.com](mailto:SMCSafeguarding@gmail.com)  
Minister: Rev. Bekkie Wright [bekkie.wright@methodist.org.uk](mailto:bekkie.wright@methodist.org.uk)  
If you have an immediate concern for someone's safety and/or welfare and you are unable to reach one of our safeguarding leads, please call:  
01522 782 111 (Lincolnshire Children's Social Care) or 01522 782 155 (Lincolnshire Adults Social Care)  
01572758407 (Rutland Children's Social Care) or 01572 758 341 (Rutland Adults' Social Care)  
You can read our church's safeguarding policy online: <https://www.stamfordmethodistcircuit.org/about>

<b>Completed by:</b>		<b>Date:</b>		<b>Safeguarding Officer:</b>		<b>Date Received:</b>	
<b>Notes:</b>							

Area	Element	Risks	Likelihood	Harm	Overall Score	Prevention	Person Responsible	Person/s to Action	When	
	Specific Element of the Group or Event  e.g. serving tea/coffee	What could be unsafe? Are there any potential hazards?	5=Certain 4=Probable 3=Possible 2=Not impossible 1=Never	(physical & psychological) 5= Life-threatening 4=Serious 3=Harm 2=Minimal 1=No harm	Likelihood x Harm  <i>Scores of 9+ requires permission of SO and minister</i>	What actions would reduce the likelihood of this happening?	Who is the lead person to ensure this action is planned for, communicated and implemented?	Which people need to be aware of this and support/ action the implementation?	Communicated to volunteers by when?	Implemented by when?
Location, venue, building or room										
Activities & equipment										

Area	Element	Risks	Likelihood	Harm	Overall Score	Prevention	Person Responsible	Person/s to Action	When	
	Specific Element of the Group or Event  e.g. serving tea/coffee	What could be unsafe? Are there any potential hazards?	5=Certain 4=Probable 3=Possible 2=Not impossible 1=Never	(physical & psychological) 5= Life-threatening 4=Serious 3=Harm 2=Minimal 1=No harm	Likelihood x Harm  <i>Scores of 9+ requires permission of SO and minister</i>	What actions would reduce the likelihood of this happening?	Who is the lead person to ensure this action is planned for, communicated and implemented?	Which people need to be aware of this and support/ action the implementation?	Communicated to volunteers by when?	Implemented by when?
Volunteers										
All attendees										

Area	Element	Risks	Likelihood	Harm	Overall Score	Prevention	Person Responsible	Person/s to Action	When	
	Specific Element of the Group or Event  e.g. serving tea/coffee	What could be unsafe? Are there any potential hazards?	5=Certain 4=Probable 3=Possible 2=Not impossible 1=Never	(physical & psychological) 5= Life-threatening 4=Serious 3=Harm 2=Minimal 1=No harm	Likelihood x Harm  <i>Scores of 9+ requires permission of SO and minister</i>	What actions would reduce the likelihood of this happening?	Who is the lead person to ensure this action is planned for, communicated and implemented?	Which people need to be aware of this and support/ action the implementation?	Communicated to volunteers by	Implemented by when?
Children/vulnerable adults specifically										
Medical/first aid/disabilities										



**Do you have a worry or concern about:**

**👤 a child**

**👤 a young person, or**

**👤 a vulnerable adult**

**who attends this church or uses the premises?**



**Please report your concerns as soon as possible  
to one of our trained safeguarding officers:**

**👤 Charlotte Davis**

📞 0797 606 4410

📧 [SMCSafeguarding@gmail.com](mailto:SMCSafeguarding@gmail.com)

**👤 Rev. Bekkie Wright**

📧 [bekkie.wright](mailto:bekkie.wright@methodist.org.uk)

[@methodist.org.uk](mailto:bekkie.wright@methodist.org.uk)



**If you have an immediate concern for someone's safety and/or welfare  
and you are unable to reach one of our safeguarding leads, please call:**

**01572758407 (Rutland Children's Social Care)**

**01572 758 341 (Rutland Adults' Social Care)**

**You can read our church's safeguarding policy online:**

**<https://www.stamfordmethodistcircuit.org/about>**

## Booking Form – Ryhall Methodist Church

### Parties

- (1) The managing trustees named in clause 1.1 below (**Managing Trustees**)
- (2) The person(s) or organisation named in clause 1.2 below (**Hirer**)

### AGREE AS FOLLOWS:

1. In consideration of the Hire Fee described in clause 1.3 below and subject to the Hirer's obligations under clauses 2 and 4, the Managing Trustees permit the Hirer to use the Premises described in clause 1.4 below for the purposes of the Event described in clause 1.5 below for the Hire Period described in clause 1.6 below.

