

Hall Information and PVG Disclosure Requirements

HALL INFORMATION

1. **Heating:** If using the heating, all doors should be closed to conserve heat. Heaters in the meeting room is switched on remotely by the Co-ordinator.
2. **Cleaning:** The Hall should be left in good condition for the next user. At the end of your event, you should tidy up, clean up any spillages, and sweep the floor if needed. If crockery and glasses have been used, they should be washed and put away. An extra charge will apply if the Hall is left in an unacceptable condition for subsequent users.
3. **Rubbish:** We are an eco-aware congregation that recycles as much as possible. If your event produces rubbish, it should be disposed of as follows:
 - recycleable waste (cardboard, paper, plastic and glass bottles) should be placed in the - green or blue bins as appropriate. These are located outside the kitchen door;
 - food waste should be placed in the brown bin outside;
 - general waste in the bin in the kitchen;
 - disposable nappies should be taken away.
4. **Leaving:** When your event is finished please ensure that:
 - all windows are closed;
 - all exit doors are securely closed, including the fire exits in the kitchen and the meeting room;
 - all lights are switched off, all windows closed, and taps turned off in the toilets, and the kitchen heaters are set back to the minimum setting.
5. **Access:** In advance of using the accommodation, you will be given a PIN number that will allow you to collect a key from the secure key-box outside the hall. On leaving the Hall, the key must be returned to the key-box that should then be securely closed.

DISCLOSURE REQUIREMENTS

Activities involving children may require PVG disclosure.

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 where leaders are not required to be PVG Scheme Members:

- Mother and toddler groups where mothers remain with their children
- Dance classes primarily for adults but attended by one or two teenagers
- Private party for children where the children attend by invitation only

Those who have unsupervised one to one contact with Protected Adults will require to be PVG Scheme Members. 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.

Examples where leaders are required to be PVG Scheme members:

- Counselling/ Drop in Centre
- Day centre for dementia sufferer

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

- Lunch club for pensioners
- Exercise class for pensioners
- Alcoholics Anonymous (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.....