

Invoice no:

2023 -

## Barkway Parish Council Pavilion Hiring Agreement/Invoice

Hirers should note that on signing this agreement they enter into a contract that could be used in evidence should legal action become necessary.

The contract includes this Hiring Agreement and the attached Standard Conditions of Hire and Safeguarding policy (plus any Special Conditions that might be attached to any particular hire agreement). Whilst all provisions of the Conditions of Hire have equal value and status, the Hirer's attention is directed particularly to:

- The limits on the numbers of people allowed on the premises
- Special arrangements regarding the sale of alcohol, and the playing or performing of copyright music
- The requirements regarding public safety
- That you will leave the property locked and secure, and in a reasonable state of cleanliness. A minimum cleaning charge of £30 will be levied should you fail to comply.

This agreement is made between:

- (1) Barkway Parish Council named in clause 1.2 ("Barkway Parish Council").
- (2) The person or organisation named in clause 1.3 ("Hirer").

**AGREED** as follows:

1. In consideration of the hire fee described in clause 1.4, Barkway Parish Council agrees to permit the Hirer to use the premises described in clause 1.5 for the purpose described in clause 1.6 for the period(s) described in clause 1.1. The details inserted in sub-clauses 1.1 to 1.6 below and the answers to the questions in clauses 2 and 3 are terms of this agreement. This Hiring Agreement includes the annexed Standard Conditions of Hire and the Special Conditions of Hire (if any) set out in the attached Schedule.

1.1 Date(s)/times required (timings to include preparation and clear-up time):

Date  From  To

Activities/functions held in the Community Room must cease by 11pm on the day of hire and the premises including car park and access areas must be vacated by this time.

1.2 Barkway Parish Council:

|                           |  |
|---------------------------|--|
| Authorised Representative | Catharine Toms                           |
| Address                   | 1 High Street, Barkway, Royston, SG8 8EA |
| Telephone Number          | 07763 167116                             |
| Email                     | pavilion@barkwayparishcouncil.gov.uk     |

1.3 Hirer:

- (a) Name
- (b) Organisation (if applicable)
- (c) Name of Organisation's Authorised Representative   
Address

Telephone Numbers & email

Phone(s):  
email:

In addition to the Hire Fee the Hirer shall pay as deposit the sum of £150 in the form of a cheque or cash. This deposit will be destroyed or refunded within 28 days of the termination of the period of hire provided that no damage or loss has been caused to the premises and/or contents nor complaints made to the Parish Council about noise or other disturbance during the period of the hiring as a result of the hiring. The Hire Fee and Deposit are to be paid at the time of signing this Agreement.

**The hire charge is to be paid by cash, debit card or by BACS : Sort Code - 207326 Account number- 90147230**

|     |          |      |
|-----|----------|------|
| 1.4 | Hire Fee | £    |
|     | Deposit  | £150 |

1.5

|   |  |                                    |  |
|---|--|------------------------------------|--|
| <b>Premises (please tick)</b>                 |  |                                    |  |
| Community Room only                           |  | Community Room & Recreation Ground |  |
| Please tick if you require use of the kitchen |  |                                    |  |

1.6 Purpose/description of hiring:

Will tickets be sold for your event? Yes/No

Sale of alcohol

2. Alcohol may only be sold in the Community Room with the written permission of Barkway Parish Council and only if the hirer has obtained the appropriate licence. Sale of alcohol is explicitly forbidden in the absence of such permission or licence

Will you be obtaining a licence for the sale of alcohol?

Yes/No

3. Will you be obtaining any other type of licence?

Yes/No

If yes, which type?

General

4. The Hirer agrees with Barkway Parish Council to be present (by its authorised representative, if appropriate) during the hiring and to comply fully with this Hire Agreement.
5. It is hereby agreed that the Standard Conditions of Hire together with any additional conditions imposed under licences obtained or that Barkway Parish Council deems necessary shall form part of the terms of this Hiring Agreement unless specifically excluded by agreement in writing between Barkway Parish Council and the Hirer.
6. None of the provisions of this Agreement are intended to or will operate to confer any benefit pursuant to the Contracts (Rights of Third Parties) Act 1999 on a person who is not named as a party to this Agreement.