#### 1.1 The **Managing Trustees** are:

Sandra Wadkin for themselves and others the members (or such of the members as have attained full age) of the Church Council of Ryhall Methodist Church (care of Mill Street, Ryhall, Rutland) which expression shall include their successors from time to time ascertained in accordance with the provisions of Part II Schedule 2 to the Methodist Church Act 1976.

Telephone Number: \_\_\_\_\_

Email address: \_\_\_\_\_

#### 1.2 The **Hirer** is:

\_\_\_\_\_ (*full name of person(s) hiring the Premises*)

OR

\_\_\_\_\_ (*name of organisation*)

\_\_\_\_\_ (*representative of organisation*)

Contact Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email address: \_\_\_\_\_

1.3 The **Hire Fee** is: £ \_\_\_\_\_ per hour

One-Off Event: £ \_\_\_\_\_ total

Regular Events: £ \_\_\_\_\_ total to be paid every \_\_\_\_\_ weeks/months/year

1.4 The **premises booked**: \_\_\_\_\_  
(*description of room(s) to be hired*)

**1.5 The Event is:** \_\_\_\_\_  
*(please describe event e.g. "birthday party" or "meeting")*

**1.6 The times of hire (Hire Period) are:**

Date/s: \_\_\_\_\_

From: \_\_\_\_\_ until \_\_\_\_\_

*(please include sufficient time for preparation and clearing up)*

**2.** The Hirer agrees to observe and perform the conditions provisions and stipulations contained or referred to in the Standard Conditions of Hire and any Special Conditions of Hire set out in Schedules 1 and 2.

**3.** The Hirer and the Managing Trustees agree and declare that the terms defined in clause 1.1 to 1.6 above have the meanings defined therein when used in the Standard Conditions of Hire and any Special Conditions of Hire. The following terms used in the Standard Conditions of Hire have the meanings set out below:

**3.1 Agreement:** this agreement, the Standard Conditions of Hire and any Special Conditions of Hire.

**3.2 Building:** the land and building of which the Premises form part including any Facilities.

**3.3 Facilities:** the following facilities in or upon the Building that can be used by the Hirer during the Hire Period:

	✓
Toilet	
School Room	
Kitchen	
Vestry	
Chapel	

**4. Privacy Notice:** the notice containing the privacy information required under data protection legislation about how the Managing Trustees use any personal information acquired or used in relation to the Hirer's use of the Premises and the Event and is available online ([www.tmc.org.uk/about/data-protection/managing-trustees-privacy-notice](http://www.tmc.org.uk/about/data-protection/managing-trustees-privacy-notice)), at the Building or via the Managing Trustees direct.

**4.1 Safeguarding Policy:** the safeguarding policy of Ryhall Methodist Church can be found in the School Room on the notice board or on our website: <https://www.stamfordmethodistcircuit.org/about>

**5.** The Hirer agrees with the Managing Trustees to be present (or to procure that its authorised representative is present in the case of an organisation) during the Hire Period to supervise the Event and to ensure full compliance with the terms of this agreement.

SIGNED BY: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Managing Trustee)

SIGNED BY: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Managing Trustee)



SIGNED BY: \_\_\_\_\_ Date: \_\_\_\_\_  
(Hirer)

SIGNED BY: \_\_\_\_\_ Date: \_\_\_\_\_  
(Hirer)

Please also submit a SAFEGUARDING FORM D KEYHOLDER DECLARATION with your booking form .

