

Parish of Northaw and Cuffley



Premises Hire Policy Terms and Conditions of Hire

1 March 2026

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1. Aims and scope

We aim to:

- Make sure the church's premises and facilities can be used, where appropriate, to support community or commercial organisations.
- Allow the hiring of the premises without using the PCC's unrestricted funds to subsidise this.
- Charge for the use of the premises to cover the costs of hire and, where appropriate, raise additional funds for the church.
- Not let any hiring out of the premises interfere or be in conflict with the church's primary purpose of Christian worship.
- Hire out facilities in a way that follows Church of England legislation, government safety guidelines and any appropriate risk assessment(s).
- Provide additional funds for the benefit of the church.
- Ensure that the local community is able to benefit from facilities on their doorstep.
- Promote the church to the local community through such access.

The PCC will ensure that there is a designated lettings contact and that this lettings policy is reviewed at least every two years.

2. Areas available for hire

2.1 Available areas

The PCC, churchwardens and Vicar will permit the hire of the following areas:

- The Undercroft Hall
- The main body of the church
- Kitchens
- Use of toilet facilities

Note that, unless explicitly in the hire agreement, hire of the premises does not include any storage or guarantee the availability, or use, of the car park.

3. Charging rates and principles

3.1 Rates

The rates for hiring out different areas are agreed on a case by case basis dependent on hire area and duration of hire. We may decide that certain organisations or activities can use the premises for a reduced rate, or free of charge, if it supports the core aims of the church.

We may decide to impose an additional cleaning fee on top of the hiring rates (only where applicable).

The charges will be reviewed annually and adjusted if necessary to take account of inflation and other changes. Bookings will be taken up to 1 year before the event, but the cost of a booking will be as calculated in the calendar year the event takes place.

Payment is required at the time of the booking, via online bank transfer. For regular and repeat bookings, payment is required within 14 days of the invoice being sent.

3.2 Cancellations

We reserve the right to cancel any agreed hiring with a minimum of 28 days notice.

A full refund will be issued if we do cancel a hire. The PCC shall not be liable for any indirect or consequential losses, including (without limitation) any loss of profits, loss of business or the loss of any revenue arising out of the cancellation of any hire.

The hirer of the premises can cancel any hire with a minimum of 28 days notice. If less notice than this is given, the licensee shall not be entitled to a refund.

3.3 Review

The revenue raised from hiring out will be reviewed by the PCC and will be fed into the church's financial reporting, to ensure best value is being achieved.

4. Application process

Those wishing to hire the premises should fill out the hire agreement request form, which you can find in appendix 1 of this policy, and read the terms and conditions of hire set out in section 5.

The hirer should fill out and sign the hire request form and submit it to the bookings manager (bookings@norcuff.com) via email, who will review the application. Approval of the request will be determined by the PCC, churchwardens and Vicar.

If the request is approved, we will contact the hirer with details of how to submit payment and make arrangements for the date and time in question. Payment is required via online bank transfer, within the timescale of section 3.1.

We reserve the right to decline any applications at our absolute discretion, in particular where the organisation does not uphold the values of the church, reputational damage may occur, or the activity does not adhere to the latest government safety advice.

Where there is a conflict between a booking and a church event, priority will always be given to the church event and the booking may need to change or be cancelled on such occasions. Prior notice will be given of any changes wherever possible (see section 3.2).

By completing the hire agreement request form, hirers agree to the Terms and Conditions of the Lettings and Use of Premises Policy.

5. Terms and conditions of hire

The following terms and conditions must be adhered to in the hiring of the church premises. Any breach of these terms will result in cancellation of future hires without refund.