As Witness the hands of the parties hereto:

Signed by the person named at 1.2 above, duly authorised, on behalf of Barkway Parish Council

Signed by the person named at 1.3(a) above or at 1.3(c) above, duly authorised, on behalf of the organisation named at 1.3(b) above, where applicable. I agree to the Terms & Conditions and have read the Safeguarding policy.

# Standard conditions of hire for the Barkway Recreation Ground and Pavilion/Community Room

These standard conditions must be made available to all hirers either in hard or electronic copy or should be made available for all on the Barkway Pavilion internal notice board. If the Hirer is in any doubt as to the meaning of any of the conditions, the Booking Clerk should immediately be consulted.

## 1. Age

The Hirer, not being a person under 25 years of age, hereby accepts responsibility for being in charge of and on the premises at all times when the public are present and for ensuring that all conditions, under this Agreement, relating to management and supervision of the premises are met.

## 2. Supervision

The Hirer shall, during the period of the hiring, be responsible for: supervision of the premises, the fabric and the contents; their care, safety from damage however slight or change of any sort; and the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements so as to avoid obstruction of the highway. As directed by the representative of Barkway Parish Council, the Hirer shall make good or pay for all damage (including accidental damage) to the premises or to the fixtures, fittings or contents and for loss of contents.

## 3. Use of premises

The Hirer shall not use the premises (including the car park) for any purpose other than that described in the Hiring Agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful or unsuitable purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof nor allow the sale of alcohol thereon without permission.

The maximum number of persons allowed in the Community Room at any one time is 60.

Car parking is available on the driveway to the Pavilion.

## 4. Licences

The conditions attached to all obtained licences and regulations in force at the time of hire, including the preparation and sale of food, music and dancing, theatre licence and entertainment licence for the premises shall be duly observed. The Hirer shall be deemed to have had notice of all such conditions. Currently, Barkway Parish Council does not hold any licences pertaining to the Community Room and therefore the Hirer should contact the Licencing Authorities at North Herts Council as a Temporary Event Notice (TEN) may be necessary.

In order to conduct a licensable activity on the premises or on part of the premises, a TEN will need to be given to the licencing authority.

The Hirer shall obtain the written consent of Barkway Parish Council before giving the licencing authority a TEN. Failure to do so will result in cancellation of the hiring without compensation because there is a limit on the number of TENs which can be granted annually for any premises. Lack of co-operation could affect future fundraising by Barkway Parish Council and Barkway organisations.

## 5. Music

The premises do not have a licence with the Performing Rights Society. The performing of live and/or recorded copyright music is not permitted at an event which is open to the public. Where events are organised as public profit-making events, the Hirers will need to apply to the Phonographic Performance Limited (PPL) for a separate PPL licence. Please visit [ppl.prs.com](http://ppl.prs.com) for more information. It is the Hirer's responsibility to ensure that they have the necessary licences in place.

## 6. Insurance and indemnity

(a) The Hirer shall be liable for:

(i) the cost of repair of any damage (including accidental and malicious damage) done to any part of the premises including the curtilage thereof or the contents of the premises

*NB. In the event of damage occurring where the costs are under £150, the amount recoverable will be taken from the damage deposit. However, if the costs are in excess of £150, an invoice will be raised for the difference.*

- (ii) all claims, losses, damages and costs made against or incurred by Barkway Parish Council, its employees, volunteers, agents or invitees in respect of damage or loss of property or injury to persons arising as a result of the use of the premises (including the storage of equipment) by the Hirer, and
- (iii) all claims, losses, damages and costs made against or incurred by Barkway Parish Council, its employees, volunteers, agents or invitees as a result of any nuisance caused to a third party as a result of the use of the premises by the Hirer, and

subject to sub-clause (b), the Hirer shall indemnify and keep indemnified accordingly each member of Barkway Parish Council and the Parish Council's employees, volunteers, agents and invitees against such liabilities.

(b) Barkway Parish Council shall take out adequate insurance to insure the liabilities described in sub-clauses (a)(i) above and may, in its discretion and, in the case of non-commercial hirers, insure the liabilities described in sub-clauses (a) (ii) and (iii) above. Barkway Parish Council shall claim on its insurance for any liability of the Hirer hereunder but the Hirer shall indemnify and keep indemnified each member of Barkway Parish Council and the Parish Council's employees, volunteers, agents and invitees against (a) any insurance excess incurred and (b) the difference between the amount of the liability and the monies received under the insurance policy.

