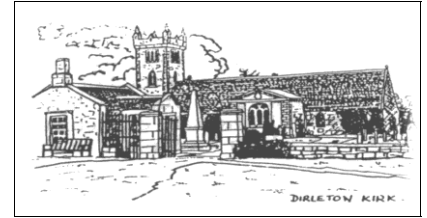


Abbey Church, North Berwick

linked with

Dirleton Kirk

Church of Scotland



Locum Minister: Revd. Geoff Berry
Abbey Church Office, Church Road,
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Tel. 01620-892800

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THESE GUIDELINES, PRODUCED BY THE SAFEGUARDING OFFICE, ARE FOR THE LETTING OF CHURCH PREMISES FOR CHILDREN'S PARTIES AND FORM A FRAMEWORK OF GOOD PRACTICE ONLY

The event organiser and the adults in charge of the children's party should be made aware of the Policy Statement of the Church of Scotland.

https://www.churchofscotland.org.uk/_data/assets/pdf_file/0012/3216/safeguarding_policy_statement.pdf

At least two responsible adults should be present at the party at all times and should undertake the following:

- The adults who are in charge should be introduced to the children attending the party.
- A record should be kept of the names of the children attending the party and emergency contact numbers for their carers.
- The adults in charge must have access to a phone in the event of an emergency.
- The adults in charge should have an awareness of first aid facilities, fire exits and assembling areas.
- It is important that the adults in charge are informed of any child with allergies or acute medical conditions.

Entertainers should at no time take responsibility for the care of children and young people.

Other adults who may require to enter the church hall during the party, but are not part of the party, should at no time take responsibility for the children and young people.

TERMS AND CONDITIONS OF LET

The Booking Form should be completed and must be signed by the event organiser.

The premises are accepted by the event organiser as being in good condition and repair, and the event organiser has the responsibility of leaving the premises in the same condition as it was let to them.

INDEMNITY

It is the event organiser, not the church, who will be responsible for any loss, damage or claim made resulting from this let. The event organiser should check whether they have insurance cover e.g. under their personal home insurance. If not, it is recommended that they arrange a one-off cover.