Whilst this document reflects Methodist best practice and complies with Methodist Standing Orders, it is general in nature, may not reflect all recent legal developments and may not apply to the specific facts and circumstances of any particular matter.

Also note that nothing within the documents and guidance notes provided by TMCP nor any receipt or use of such information, should be construed or relied on as advertising or soliciting to provide any legal services. Nor does it create any solicitor-client relationship or provide any legal representation, advice or opinion whatsoever on behalf of TMCP or its employees.

Accordingly, neither TMCP nor its employees accept any responsibility for use of this document or action taken as a result of information provided in it.

## Schedule 1

### Standard Conditions of Hire

#### 1. PAYMENT OF THE HIRE FEE

- 1.1 The Hirer shall pay to the Managing Trustees the Deposit on the date of the Agreement.
- 1.2 The Hirer shall pay to the Managing Trustees the balance of the Hire Fee, payable without any deduction, no later than the start of the Hire Period or such earlier date as may be stated in the Special Conditions of Hire (if any).

#### 2. REPAIR, CONDITION, DAMAGE AND LEAVING THE PREMISES

- 2.1 The Hirer shall:
  - (a) leave the Premises clean, tidy and clear of rubbish at the end of the Hire Period;
  - (b) not cause or permit to be caused any damage to:
    - (i) the Premises, Building or any neighbouring property; or
    - (ii) any property of the owners or occupiers of the Premises, Building or any neighbouring property including but not limited to the fixtures and furniture on the Premises from time to time; and shall
  - (c) not obstruct any other areas of the Building, make them dirty or untidy or leave any rubbish on them.

#### 3. USE OF THE PREMISES

- 3.1 The Hirer shall not use the Premises other than for the purposes of the Event.
- 3.2 The Hirer shall not allow betting or gambling in any form nor use the Premises for the supply, sale, or consumption of alcoholic beverages nor for any religious purposes nor for any other purposes contrary to the Standing Orders of the Methodist Conference.
- 3.3 The Hirer shall not do or permit to be done on the Premises anything to injure the reputation of the Premises or which is illegal or which may be or become a nuisance (whether actionable or not), annoyance, inconvenience or disturbance to the Managing Trustees or to any other tenants or occupiers of the Building or any owner or occupier of neighbouring property.
- 3.4 The Hirer shall not allow any animals (including birds) onto the Building (except guide dogs, hearing dogs or recognised assistance dogs) without the written approval of the Managing Trustees.

#### 4. ALTERATIONS

- 4.1 The Hirer shall not make any alteration or addition whatsoever to the Premises.
- 4.2 The Hirer shall not display fix or attach to the Premises in any way (or elsewhere in the Building) any decoration, advertisement, flag, banner, placard, poster, sign, notice or other article without the prior written approval of the Managing Trustees.
- 4.3 Unless the Managing Trustees ask for it to be left in place, any article(s) approved by the Managing Trustees under condition 4.2 must be removed by the Hirer at the end of the Hire Period and any damage caused by such removal must be made good to the satisfaction of the Managing Trustees.

#### 5. COMPLIANCE WITH RULES AND REGULATIONS

- 5.1 The Hirer shall not do anything that will or might constitute a breach of any planning permissions or other consents, licences, permissions, certificates, authorisations or approvals whether of a public or private nature

affecting the Premises.

- 5.2 The Hirer shall comply with all laws and with any recommendations of the relevant suppliers relating to the supply of electricity, gas, water, sewage, telecommunications and data and other services and utilities to or from the Premises.
- 5.3 The Hirer shall observe any rules and regulations the Managing Trustees make and notify to the Hirer regarding the Hirer's use of the Premises and any Facilities or other parts of the Building pursuant to the Agreement.

