



St John's Church Centre

www.stjohnshartford.org

School Lane, Hartford, Northwich, Cheshire CW8 1NP
01606 872255 • office@stjohnshartford.org

A. Conditions of Use

1 Introduction

- 1.1 Thank you for enquiring about the use of St John's Church Centre.
- 1.2 The primary use of the Centre is to facilitate the work of St John's Hartford. However, we are keen that the Centre is open to many groups, especially those that benefit our local community.
- 1.3 All enquiries and bookings should be directed to the Church Office, office@stjohnshartford.org or 01606 872255.
- 1.4 These conditions are subject to change. We will inform you of any change made since the time of your booking.

2 General Policies

- 2.1 The Rev. Mike Smith, Vicar of Hartford, is responsible for the observance of legislation on these premises.
- 2.2 **No alcohol** may be brought onto or consumed on the premises without the prior written permission of the Vicar, Associate Vicar and Churchwardens (hereafter VWs).
- 2.3 Smoking of any form including 'vaping' is not permitted in our buildings.
- 2.4 Gambling is not permitted in our buildings.
- 2.5 No storage is available for external groups.
- 2.6 You are responsible for any damage caused to the building or equipment and we reserve the right to charge you for any repair or replacement which is necessary following misuse.
- 2.7 Before using our premises, please ensure that you have appropriate insurance cover in place for your event. Likewise, any third party hired for your event, particularly hazardous activities or equipment (eg. 'bouncy castles') will need to have suitable and adequate insurance in place. We may ask you to confirm that you have done this when you book.
- 2.8 The Church Centre will generally be closed on Bank Holidays and for two weeks over the Christmas holiday period.

3 Booking Policies

- 3.1 The hire of rooms is at the discretion of the VWs.
- 3.2 The aims and objectives of any group seeking to hire a room must not conflict, or appear to conflict, with the Christian faith as the Church of England has received it, as defined by Canon A5 of the Canons of the Church of England. The final decision about any booking will rest with the VWs.
- 3.3 Bookings may be made up to 12 months in advance but please note that regular weekly bookings may be subject to a 4 month notice of cancellation. On occasion, we may have to allocate a room other than (but similar to) the one you originally booked. We would discuss this with you in advance.

- 3.4 In the event of unforeseen circumstances, the VWs reserve the right to cancel a reservation.
- 3.5 No rooms may be hired for commercial gain of any sort without the written permission of the VWs.
- 3.6 Bookings can only be confirmed once a signed booking form has been received by us. Upon receipt of this we will email confirmation of your booking.
- 3.7 We may ask you to pay in full either at the time of booking or up to two weeks prior to the date of the booking. If payment is not received as requested we reserve the right to cancel.
- 3.8 If you wish to cancel your booking, please do so in writing or by email. If we receive your cancellation more than 7 days before the booking, a full refund will be given. If you cancel within 7 days of the booking, the VWs reserve the right to charge 50% of your booking fee. If you do not inform us of a cancellation, we will charge the full booking fee.
- 3.9 If your organisation uses purchase order numbers then we will not confirm any booking until a purchase order number has been emailed to us.

