



Trinity Church Sutton

Safeguarding Requirements for Hire of Premises

Thank you for hiring our halls for your event.

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.

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

For your convenience here are some of the important points 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 at your event 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.
- 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.
- Any safeguarding referrals or incidents must be reported urgently to Trinity.
- 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 email at safeguarding@trinitychurchsutton.org. They are happy to advise if you have any queries or concerns about safeguarding.
- Have a great time!