1. "Hirer" means the person or entity identified in the relevant hire request form.
2. The hirer shall pay the full amount as stipulated by the PCC, and shall not be entitled to offset any amount owing to the PCC against any liability, whether past or future, of the PCC to the hirer. The PCC may charge a late payment fee for late payment of an invoice or charge.
3. The hirer shall occupy the part(s) of the premises agreed upon as a non-exclusive licensee and no relationship of landlord and tenant is created between the hirer and the PCC by this licence.
4. The hirer shall not sub-licence any of the premises under the licence.
5. The hirer shall not use the premises for any purpose other than that agreed upon in the licence, as set out in the hire request form.
6. Any additional uses of the premises not agreed in writing by the PCC will result in the immediate termination of the licence.
7. The PCC, churchwardens, and Vicar shall retain control, possession and management of the premises and the hirer has no right to exclude them from the premises.
8. The hirer shall be responsible for all matters relating to safeguarding, health and safety, first aid/medical and allergies and shall be responsible for those in attendance during the specified time.
9. The PCC, churchwardens and Vicar cannot accept any responsibility for any damage to, or the loss or theft of, Hirer's property and effects.
10. The Hirer shall be held responsible for all damage, theft, loss and costs arising out of the use of premises or grounds caused as a result of or during the hiring. Where appropriate, hirers should have their own Public Liability Insurance for a minimum of £1,000,000 (and any other relevant insurance to cover loss/damage/theft etc) and must provide a copy of their Public Liability Insurance Certificate at the time of booking. For regular hirers, this must be done at least annually and/or when the insurance renews.

11. The hirer shall not conduct, nor permit or suffer any other person to conduct, any illegal or immoral act on the premises, nor any act that may invalidate any insurance policy taken out by the PCC in relation to the premises.
12. The hirer shall indemnify and keep indemnified the PCC from and against:
 - a. Any damage to the premises or church equipment;
 - b. Any claim by any third party against the PCC, churchwardens, and Vicar; and
 - c. All losses, claims, demands, fines, expenses, costs (including legal costs) and liabilities, arising directly or indirectly out of any breach by the hirer of the licence or any act or omission of the hirer or any person allowed by the hirer to enter the premises
13. Save that nothing in the licence shall exclude or limit either party's liability for personal injury or death arising from the negligence of either party or any other liability that cannot be excluded by law, the PCC, churchwardens, and Vicar shall not be responsible for any losses of a direct or indirect nature, and its maximum liability to the hirer shall not exceed the total fees paid or to be paid to the PCC by the hirer under the licence.
14. Any cancellations by the church will be refunded.
15. Any cancellations by the hirer received with less than 28 days notice will not be refunded. No refund will be given for partial use.
16. The hirer will read the Emergency Evacuation Procedure (see section 7 Public Safety) (where applicable e.g. when hiring internal buildings) and be ready to follow them in the event of a fire or other similar emergency.
17. All booking times should include 'Setting up and Clearing down'. All Hirers are expected to arrive and leave punctually at the times agreed in the booking. Any group arriving earlier or finishing later than the agreed time will be charged for any extra time at the agreed hourly/daily rate (minimum one hour).
18. All areas used must be left in a clean and tidy condition with all furniture and equipment left in the same position or area as at the commencement of hiring.
19. The Hirer must ensure that all lights are turned off and all windows, doors and gates closed and secured. Additional time taken by church staff to make good any room/area left in an unsatisfactory condition after hire will be charged for.
20. **Keys for regular bookings:** on payment of a deposit, a key may be provided for the use of the Hirer. This key must not be loaned or copied. It must not be used outside the agreed hiring times. Any loss of the key must be reported immediately. The deposit is refundable on return of the key provided.
21. The hirer will leave the premises in the condition it was found in, leaving the area clean and tidy and not leaving any of their own equipment behind. The Hirer must comply with the church's arrangement for disposal of any rubbish or waste materials.
22. The Hirer shall not display any advertisement, signage, banners, posters or other such notices on the premises or within the curtilage of the building without prior written agreement from the church.
23. Alcohol shall not be sold or consumed on the church premises without the specific consent in writing from the PCC, in which case the Hirer is responsible for obtaining the appropriate licence. All evidence of alcohol including crates and bottles must be removed from the premises at the end of hiring.
24. Betting, Gaming and Lotteries: The correct legislation must be adhered to when events take place on the church premises that involve betting, gaming and lotteries and shall not be held on church premises without the specific consent of the PCC.
25. **Disturbance:** Hirers of events at the church premises are responsible for ensuring that the noise level of the event does not interfere with the other activities in the church, nor to cause inconvenience for the occupiers of nearby houses or property. As a general guide, sound from any event should not be audible from the pavement or in the main body of the church. The church may use equipment to monitor sound levels.