4 Using the Centre

- 4.1 The Centre has a small car park. Please use this considerately by parking in the marked bays and only using the disabled bays if you are eligible to do so. Please note that we cannot guarantee any parking for groups and can accept no liability for any damage to cars parked in the car park however this may be caused. .
- 4.2 The Centre and your room will be opened and locked up for you unless we make other arrangements with you. The room(s) you have booked will be made available for the period specified on your initial booking, so please allow time to prepare for and tidy up after your booking within these times.
- 4.3 If there are queries about opening and locking procedures once you have arrived, please call one of the contact numbers near the front entrance door for further information, or speak to the person who opened the building for you.
- 4.4 Setting up of any tables and chairs you require is *not* included in the booking fee.
- 4.5 Please switch off lights and AV equipment when leaving the room.
- 4.6 Please leave rooms tidy and laid out as agreed when you booked.
- 4.7 Please leave rooms clean: a vacuum cleaner is available in the cleaner's cupboard in the main lobby opposite the Cranmer Room. If rooms are left in need of substantial cleaning, we will make a charge for cleaning.
- 4.8 A bin for any non-recyclable waste is provided; please use appropriately. If possible, please take all recyclable waste away with you. If you anticipate creating a significant amount of waste, please inform us when booking.
- 4.9 You may not use any smoke-generating machines. These *will* set off the fire alarm which automatically calls the fire brigade.
- 4.10 The Centre needs to be locked by 10.00pm unless a prior arrangement has been made to extend the booking beyond this time. Please ensure that your group is ready to leave the building in good time. Please leave quietly and with consideration to our neighbours.
- 4.11 If you set off either the intruder or fire alarm, please refer to the emergency contact by the main door and immediately inform a keyholder of the situation.
- 4.12 No doors may be wedged open due to fire regulations. Where 'door guard' units are fitted, these may be used to hold doors open when necessary. These are located at the bottom of the door and are engaged by pressing down the 'lever' on the top of the control box until the bolt engages in the receiver on the floor and latches. The bolt will automatically release in response to

loud noise (including the fire alarm). The doors must not be obstructed to allow them to close freely if required.

4.13 You must not register your booking or business to our premises for any communication purposes especially on Google maps.

4.14 You are responsible for ensuring safety and security for your own group/event.

5 Kitchen Use

5.1 If you wish to use the main kitchen (and, if you have booked the room, the small kitchen off the Whitefield Room) for the provision of drinks or light refreshments, please inform us when booking and we will try to accommodate you. You may use the church's crockery, cutlery, water boilers, etc for that purpose. You may be sharing the main kitchen with another group. If you wish to prepare and serve full meals, please ask at the time of booking as additional enquiries will need to be made and an additional charge levied.

5.2 Groups using kitchen facilities must wash up, dry dishes and put everything away after meetings. Please brush and mop the floor and leave everything clean and tidy. Please let us know of any breakages, as we may have to recover costs.

5.3 Children are not permitted in the kitchens unless under adult supervision.

6 Additional facilities available if arranged when booking

6.1 TV screens are available in all rooms. If you wish to use this facility, please inform us when you book and we will seek to accommodate your needs. You are responsible for any damage caused by misuse.

6.2 Internet access networks operate throughout the Centre and are available at no additional cost. Please enquire when booking for the security codes to enable wireless access to the internet. We will limit usage to the service if large groups are present.

7 Safeguarding

7.1 The Parochial Church Council (PCC) of Hartford Parish Church has a Policy for Safeguarding Children, Young People and Vulnerable Adults. A copy is available online at www.stjohnshartford.org. Your booking agreement is conditional upon you complying with it unless you already have an equivalent policy of your own. Please annotate as appropriate on the Booking Request Form and include a copy of your own Safeguarding policy if you are planning to apply this.

7.2 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 public liability insurance to cover this.

7.3 In particular this means that:

7.3.1 you will comply with the attached good practice guide with children and young people or vulnerable adults unless you already have an equivalent;

7.3.2 you will provide the church with a copy of your organisation's Safeguarding Policy (/Policies) or, if you do not have one, adopt our current Parish Safeguarding Policy;

7.3.3 no child or group of children or young people should be left unattended at any time;

7.3.4 no person under the age of 18 years will be left in charge of any children or young people of any age;

- 7.3.5 you will always have at least two leaders over the age of 18 years in any group of children and young people, no matter how small the group (NB this may include one or more parents);
- 7.3.6 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 of parent/guardian/carer etc., date of birth and next of kin;
- 7.3.7 you will immediately (within 24 hours) inform the 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 or event, and contact details for the person who is dealing with it
 - (b) any known offenders against children or vulnerable adults seeking to join your membership/event, and manage such allegations or agreements with offenders in co-operation with statutory agencies, and with the church.