(c) Where Barkway Parish Council does not insure the liabilities described in sub-clauses (a)(ii) and (iii) above, the Hirer shall take out adequate insurance to insure such liability and on demand shall produce the policy and current receipt or other evidence of cover to the Bookings Clerk. Failure to produce such policy and evidence of cover will render the hiring void and enable the Bookings Clerk to rehire the premises to another Hirer.

(d) Barkway Parish Council is insured against any claims arising out of its **own** negligence.

(e) Regular hirers of the premises are encouraged to carry out their own risk assessment and to provide a copy to the Bookings Clerk.

## **7. Gaming, betting and lotteries**

The Hirer shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.

## **8. Film**

The showing of films is not permitted.

## **9. Childcare Act 2006**

The Hirer shall ensure that any activities for children under eight years of age comply with the provisions of the Childcare Act 2006 and the Safeguarding Vulnerable groups Act 2006 and only fit and proper persons who have passed the appropriate Criminal Records Bureau checks should have access to the children. Checks may also apply where children over eight and vulnerable adults are taking part in activities. The Hirer shall provide Barkway Parish Council with a copy of their CRB check and Child Protection Policy on request.

## **10. Public safety compliance**

No naked flames whatsoever, whether associated with candles, tealights or any other source, are permitted inside the premises, with the exception of small candles used on birthday cakes.

The Hirer shall comply with all conditions and regulations made in respect of the premises by the Local Authority, the Licensing Authority, and the Community Room's Fire Risk Assessment or otherwise, particularly in connection with any event which constitutes regulated entertainment, at which alcohol is sold or provided or which is attended by children. The Hirer shall also comply with Barkway Parish Council's health and safety policy.

The Fire Service shall be called to any outbreak of fire, however slight, and details shall be given to the Bookings Clerk of Barkway Parish Council.

(a) The Hirer acknowledges that they have received instruction in the following matters:

- The action to be taken in event of fire. This includes calling the Fire Brigade and evacuating the building.
- The location and use of fire equipment. (Include diagram of location when handing over keys.)
- Escape routes and the need to keep them clear.
- Method of operation of escape door fastenings.
- Appreciation of the importance of any fire doors and of closing all fire doors at the time of a fire.
- Location of the first aid box.

(b) In advance of any activity, whether regulated entertainment or not, the Hirer shall check the following items:

- That all fire exits are unlocked and panic bolts in good working order.
- That all escape routes are free of obstruction and can be safely used for instant free public exit.
- That fire doors are not wedged open.
- That there are no obvious fire hazards on the premises.

(c) The Hall's emergency exit signs are operated by an automatic mains failure switching device, and will illuminate automatically in the event of a loss of power.

## **11. Bouncy Castles**

If the Hirer wishes to use a Bouncy Castle on the Recreation Ground as part of their hire agreement then:

- (a) The Hirer should inform the Bookings Clerk at the time of booking.
- (b) The Hirer should ensure that they are covered by adequate insurance for all risks associated with its use.
- (c) Adequate adult supervision should be maintained at all times whilst the equipment is in use.
- (d) The Hirer will be liable for any injury or damage that the equipment may cause to the Barkway Recreation Ground, the Pavilion (including its fixtures and fittings), or to any members of the public.
- (e) Under no circumstances, will Barkway Parish Council be liable for any injury or damage associated with the use of the equipment.
- (f) The equipment should be obtained from a reputable supplier and all costs associated with its hire and use to be paid by the hirer.
- (g) On no account must the bouncy castle be used inside the Community Room or Pavilion building.

## **12. Noise**

The Hirer shall ensure that the minimum of noise is made on arrival and departure, particularly late at night and early in the morning. The Hirer shall, if using sound amplification equipment, comply with any other licensing condition for the premises. There should be no audible noise after 11pm.

## **13. Drunk and disorderly behaviour and supply of illegal drugs**

The Hirer shall ensure that in order to avoid disturbing neighbours to the Pavilion and to avoid violent or criminal behaviour; care shall be taken to avoid excessive consumption of alcohol. No illegal drugs may be brought onto the premises. Drunk and disorderly behaviour shall not be permitted either on the premises or in its immediate vicinity. Any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way shall be asked to leave the premises in accordance with the Licensing Act 2003.