26. Unless explicitly agreed with the PCC, the hire agreement does not guarantee access to or use of the car park. If there is availability:
 - a. Cars should not be parked so as to cause an obstruction at the entrance to, or exits from, the church. In particular, the Hirer must ensure that access to the church by emergency vehicles is not obstructed or delayed.
 - b. Cars should not be parked in reserved spaces or in spaces marked for other users. Disabled parking should only be used by those with Blue Badges.
 - c. Users of church premises should avoid undue noise on arrival and departure.
27. **Electrical Equipment:** the Hirer must not bring on to site their own equipment or electrical appliances without prior consent. Any electrical equipment must be PAT tested prior to use on church premises.
28. **Faults:** the Hirer should inform the church office (office@norcuff.com) of any fault, damage or other problems with the premises or equipment encountered during the hiring.
29. Smoking (including, but not limited to, electronic cigarettes and vaping) is not permitted on church premises.
30. If the Hirer breaches any of the terms and conditions the PCC reserves the right to immediately terminate the licence and retain any fees already paid to the PCC, without affecting any other right or remedy available to the PCC under the licence or otherwise.
31. The hirer shall observe the maximum capacity rules of the part(s) of the premises being hired and not allow this to be breached.
32. The hirer will acquire all appropriate additional licences for any activities they are running, including those required for use of any third party intellectual property.
 - a. **Sound Recording:** This must be obtained from the copyright owner, the owner of the sound recordings (if appropriate) and the publisher for any public performance of music, operas or stage plays.
 - b. **Broadcasting and Filming:** The Hirer is not to grant a broadcasting or filming right without the prior consent of the Lettings co-ordinator but cameras may be brought into and used subject to the Hiring agreement for Private (not commercial) purposes.
 - c. **Film Exhibitions:** The Hirer is not to use any part of the church for the purposes of a film exhibition or permit any part of the church to be used for the purposes without the prior consent of the Lettings co-ordinator.
33. The Hirer is responsible for carrying out any risk assessments of the premises relating to the activities it is running. It is the Hirer's responsibility to ensure that all those attending are made aware of any relevant risk assessments.
34. The Hirer shall comply with all applicable laws and regulations relating to its use of the premises.
35. The church's premises hire policy, the relevant hire agreement request form submitted by the hirer and the relevant hire confirmation letter issued by the church shall apply to and are incorporated in the licence.
36. This licence shall be governed, construed and interpreted in accordance with the laws of England and Wales.
37. The PCC and the hirer irrevocably agree that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim arising from this licence.
38. The PCC, churchwardens, and Vicar retain the right to refuse any booking, without giving reason.
39. **Catering:** the Hirer is allowed to bring refreshments for consumption on the premises. The hirer may only use external caterers from the PCC's list of Approved Caterers.

6. Safeguarding

Lettings will not be made to persons under the age of 18, or to any organisation or group or individual with an unlawful or extremist background or to anybody to whom the PCC, churchwardens, and Vicar do not wish to hire the premises.

The church is dedicated to ensuring the safeguarding of all those who attend at all times. It is a requirement of hire that hirers abide by the church' requirements in respect of safeguarding. Any failure from the hirer in this respect will result in the hire being immediately terminated.

It is the responsibility of the hirers to ensure that safeguarding measures are in place while hiring out the space.

If your booking involves being responsible for children, young people or vulnerable adults, they must comply with the requirements of the Disclosure and Barring Service (DBS) Code of Practice and have the appropriate safeguarding/child protection policies and procedures in place. The Hirer must provide evidence that the necessary DBS checks have been carried out and provide copies of their safeguarding policies and procedures at the time of the booking.

The hirer confirms that, should any safeguarding or child protection concerns present themselves during the hire of the church premises, they shall inform the church safeguarding officer (safeguarding@norcuff.com) as soon as reasonably practicable. However, responsibility remains with the hirer (see Section 5 point 8).

Failure to comply with these conditions will lead to an immediate termination of the agreement.

7. Public Safety

Emergency Evacuation Procedure

At the start of the letting, the Hirer should familiarise themselves with the following:

- The location of fire exits and fire extinguishers

- The Fire Assembly Point which is the Car Park

In the unlikely event of a fire, the Hirer must:

- If you discover a fire activate the nearest fire alarm call point.