In addition, if you are running a regular group with children, young people or vulnerable adults:

- 7.3.8 You will provide sight of an up to date copy of your own DBS certificate for the Church Office;
 - 7.3.9 you will follow recognised safer recruitment practices for all paid and regular (ie. working any 4 days in a period of 28 days) voluntary workers who work with children and/or vulnerable adults. This will include obtaining satisfactory disclosures from the Disclosure and Barring Service where eligible, and keeping records of dates and disclosure numbers indefinitely;
 - 7.3.10 you will keep a list of the names of all paid and regular voluntary workers who have direct contact with children/vulnerable adults, and (if an ongoing booking) update it annually;
- 7.4 The Parish Safeguarding Officer for Hartford Parish Church is Helen Barber.
- Name: *Helen Barber*
- Tel no: *07579 101464*
- Email: *safeguarding@stjohnshartford.org*

8 First Aid and Emergency Information

- 8.1 First Aid kits are available in the main kitchen, the kitchen in the Whitefield Room and next to the lift in the hallway. Please acquaint yourself with their location upon arrival.
- 8.2 An Automatic External Defibrillator is located on the wall of the vestibule area opposite the main kitchen
- 8.3 All accidents should be recorded in one of the accident books which are located in the main kitchen and in the outer foyer.
- 8.4 The building is fitted with a fire alarm. Please read the emergency instructions which are displayed in each room and check the location of your nearest fire exit. Large groups (more than 50) should organise a suitable number of stewards to assist in an emergency. It is your responsibility to know who is in your group and to be able to account for all attendees in the event of an evacuation of the building. For this reason you should keep a record of those present at your event. The fire assembly point is clearly marked on the grass area directly across the car park from the main entrance. Whilst using the building it is essential that you (and the attendees in your group) are familiar with where you are in the building and the location of the fire exits – the MAIN ENTRANCE at the front of the building and the emergency exit at the back of the WARDLE HALL. For anyone in the kitchen there is an additional exit through the kitchen store room.

9 Fire Safety and Prevention

- 9.1 Ensure all fire doors are kept closed unless using the 'door-guard' units to hold doors open.
- 9.2 Keep passageways and exits clear of obstructions and combustible refuse at all times.
- 9.3 Check all electrical appliances for signs of damage before use and switch off after use. (If it looks damaged or seems faulty – **do not use it**)
- 9.4 Only use equipment that you know how to use safely.
- 9.5 The group leader or nominated person should keep a record of those present in the group.