## **14. Alcohol**

No alcohol may be bought or sold on any part of the premises without the express consent in writing of Barkway Parish Council and the obtaining of the appropriate licence (TEN). Barkway Parish Council reserves the right to refuse such consent.

Any sale of alcohol shall be within the prescribed timescales of the licence.

The Hirer is responsible for ensuring that the requirements of the Licensing Act 2003 are complied with, in particular:

- the prevention of crime and disorder
- public safety
- the prevention of public nuisance
- the protection of children from harm

Hirers are reminded that it is an offence, among other things, to

- (i) supply alcohol to someone under the age of 18
- (ii) supply alcohol to someone who is drunk
- (iii) allow disorderly conduct on the premises

#### 15. **Health and hygiene**

The Hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations. In particular dairy products, vegetables and meat on the premises must be refrigerated and stored in compliance with the Food Temperature Regulations. The premises are provided with a refrigerator.

#### 16. **Electrical appliance safety**

The Hirer shall ensure that any electrical appliances brought by them to the premises and used there shall be safe, in good working order, and used in a safe manner in accordance with the Electricity at Work Regulations 1989. Where a residual circuit breaker is provided the hirer **must** make use of it in the interests of public safety.

#### 17. **Stored equipment**

Barkway Parish Council accepts no responsibility for any stored equipment or other property brought on to or left at the premises, and all liability for loss or damage is hereby excluded. All equipment and other property (other than stored equipment) must be removed at the end of each hiring or fees will be charged for each day or part of a day at the hire fee per hiring until the same is removed.

Barkway Parish Council may use its discretion in any of the following circumstances:

- (a) Failure by the Hirer either to pay any charges in respect of stored equipment due and payable or to remove the same within 7 days after the agreed storage period has ended.
- (b) Failure by the Hirer to dispose of any property brought on to the premises for the purposes of the hiring. This may result in Barkway Parish Council disposing of any such items by sale or otherwise on such terms and conditions as it thinks fit, and charge the Hirer any costs incurred in storing and selling or otherwise disposing of the same.

#### 18. **Smoking**

The Hirer shall, and shall ensure that the Hirer's invitees, comply with the prohibition of smoking in public places provisions of the Health Act 2006 and regulations made thereunder. Any person who breaches this provision shall be asked to leave the premises. The Hirer shall ensure that anyone wishing to smoke does so outside and disposes of cigarette ends, matches etc. in a tidy and responsible manner, so as not to cause a fire.

#### 19. **Accidents and dangerous occurrences**

Any failure of equipment belonging to Barkway Parish Council or brought in by the Hirer must also be reported **as soon as possible**. The Hirer must report all accidents involving injury to the public to a member of Barkway Parish Council **as soon as possible** and complete the relevant section in the Parish Council's accident book. Certain types of accident or injury must be reported on a special form to the Incident Contact Centre. The Bookings Clerk will give assistance in completing this form and can provide contact details.

#### 20. **Explosives and flammable substances**

The hirer shall ensure that:

- (a) Highly flammable substances are not brought into, or used in any part of the premises and that

(b) No internal decorations of a combustible nature (e.g. polystyrene, cotton wool) shall be erected without the consent of Barkway Parish Council. No decorations are to be put up near light fittings or heaters.

**21. Heating**

The Hirer shall ensure that no unauthorised heating appliances shall be used on the premises when open to the public without the consent of Barkway Parish Council. Portable Liquefied Propane Gas (LPG) heating appliances shall not be used.

**22. Animals**

The Hirer shall ensure that no animals (including birds) except guide dogs are brought into the premises, other than for a special event agreed to by Barkway Parish Council. No animals whatsoever are to enter the kitchen at any time.

**23. Fly posting**

The Hirer shall not carry out or permit fly posting or any other form of unauthorised advertisements for any event taking place at the premises, and shall indemnify and keep indemnified each member of Barkway Parish Council accordingly against all actions, claims and proceedings arising from any breach of this condition. Failure to observe this condition may lead to prosecution by the local authority.

**24. Sale of goods**

The Hirer shall, if selling goods on the premises, comply with Fair Trading Laws and any code of practice used in connection with such sales. In particular, the Hirer shall ensure that the total prices of all goods and services are prominently displayed, as shall be the organiser's name and address and that any discounts offered are based only on Manufacturers' Recommended Retail Prices.