- Dial 999.

- Ensure safe evacuation of everyone in their group

- If you hear the fire alarm, which is a continuous bell, leave the building immediately following the FIRE EXIT signs, in a safe, orderly and efficient manner

- As long as there is no risk to Health and Safety, close any doors and windows where possible to prevent the fire spreading

- Assemble at the designated Fire Assembly Point which is the Car Park

- Vehicles will not be allowed to enter or exit the church site during an evacuation until the all clear has been given

- DO NOT re-enter the building until authorisation is given by the emergency services

- DO NOT stop to collect personal items

First Aid Facilities

It is the responsibility of the Hirer to make their own First Aid arrangements. For example, having a First Aid Kit and ensure adequate First Aid training of Supervising Personnel,

Emergency

Only in a genuine emergency situation, the following can be contacted:

Bookings Manager: David White, bookings@norcuff.com, 07790 912975

Vicar: Chris Kilgour, vicar@norcuff.com, 07446 516945

8. Termination of Agreement & Complaints

The Church:

The PCC of Northaw and Cuffley reserves the right to terminate any hire agreement if these Terms & Conditions are not adhered to. The church will give 28 days written notice, either by letter or email, to the person responsible for the booking, outlining the reason(s) for the termination of the agreement.

The PCC of Northaw and Cuffley reserves the right to terminate any hire agreement with immediate effect due to: damage being caused to the property or equipment; unreasonable behaviour of any group (including noise); illegal activity on the premises; or non-payment of an invoice. This list is not exhaustive.

The Hirer:

To terminate your agreement with the PCC of Northaw and Cuffley, 28 days written notice must be given by either letter or email.

Complaints:

If you have any complaints about your hire or this agreement, please contact the bookings manager (bookings@norcuff.com). If your complaint is about the bookings manager, please contact the vicar (vicar@norcuff.com).

9. Monitoring arrangements

We will review and update this policy when the guidance upon which it is based changes or when this version of the policy otherwise stops being applicable.

Appendix 1: Hire Agreement request form

Before filling out a request form, please familiarise yourself with our terms and conditions for the hire of our premises and our rates of hire. If you have any questions, please contact the booking manager (bookings@norcuff.com)

Name of applicant/organisation and company number (where applicable)	
Applicant contact details	Address: Phone no: Email address:
Preferred method of contact	
Purpose/activity of organisation	
Part of the premises requesting to be hired	
Date and time of first hire	
Is this a recurring request, or one off? If recurring, indicate the frequency and number of occurrences (e.g. weekly, 10 weeks)	
Number of expected participants in the activity	
Additional equipment you will be providing yourself	
Confirmation and details of the safeguarding and child protection arrangements you have in place	

Confirmation of Public Liability Insurance	
Access Requirements	

By signing below, I agree to the terms and conditions set out in the church's premises hire policy.

Name: _____ Date: _____

Signature: _____

Please return this form via email to bookings@norcuff.com. We will be in touch to inform you if your application is successful, and if so details of the full cost and documents that will need to be shared.

Appendix 2: Confirmation of licence template letter

Date:

Dear

Thank you for submitting your hire request form to us.

We're pleased to confirm that the area you've requested is free on the date(s) and time(s) of your request and we'd be happy to grant a non-exclusive licence to you to use the area for the purpose set out in your hire agreement request form, subject to the enclosed terms and conditions/terms and conditions already provided to you.

Based on the length of time and area requested, the full amount for the hire will be [insert amount]. You can pay us by online bank transfer to:

PCC of Northaw and Cuffley

Sort Code:

Account No:

Please use reference: [insert reference]

We request full payment of the fee by [insert date].

We'll also require you to submit to us, where applicable:

Proof of your public liability insurance

Safeguarding Policy

Risk Assessment

Confirmation of enhanced DBS and appropriate First Aid training

You can contact the bookings manager (bookings@norcuff.com) with any questions about hiring the premises.