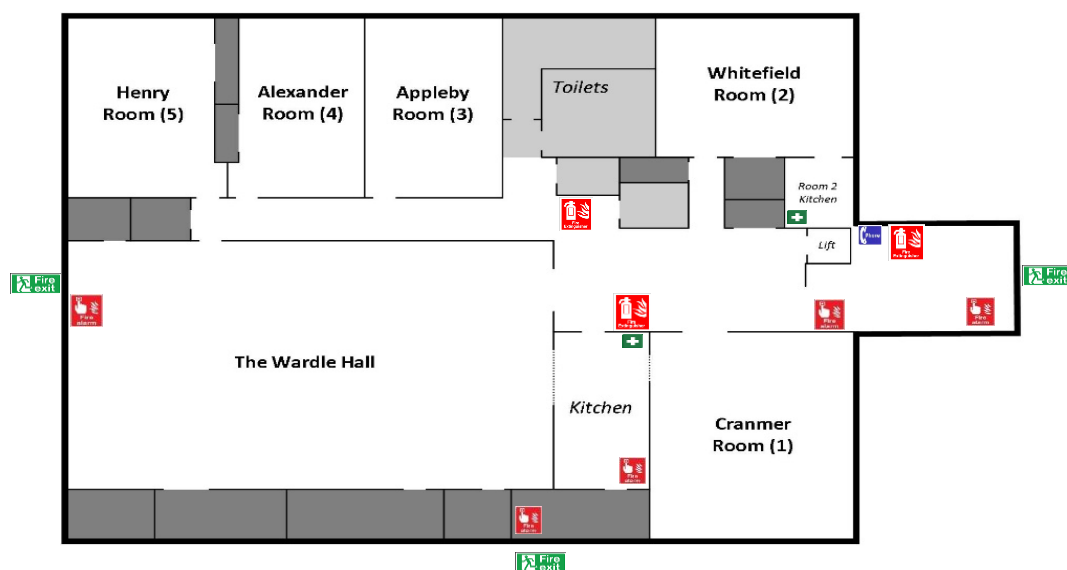
10 Evacuation

- 10.1 In the event of the fire alarm sounding, **proceed as though a fire had been discovered**. Evacuate the building completely and gather at the Assembly Point marked at the far side of the car park. **DO NOT STOP TO COLLECT BELONGINGS.**
- 10.2 Account for all members of your group and inform the emergency services if you believe that anyone is unaccounted for.
- 10.3 If it is established **beyond doubt** that there is no fire then the building may be re-entered. Call the number shown by the front doors to contact a member of staff in order to silence the alarm. **If in any doubt do not re-enter the building.**
- 10.4 If for any reason you are prevented from leaving a room, remain calm, call out for help/phone for help (999), leave doors closed but unlocked and move to the safest/most protected area of the room – if smoke enters, seal any gaps and stay low to assist breathing.

11 Extinguishing Fires

- 11.1 **BIG FIRES:** Do not attempt to extinguish big fires. Sound the alarm and follow evacuation procedures and call 999.
- 11.2 **SMALL FIRES:** Sound the alarm, call 999, **ONLY TRY TO EXTINGUISH THE FIRE IF YOU FEEL COMPETENT AND ABLE TO DO SO** using the extinguishers/fire blankets provided. Check that you have an escape route. If the fire and/or smoke presents a hazard, leave the area immediately closing doors as you go to contain the fire.

SAFETY PLAN OF CHURCH CENTRE – GROUND FLOOR



A CODE OF SAFE WORKING PRACTICE FOR THOSE BOOKING FACILITIES AT ST JOHN'S CHURCH, HARTFORD

1. Context and Aim

This code is an abbreviated version of our Code of Safe Working Practice for those who are booking facilities at St John's Hartford. For more information please see our full Safeguarding Policy at www.stjohnsahrtford.org.

As someone hiring our facilities and catering for Under 18s and/or vulnerable adults, you will need to agree to abide by this code of safe working practice.

2. Consent

- a. Every under 18 attending should provide a consent form signed by an adult with parental consent.
- b. A register of children and youth attending a group or activity should be kept as well as a register of adult and under 18 leaders. If any child leaves early this should be recorded.
- c. If a child attends any event without their legal guardian and without a consent form the leader will make contact with their parent/guardian by phone at the start of the event to gain verbal consent for their attendance (this should be documented).
- d. Group leaders shall be responsible for completing incident reports for any accidents, incidents or unusual events, which may occur during the course of a group's activities using an incident form and the accident book pertaining to the relevant building. In case of accident or illness the child or young person's parent or guardian must sign the form before collecting their child. Such reports should then be passed to the Estates Manager for our awareness.
- e. All consent, attendance information and incident reports should be stored securely.

3. Emergencies

- a. There should be a leader who is first aid trained present at all events. That leader is also responsible for ensuring that they know where to find the first aid kit and checking it is stocked before the event.
- b. Leaders will have access to emergency and medical information for all under 18s under their care during the event.
- c. Leaders will provide parents with their contact details (mobile phone) for the duration of the event.