## **6. PUBLIC SAFETY**

- 6.1 The Hirer shall comply with all conditions and regulations made in respect of the Premises by any regulatory bodies including but not limited to the Fire Authority, Local Authority or the Licensing Authority.
- 6.2 The Hirer acknowledges that they have been notified of the following matters by the Managing Trustees or received or been shown appropriate notices or instructions on or in relation to:
- (a) the action to be taken in event of fire including the need to call the Fire Brigade and how to evacuate the Premises;
  - (b) the location and use of fire equipment; and
  - (c) the escape routes from the Premises and the need to keep them clear.
- 6.3 The Hirer shall:
- (a) keep all means of exit from the Premises free from obstruction and immediately available for exit in the case of emergency;
  - (b) ensure that the Fire Brigade are called to any outbreak of fire, however minor;
  - (c) inform the Managing Trustees of any outbreak of fire, however minor, as soon as possible;
  - (d) observe all relevant food health and hygiene legislation and regulations in relation to the preparation and serving of any food;
  - (e) comply with the provisions of any relevant health and safety policies and ensure that those using the Premises are aware of such policies;
  - (f) ensure that any electrical appliances brought onto the Premises by the Hirer are safe, in good working order, and used in a safe manner in accordance with the Electricity at Work Regulations 1989;
  - (g) report all accidents involving injury to the public to one of the Managing Trustees as soon as possible and complete the appropriate accident book;
  - (h) not bring any highly flammable substances onto the Premises;
  - (i) not put up any decorations near light fittings or heaters; and shall not bring onto the Premises (or use) any heating appliances without the consent of the Managing Trustees.

## **7. INSURANCE AND INDEMNITY**

- 7.1 The Hirer shall not do anything that will or might invalidate in whole or in part any insurance effected by the Managing Trustees in respect of the Building.
- 7.2 The Hirer shall indemnify the Managing Trustees and keep the Managing Trustees indemnified against all losses, claims, demands, actions, proceedings, damages, costs, expenses or other liability in any way arising from:
- (i) the use of the Premises by the Hirer;
  - (ii) any breach of the Agreement; and/or
  - (iii) the cost of repairs to any damage done to any part of the Premises or Building.
- 7.3 Unless the Managing Trustees otherwise agree, the Hirer shall take out adequate insurance in respect of the liability of the Hirer under condition 7.2 and at the request of the Managing Trustees shall produce to the Managing Trustees evidence of such policy and of the payment of the premiums for it.

## **8. SAFEGUARDING**

The Hirer confirms that the Hirer has been signposted to the Safeguarding Policy via the booking form, has an understanding of it, and undertakes to follow it or comparable equivalent guidelines and procedures (such as Scouting

and Guiding national safeguarding policy) for the safeguarding of children, young people and vulnerable adults at the Building.

## **9. LICENCES**

If any licences are required in respect of any activity to be carried out at the Premises in relation to the use of the Premises by the Hirer, the Hirer shall ensure that they hold the relevant licence unless a relevant licence is already held by the Managing Trustees.

## **10. NO RIGHTS**

10.1 The Hirer acknowledges that:

- (a) the Agreement confers permission to use the Premises only and creates no relationship of landlord and tenant between the Managing Trustees and the Hirer or any other rights of occupation;
- (b) the Managing Trustees retain control, possession and management of the Premises and the Hirer has no right to exclude the Managing Trustees from the Premises.

## **11. CANCELLATION**

11.1 The Managing Trustees shall be entitled at any time on giving not less than 7 days' written notice to the Hirer to cancel the hiring of the Premises if the Managing Trustees reasonably believe that:

- (a) the hire would be in breach of the Constitutional Practice and Discipline of the Methodist Church and/or contrary to the doctrinal standards of the Methodist Church;
- (b) any unlawful or inappropriate activities would take place on the Premises as a result of the hire; or
- (c) the Premises have become unfit for use by the Hirer.

11.2 In the event of cancellation by the Managing Trustees under condition 11.1, the Hirer shall be entitled to a refund of the Deposit and any Cautionary Deposit already paid. The Managing Trustees shall not be liable to the Hirer for any direct or indirect loss or damages whatsoever.

11.3 If the Hirer wishes to cancel the booking before the start of the Hire Period the Hirer should give as much notice to the Managing Trustees as possible and in any event not less than 14 days' notice. The Hirer shall have no right to a refund of the Deposit.

11.4 If the Hirer cancels the booking within 14 days of the date of the Event and the Managing Trustees are unable to conclude a replacement booking, the question of the payment or the repayment of the Hire Fee shall be at the absolute discretion of the Managing Trustees.

