



Trinity Church Sutton

Safeguarding Information for Regular Hirers

Thank you for hiring our halls.

At Trinity Church Sutton we are concerned with promoting the safety and wellbeing of all members of the church community and those who hire and use our premises. It is the responsibility of each one of us to prevent the abuse of children and vulnerable adults. The Church therefore aims to prevent situations developing where abuse may occur.

This responsibility applies equally to hirers of our premises to ensure that those who attend events organised by them are protected from harm.

If you are part of an organisation with its own safeguarding policy, the church must be provided with a copy for their records before the hiring can begin.

If you do not have a safeguarding policy and your events include children or vulnerable adults then we do require you to have a policy - we can offer you a suggested outline. Please contact us via bookings@trinitychurchsutton.org.

Our full church safeguarding policy is available online via our [Safeguarding web page](#).

Some important points we ask you to remember:

- Make sure it is clear who is responsible for supervising the children or adults-at-risk. If parents remain responsible for supervising their children make sure they know this!
- Make sure there are at least 2 responsible adults present to provide supervision.
- Check you know the fire escape routes and exits.
- Remember the hall corridors and toilets are effectively a public area and supervise children and adults-at-risk accordingly. Take steps to ensure young children or adults-at-risk don't just wander off.
- Think about any special risks that your activities might entail and whether/how they can be minimised (food allergies? hot drinks?)
- Keep everyone off the stage in Trinity Hall as this is not a safe area.
- Treat everyone with respect and take care not to put anyone, including yourself, in a vulnerable or compromising situation.
- If you have concerns about a child's or adult-at-risk's well-being (perhaps they have bruising, or show fear of returning home, or say something worrying) then write down what you know and report it to the police or local authority on 020 8770 5000. Do not attempt to investigate yourself. Please advise Trinity of any such reports you make.
- We hope you don't need it but there is a First Aid kit in the kitchen. Please tell us if you use it so it can be replenished.
- Our Trinity safeguarding co-ordinators can be contacted via safeguarding@trinitychurchsutton.org. They are happy to advise if you have any queries or concerns about safeguarding. Let them know if you would like to attend one of the safeguarding courses run at Trinity by the Methodist Church.