4. Adult to Child Ratios

- a. Events will abide by the following NSPCC guidelines for ratios:

Age	Adult : Under 18 ratio
0-2 yrs	1:3
2-3yrs	1:4
4-8 yrs	1:6
9-12 yrs	1:8
13-18 yrs	1:10

- b. Each event should have at least two leaders, and if possible one male and one female.

5. Acceptable touch

Sympathetic attention, humour, encouragement and appropriate physical contact are needed by children and adults. Some physical contact with children, particularly younger children, is wholly appropriate. The following are suggested guidelines:

- a. Where possible, always ask permission
- b. Be mindful of your body position

- c. Keep everything public
- d. Touch should be in response to a child's needs and not related to the leader's needs. It should be age appropriate, welcome and generally initiated by the child, not the leader.
- e. Avoid any physical contact that is/could be construed as sexual, abusive or offensive.
- f. Allow the child to determine the degree of physical contact with others except in exceptional circumstances (e.g. when they need medical attention).

6. Electronic Communication

- a. Leaders should operate a policy of transparency at all times. The guiding rule is to only communicate what the young persons' parents would be happy to read. In general terms, communication with children over messaging services/social media should happen 'in public' i.e. default communicating with children is via a group to which parents also belong.
- b. Leaders must never contact a child in private.
- c. **E-mailing** Leaders should "cc" (carbon copy) another leader into all e-mail communication (including group emails) with children and youth. Leaders should not pass on e-mail addresses of children and youth without parental consent. Group emails should be sent "bcc" (blind carbon copy).
- d. **Social Networking** Leaders should not become 'friends' or 'follow' children on social networking sites (unless they are related). Nor should they communicate with children through any private, temporary message chat functions. (e.g. Messenger, Snapchat etc). Pages for events or programmes should be set to the highest level of privacy and therefore all content should only be visible to group members.
- e. **Mobile Phone Calls, Texting & WhatsApp** Leaders should not ring or text a young person's mobile unless they have specifically checked with them and their parents that they are happy to be contacted by that means. Leaders should not pass on mobile numbers of children and youth without consent.

7. Photos & Video

- a. The use of individual photos and video must be covered by your Information and Consent Forms. Leaders should have access to this information at all events so that they are aware which children and youth can appear in photographs and/or video.
- b. Once they have been used to pass to parents or for public display all photographs and videos must be deleted from personal devices.

8. Vulnerable adults

- a. In planning and running groups and activities, you need to be aware that children or adults with physical and sensory disability may be present.
- b. Care must be given in offering physical assistance (such as lifting or the use of wheelchairs) – both to avoid any inappropriate physical contact, and to avoid risk of injury to both parties.
- c. You need to be aware that those attending your booking with impaired vision or hearing are vulnerable to being excluded – or even to being in danger in situations of emergency e.g., fire alarm.
- d. All adults – whether or not otherwise having care and support needs – are vulnerable in the event of a fire and leaders of all groups and activities must be familiar with fire procedures (Para 9 of Terms and Conditions).

9. Toileting Guidelines & Incontinence issues

- a. **Nappy Changing** Nappies should not be changed unless permission has been specifically given by the parent/carer and annotated as such via the registration process.

b. Taking children to the toilet - general principles

- Do not use the same toilet at the same time as under 18s. (NB in the St. John's Church Centre this means that adults must use the disabled toilet instead).
- Ideally a child and adult should never be alone in the toilet area together (unless the adult is that child's parent/carer).

c. Taking children to the toilet - those needing assistance

- Parents of children who need toileting assistance (e.g. potty/toilet training or those with additional needs) should discuss this with the team in advance of the session.

d. Incontinence Issues

- A child should not be excluded from an activity on the basis of incontinence. Known issues of incontinence should be risk assessed on a case-by-case basis.

9. General Safety

In the event of an emergency requiring evacuation you will have familiarised yourself with the emergency exists and given thought to how to assist those with physical and sensory disabilities as well as the elderly.