**25. Cancellation**

(a) Hiring of the Community Room only (*section 1 of the Scale of Charges*):

If the Hirer wishes to cancel the booking before the date of the event and Barkway Parish Council is unable to conclude a replacement booking, the question of the payment or the repayment of the fee shall be at the discretion of Barkway Parish Council. Foul weather on the day of the booking will not be accepted as a reason for cancellation.

(b) Hiring of the Community Room with use of the Recreation Ground (*section 5 of the Scale of Charges*):

As per (a) above but if the weather on the day of booking is not suitable for an outside event to take place, repayment of the hire charge will be at the discretion of Barkway Parish Council.

Barkway Parish Council reserves the right to cancel this hiring by written notice to the Hirer in the event of:

(a) the premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election.

(b) Barkway Parish Council reasonably considering that (i) such hiring will lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements, or (ii) unlawful or unsuitable activities will take place at the premises as a result of this hiring.

(c) the premises becoming unfit for the use intended by the Hirer.

(d) an emergency requiring use of the premises as a shelter for the victims of flooding, snowstorm, fire, explosion or those at risk of these or similar disasters.

In any such case the Hirer shall be entitled to a refund of any deposit already paid, but Barkway Parish Council shall not be liable to the Hirer for any resulting direct or indirect loss or damages whatsoever.

**26. End of hire**

The Hirer shall be responsible for removing all rubbish, and leaving the premises and surrounding area in a clean and tidy condition, all doors and windows properly locked and secured unless directed otherwise, all lights (including in the toilets) and heating turned off and any contents temporarily removed from their usual positions properly replaced, otherwise Barkway Parish Council shall be at liberty to make an additional charge for non-compliance. The premises must be vacated within 30 minutes of



the end of the agreed hire period, otherwise Barkway Parish Council reserves the right to charge for addition hire.