Kind regards,

Rev'd Chris Kilgour

Vicar of Northaw and Cuffley

Appendix 3: Standard Fees and Charges

Standard Letting Rates

Location	Fee
Undercroft	£20.00/hour
Church	£65.00 / hour £45.00 / hour - reduced rate if catering is provided by the PCC allocated company

Long Term Regular Letting Rate

This rate is for weekday booking for **30 or more occasions** in one year by the **same person/organisation** on **the same days and times**. Please note that bookings under this rate are **non-refundable** and **non-transferable** by the hirer. This is a reduced rate for those willing to commit to a long-term regular hire.

Location	Fee
Undercroft	£15.00 /hour

Charges

Refundable Key Deposit	£25.00
Additional Cleaning	£20.00/hour (minimum 1 hour)
Late Payment Fee	£25.00/instance
Locking up Fee	£20.00 / hour past 21:00

Appendix 4: Approved Caterers

WhiteBox Catering: www.whiteboxcatering.co.uk; info@whiteboxcatering.co.uk; 07790 912975

Appendix 5: Model Safeguarding Provision

The Parochial Church Council of Northaw and Cuffley has a Policy for Safeguarding Children, Young People and Vulnerable Adults. A copy is attached. Your booking agreement is conditional upon you complying with it unless you already have an equivalent policy of your own. You are required to ensure that children, young people and vulnerable adults are protected at all times, by taking all reasonable steps to prevent injury, illness, loss or damage occurring; and that you carry full liability insurance for this. In particular this means that:

you will comply with the attached good practice guide with children and young people or vulnerable adults unless you already have an equivalent;

you will provide the church with a copy of your organisation's Safeguarding Policy/ies or if you do not have one adopt the current parish policy;

you will recruit safely all current paid and voluntary workers who work with children and/or vulnerable adults, by obtaining satisfactory disclosures from the Disclosure and Barring Service where eligible, and keeping records of dates and disclosure numbers indefinitely;

you will keep a list of the names of all paid and voluntary workers with regular and direct contact with children/vulnerable adults, and update it annually;

you will always have at least two leaders over the age of 18 years in any group of children and young people, no matter how small the group;

no person under the age of 18 years will be left in charge of any children or young people of any age;

no child or group of children or young people should be left unattended at any time;

a register of children, young people or vulnerable adults attending the activity will be kept securely. This will include details of their name, contact details of parent/guardian/carer etc., date of birth and next of kin;

you will immediately (within 24 hours) inform the Parish Safeguarding Officer of:

- (a) the occurrence of any incidents or allegations of abuse or causes of concern relating to members or leaders of your organisation, and contact details for the person in your organisation who is dealing with it
- (b) any known offenders against children or vulnerable adults seeking to join your membership, and manage such allegations or agreements with offenders in co-operation with statutory agencies, and with the church.

The Parish Safeguarding Officer for the Parish of Northaw and Cuffley is:

Name: **Kathy Shingles**

Tel. 01707 878860 email. safeguarding@norcuff.com

You can also contact the Vicar, **Chris Kilgour**

Tel. 07446 516945 email. vicar@norcuff.com

Declaration

I agree to abide by appropriate safeguarding procedures. I understand that my booking agreement may be terminated in the event of my failing to comply with these procedures.

Signed Designation

Organisation Date

Please sign two copies, one to be retained by the church, and one by the organisation

Policy for Safeguarding Children

Parish of Northaw and Cuffley in the Church of England Diocese of St Albans
This Policy was agreed at the Parochial Church Council Meeting held on 3 June 2024

We are committed to implementing a Safe Guarding Children Policy and accepting the Church of England Policy *Protecting All God’s Children* (4th Edition 2010) and to be responsive to local parish requirements.

We will review and endorse the safe guarding policies annually so that all members are aware of their responsibilities.

The highest standards will be maintained in all the Church’s contacts with children and young people and adult volunteers will be given appropriate support and opportunities for training.

We will respond without delay to every complaint made that a child or young person for whom we are responsible may have been harmed.

This Parish will co-operate fully with the statutory agencies in every situation and will not conduct its own investigations.

We will seek to offer informed pastoral care to any child, young person or adult who has suffered abuse.

We will care for and supervise any member of our church community known to have offended against a child.

