

# Scottish Episcopal Church

## Advice on Use of Church Premises

When drawing up a long term lease or single occasion booking form for the use of church premises where there are children or vulnerable adults involved it is advisable to add a safeguarding declaration to the agreement. Some activities will be Regulated Work and the leaders should have PVG disclosure through their voluntary organisation or employer. Please contact the Provincial Office for advice if a voluntary organisation that uses church premises is unable to access the PVG Scheme.

### Disclosure requirements for working with Children

Not all activities involving children are Regulated Work. Regulated Work with children involves teaching, training or supervising young people under the age of 18

Examples of activities where the leaders are required to be PVG Scheme Members:

- Children's dance class
- Meeting of uniformed organisations
- Playgroup where parents leave children with carers

Examples of activities not required to be PVG Scheme Members:

- Mother and toddler group where mothers remain with their children
- Dance class intended primarily for adults but attended by one or two teenagers
- Private party for children where the children attending by invitation only

Supervision of the children present in the following adult/child ratios is recommended:

0 – 1 years	1 supervisor to every 2 children
1 – 2 years	1 supervisor to every 3 children
2 – 3 years	1 supervisor to every 4 children
3 – 8 years	1 supervisor to every 8 children
Over 8 years	1 supervisor to every 8 children under 18

### Disclosure requirements for working with Protected Adults

The Scottish Episcopal Church requires those who have unsupervised one to one contact with one or more Protected Adults in the course of their normal duties to be PVG Scheme members.

In the context of the Church and church premises Regulated Work is defined as the provision of support, advice and spiritual guidance to Protected Adults. A Protected Adult is someone who has particular needs which may include mental illness such as dementia, drug or alcohol dependency, physical disability, or degenerative illness.

PVG disclosure is required for leaders of activities on church premises where a 'service' is being provided **specifically** for a group of Protected Adults.

Examples of services where the leaders are required to be PVG Scheme Members:

- Counselling/Drop in Centre
- Daycentre for dementia sufferers

Examples of activities where the leaders are not required to be PVG Scheme Members:

- Lunch club for pensioners
- Exercise class for pensioners
- AA (as this is essentially a self help group)

**DECLARATIONS FOR USE OF CHURCH PREMISES**

**1. CHILDREN’S ACTIVITIES**

I/the organisation which I represent am/is familiar with the Scottish Episcopal Church Child Protection Policy contained in the booklet *Safeguarding Children and Young People in the Church* or equivalent publication approved by an accredited agency and have/has an understanding of it and undertake(s) to follow the Code of Practice contained therein. All those who are working with children under the age of 18 during this Hall Let have had a satisfactory Enhanced Disclosure check or PVG scheme membership.

**I understand that if the organisation which I represent is found to be in breach of this declaration the Church reserves the right to cancel any lease or hire agreement immediately.**

Signed.....(Responsible Person) Date.....

**Or** A parent or guardian of each child and young person under the age of 18 will be present

Signed.....(Responsible Person) Date.....

**Or** The hire of the Hall is for the purpose of a private party for children attending by invitation only

Signed.....(Responsible Person) Date.....

**Or** The hire of the Hall does not involve work with children or young people under the age of 18

Signed.....(Responsible Person) Date.....

**2. SERVICES PROVIDED FOR PROTECTED ADULTS**

I/the organisation which I represent am/is familiar with the Scottish Episcopal Church Policy on Vulnerable Adults contained in the booklet *Protecting Vulnerable Adults* and have/has an understanding of it and undertake(s) to follow the Code of Practice contained therein. All those who are working with Protected Adults during this Hall Let have had a satisfactory PVG Scheme disclosure.

**I understand that if the organisation which I represent is found to be in breach of this declaration the Church reserves the right to cancel any lease or hire agreement immediately.**

Signed.....(Responsible Person) Date.....

**Or** The hire of the Hall does not involve services provided for Protected Adults.

Signed.....(Responsible Person) Date.....