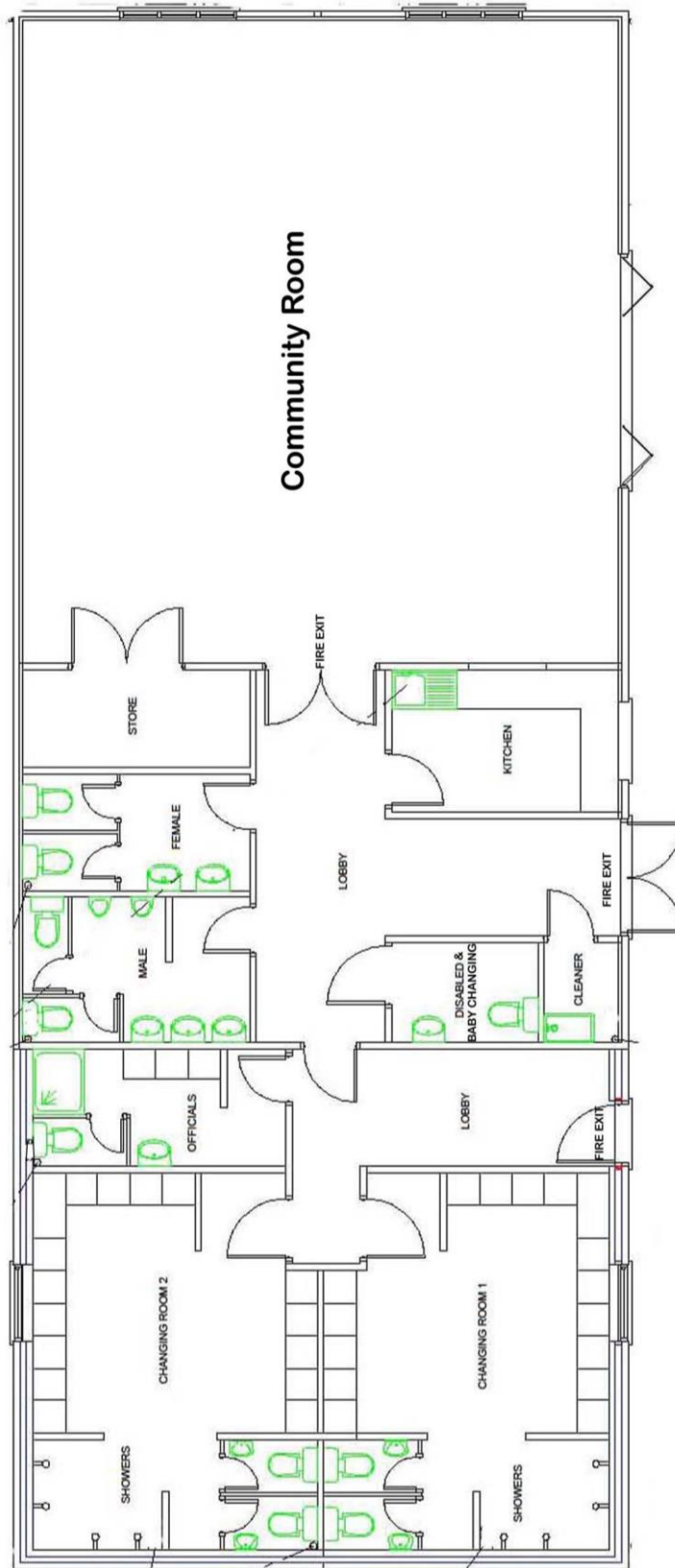
**27. No alterations**

No alterations or additions may be made to the premises, nor may any fixtures be installed or placards, decorations or other articles be attached in any way that may cause damage (e.g. by sticky tape or pins) to any part of the premises without the prior written approval of Barkway Parish Council. Any alteration, fixture or fitting or attachment so approved shall at the discretion of Barkway Parish Council remain in the premises at the end of the hiring. It will become the property of Barkway Parish Council unless removed by the Hirer who must make good to the satisfaction of the Barkway Parish Council any damage caused to the premises by such removal.

**28. No rights**

The Hiring Agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on the Hirer.

Plan of the Barkway Pavilion showing the fire exits



## Barkway Parish Council Safeguarding Policy

Safeguarding is the action that is taken to promote the welfare of children and vulnerable adults and protect them from harm. We start with a presumption of trust and confidence in all those who work with children and vulnerable adults, and the good sense and judgement of everyone involved with Barkway Parish Council.

### Introduction

This Policy is approved by Barkway Parish Council, who is committed to the safeguarding of children and vulnerable adults, and to ensuring their well-being. It believes that everyone has a responsibility to help prevent the physical, sexual and emotional abuse or neglect of children. It will report to the appropriate authorities any abuse of children that it discovers or reasonably suspects.

Through this Policy, it aims to adopt the highest possible standards and take all reasonable steps in relation to the safety and welfare of the children who come to the Pavilion/Community Room and Recreation Ground (hereafter referred to as "the premises") and to the activities that take place within it. It is impossible to ensure that no child will ever come to harm at the premises. However, implementing this Policy and following these guidelines will allow confidence that all reasonable precautions have been taken to prevent harm.

All references within this Policy to safeguarding children should be taken to include safeguarding vulnerable adults. The term "children" refers to those under the age of 18 years.

### Aim and application of this Policy

The aim of this Policy is to provide guidelines and procedures for promoting safeguarding, preventing abuse, and protecting children. This includes procedures for taking appropriate action when safeguarding concerns are raised involving children who attend our activities and events.

This Policy applies to everyone involved with the Parish Council. This includes Councillors, employees and volunteers, together with individuals, User Groups and other organisations who hire the premises. Everyone has a duty to do everything reasonable in their power to ensure the safety and welfare of children while they are at the premises and to act in accordance with this Policy.

### Responsibilities

- It must always be clear which adult has primary responsibility for children at activities or events on the premises when they are not accompanied by their parents.

Taking account of factors such as the nature of the activity or event and particularly the age and maturity of the children involved:

- An appropriate adult/child ratio must be agreed for any events or activities primarily involving children
- During events and activities, child must not be left in any part of the premises (indoors or outdoors, including the playground area) without proper supervision from an appropriate and responsible adult
- Parents should satisfy themselves with the arrangements for their children travelling to and from events or activities at the premises.

### Disclosure and Barring

- User Groups and other organisations (including the Parish Council) using the premises for any activities involving children are themselves responsible for deciding whether any form of DBS (Disclosure and Barring Service) check is necessary. This decision should be taken in line with current Government advice. The Parish Council will require evidence that a Safeguarding Policy is in place and that appropriate DBS checks have been carried out before hiring the premises to any organisation, User Group or individual for activities primarily involving children, including Parish Council managed events.