The PCC acknowledges its responsibility for all work with children and young people done in the name of the Church and requires all that are those engaged in such work to be properly appointed and supported in accordance with the Church of England Practice Guidance: Safer Recruitment (July 2016)

We have appointed **Kathy Shingles** as our parish Safeguarding Children Co-ordinator

Tel. 01707 878860 email. safeguarding@norcuff.com

You can also contact the Vicar, **Chris Kilgour**

Tel. 07446 516945 email. vicar@norcuff.com

Incumbent

Church Warden

Church Warden

Revised policy April 2017

Policy for Safeguarding Vulnerable Adults

Parish of Northaw and Cuffley in the Church of England Diocese of St Albans

This Policy was agreed at the Parochial Church Council Meeting held on 3 June 2024

We recognise that everyone has different levels of vulnerability and that all adults should be offered respect and given inclusion and empowerment within the Church.

We are committed to implementing a safeguarding policy for adults when they are vulnerable accepting the Church of England Policy on Safeguarding Vulnerable Adults (Promoting a Safe Church 2006) and be responsive to local parish requirements.

We will review and endorse all safeguarding policies annually so that all members are aware of their responsibilities.

We will carefully select those working with vulnerable groups and these workers will be given appropriate support and opportunities for training.

We will respond without delay to every complaint made that a vulnerable adult for whom we are responsible for may have been harmed.

This Parish will co-operate fully with the statutory agencies in every situation and will not conduct its own investigations.

We will seek to offer informed pastoral care to any adult who has suffered abuse.

We will care for and supervise any member of our Church community known to have offended in a manner which could affect adults who are vulnerable.

The PCC acknowledges its responsibility for all work with vulnerable people done in the name of the Church and requires all those engaged in such work to be properly appointed and supported in accordance with the Church of England Practice Guidance: Safer Recruitment (July 2016)

We have appointed **Kathy Shingles** as our parish Safeguarding Adults Co-ordinator

Tel. 01707 878860 email. safeguarding@norcuff.com

You can also contact the Vicar, **Chris Kilgour**

Tel. 07446 516945 email. vicar@norcuff.com

Incumbent

Church Warden

Church Warden

Revised policy April 2017

Policy for Responding to Domestic Abuse

Parish of Northaw and Cuffley in the Church of England Diocese of St Albans
This Policy was agreed at the Parochial Church Council Meeting held on 3 June 2024

All forms of domestic abuse are wrong and must stop. We are committed to promoting and supporting environments which:

- ensure that all people feel welcomed, respected and safe from abuse;
- protect those vulnerable to domestic abuse from actual or potential harm;
- recognise equality amongst people and within relationships;
- enable and encourage concerns to be raised and responded to appropriately and consistently.

We recognise that:

- all forms of domestic abuse cause damage to the survivor and express an imbalance of power in the relationship;
- all survivors (regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity) have the right to equal protection from all types of harm or abuse;
- domestic abuse can occur in all communities;
- domestic abuse may be a single incident, but is usually a systematic, repeated pattern which escalates in severity and frequency;
- domestic abuse, if witnessed or overheard by a child, is a form of abuse by the perpetrator of the abusive behaviour;
- working in partnership with children, adults and other agencies is essential in promoting the welfare of any child or adult suffering abuse.

We will endeavour to respond to domestic abuse by:

In all our activities –

- valuing, listening to and respecting both survivors and alleged or known perpetrators of domestic abuse.

In our publicity –

- raising awareness about other agencies, support services, resources and expertise, through providing information in public and women-only areas of relevance to survivors, children and alleged or known perpetrators of domestic abuse.

When concerns are raised –

- ensuring that those who have experienced abuse can find safety and informed help;
- working with the appropriate statutory bodies during an investigation into domestic abuse, including when allegations are made against a member of the church community.

In our care –

- ensuring that informed and appropriate pastoral care is offered to any child, young person or adult who has suffered abuse;
- identifying and outlining the appropriate relationship of those with pastoral care responsibilities with both survivors and alleged or known perpetrators of domestic abuse.

If you have any concerns or need to talk to anyone please contact **Kathy Shingles** (Safeguarding Officer, 01707 878860, safeguarding@norcuff.com) or **Chris Kilgour** (Vicar, 07446 516945, vicar@norcuff.com).