## **12. END OF HIRE**

12.1 At the end of the Hire Period the Hirer shall ensure that:

- (a) the Premises are left in a clean and tidy condition;
- (b) the Premises and all windows are properly locked and secured;
- (c) all keys are left in such place or with such person as shall be specified by the Managing Trustees;
- (d) any items moved from their usual position during the Period of Hire shall be repositioned in their original places to the reasonable satisfaction of the Managing Trustees;
- (e) the lights at the Premises, and the rest of the Building if appropriate, are turned off;
- (f) any heating at the Premises is turned off unless otherwise directed by the Managing Trustees; and
- (g) all equipment goods and/or other property belonging to the Hirer is removed from the Premises and/or the Building.

12.2 If the provisions of condition 12.1 are not fulfilled, the Managing Trustees shall be at liberty to use the Cautionary Deposit to make good any default.

12.3 Any equipment goods and/or other property belonging to the Hirer and left at the Premises and/or Building at the end of the Hire Period is at the sole risk of the Hirer. If any such items are not removed within 7 days of the end of the Hire Period the Managing Trustees shall be at liberty to dispose of any such items and any costs of disposal will be borne by the Hirer. The Managing Trustees will not owe the Hirer any responsibility for the Hirer's property, any damage to such property or the proceeds arising from any sale

### **13. LIMITATION OF MANAGING TRUSTEES' LIABILITY**

13.1 Subject to clause 13.2, the Managing Trustees are not liable for:

- (a) the death of, or injury to the Hirer, its employees, customers or invitees to the Premises; or
- (b) damage to any property of the Hirer or that of the Hirer's employees, customers or other invitees to the Premises; or
- (c) any losses, claims, demands, actions, proceedings, damages, costs or expenses or other liability incurred due to the use of the Premises by the Hirer or the Hirer's employees, customers or other invitees.

13.2 Nothing in clause 13.1 shall limit or exclude the Managing Trustees' liability for:

- (a) death or personal injury or damage to property caused by negligence on the part of the Managing Trustees or their employees or agents; or
- (b) any matter in respect of which it would be unlawful for the Managing Trustees to exclude or restrict liability.

### **14. DATA PROTECTION**

The Managing Trustees care about the Hirer's privacy and the Hirer's trust is important to the Church. The Privacy Notice available online ([www.tmcp.org.uk/about/data-protection/managing-trustees-privacy-notice](http://www.tmcp.org.uk/about/data-protection/managing-trustees-privacy-notice)) and displayed at the Building explains how the Managing Trustees collect, use and protect the Hirer's personal information. It also provides information about individuals' rights (paragraph 9 of the Privacy Notice) and who to contact if individuals have any questions about how Managing Trustees use their information (paragraph 1 of the Privacy Notice). The Managing Trustees will provide the Hirer with a PDF or hardcopy of the Privacy Notice on request and will try to deal with any questions that the Hirer may have about the Privacy Notice including any accessibility issues.

### **15. THIRD PARTY RIGHTS**

A person who is not a party to the Agreement shall not have any rights under the Contracts (Rights of Third Parties) Act 1999 to enforce any term of the Agreement.

### **16. GOVERNING LAW**

The Agreement and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims) shall be governed by and construed in accordance with the law of England and Wales.

### **17. JURISDICTION**

Each party irrevocably agrees that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim arising out of or in connection with the Agreement or its subject matter or formation (including non-contractual disputes or claims).

**Schedule 2**  
**Special Conditions of Hire**

**1. Acquisition of keys**

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**2. Returning of keys**

...

**3. Refreshments**

You are welcome to use the kitchen appliances, equipment and crockery, but please provide your own consumables, including milk, sugar, tea bags and coffee.

**4. Parking**

Please be mindful of local residents' access when parking. We advise on-road parking on Mill Street.

**5. Refuse**

If you put perishable items in the kitchen bin, please put the kitchen bin bag in the black wheelie bin outside the School Room external door. Recyclable items should be placed directly in the grey wheelie bin.