However, evidence will not be required:

- When the hiring organisation might reasonably be expected to have fulfilled DBS requirements (such as schools and national associations like scouting)
- For personal, non-commercial events like birthday parties where the parents of children are present (for such events, hirers should themselves be satisfied with safeguarding arrangements for anyone supplying, for example, entertainment or transport)
- For unpaid arrangements like looking after a friend's child (such as a mother and baby group)
- Where the activity is not being provided primarily for children, or where it is reasonable to assume that any children will be accompanied by a responsible adult.

### Use of information relating to children

Information about children, like names and addresses, obtained during activities at the premises will be treated confidentially. It will be kept securely by the activity leader, stored only if necessary and disposed of in a way that

maintains confidentiality. Children's names should not be used in photograph captions for publications, websites and social networking sites without the consent of the child (and/or the child's parents, depending on age). Event or activity leaders will take all reasonable steps to ensure that no inappropriate photographs or video recordings are taken at the premises.

### **Duty of care and confidentiality**

The Parish Council has a duty of care to everyone who uses the premises, whether adults or children. They will always maintain confidentiality, except in circumstances where to do so would place someone at risk of harm.

### **Preventing abuse**

Activities involving children will be organised to promote a safe environment and healthy relationships, whilst minimising opportunities for harm, misunderstanding or false accusation.

### **Everyone associated with the Parish Council will:**

- Take all reasonable steps to ensure the health, safety and welfare of any child at the premises
- Prevent anyone from putting any child in a situation in which there is a significant risk to their health and safety
- Take appropriate action if they become aware of anyone physically, emotionally, or sexually abusing a child
- Respect the wishes of a child as they would an adult
- Respect a child's privacy
- Remember that children regard adults as role models and ensure behaviour, language and gestures are appropriate
- Be aware of Child Protection issues, not become complacent and believe 'it could never happen to me'

### **Guidelines for working with children**

Allegations of abuse made by children about adults do occasionally happen. Some prove mistaken or, very rarely, malicious. These Guidelines aim to help avoid situations in which well-intentioned actions could be misinterpreted.

Everyone associated with Barkway Parish Council will **not**:

- Use language or behaviour with sexual connotations (such as flirting or innuendo)
- Use physical contact which could be misconstrued; any physical contact should be in public, appropriate to the situation and to the age, gender, and culture of the child and in response to the needs of the child, not the adult
- Spend time alone with a child out of sight of other people
- Discriminate or leave discrimination or bullying unchallenged
- Ridicule a child (even in "fun")
- Have any electronic communication with a child except with parental consent

### **Safety in numbers**

So far as is reasonably practicable, the aim should always be to ensure that no adult is put in a one-to-one situation with a child without the consent of the child's parents. Safety in numbers should be the golden rule, whether the numbers are other children or adults. If for any reason a one-to-one situation is unavoidable additional safeguards, such as leaving doors open, should be put in place.

### **Allegations of abuse**

Open discussion of child protection should be encouraged since this helps to make people more comfortable with the issues involved. It should not be kept "under wraps" for fear of upsetting or embarrassing people. It is to be hoped that nobody will ever have to deal with an alleged incident of child abuse. But it is sensible to be prepared to do so if necessary.

There are four potential scenarios:

- There is reasonable suspicion or evidence that a child is being abused by a person associated with the Parish Council
- A child accuses a person associated with the Parish Council of abusing them
- Abuse takes place or is suspected at a Parish Council event or on the premises by an individual unrelated to the Parish Council
- A child discloses abuse happening elsewhere e.g. at home

In all cases:

- Be prompt, calm, assured and professional
- Seek medical help where necessary
- Do not ask leading questions; record what is said using the child's own words
- Keep details strictly confidential and share only on a "need to know" basis
- Do not confront the accused person
- Where an allegation suggests that a criminal offence may have been committed, report the issues as soon as possible to the local Police and to the Parish Council
- Do not promise to keep something secret if a child is being harmed or is at risk of harm

### **Nominated Child Protection Officer**

The nominated Child Protection Officer for Barkway Parish Council, who will oversee this policy and be the first point of contact for any concerns from either a child or an adult, is the Chair of the Parish Council. Contact details will be maintained on the Barkway Parish Council website. [www.barkway-village.org.uk](http://www.barkway-village.org.uk)