

DIOCESE OF WESTMINSTER



GUIDANCE FOR DIOCESE OF WESTMINSTER RESIDENTIAL TENANCY AGREEMENTS

Policy prepared by:	Safeguarding Service
Third Party Policy:	Property Services
Approved by the Safeguarding Committee	27 June 2024
Approval of The Directors of the Trustee	5 July 2024
Review Date	June 2026

1. The purpose of this guidance is to put into place arrangements for the residential rooms/ properties that the Diocese owns, leases out or uses to house members of Clergy. This guidance also applies to non-clergy who may reside in the above properties.

2. Current CSSA Guidance

Visitors to the Presbytery or private residences which are used for public functions
Diocesan or congregational policy on visitors to presbyteries/private residences must always be followed. Casual visitors should not be invited to stay at the presbytery/private residence. For lodgers, tenants, house minders and visitors staying for more than a short occasional visit e.g. a few days:

- *suitable references should be obtained (in the case of a cleric or religious this should be a Celebret or Testimonial of Suitability);*
- *a written agreement should be drawn up as to the expectations of their conduct which must be in accordance with the national or locally agreed codes of conduct;*
- *agreement must be given to adhere to the national safeguarding policies and procedures;*
- *the safeguarding office should be consulted as to whether a DBS check is required.*

Please note these stipulations do not need to be applied to occasional visits from family and friends.

Visitors should not be permitted to invite other persons to stay and no minors should be permitted to stay at a presbytery/private residence without a parent or guardian.

3. Procedure

3.1 This applies for any person staying for more than 3 days

3.2 If the person is staying at the Presbytery with the Parish Priest the Parish Priest must:

- Seek 2 references from people who have known the individual for over 2 years
- Consult the Safeguarding office as to whether a DBS is required
- The individual must sign the code of conduct as outlined below

3.3 If the individual is renting out a Diocesan room or property:

- A tenancy agreement must be put in place
- In addition, the tenant must sign the code of conduct as outlined below
- Consult the Safeguarding office as to whether a DBS is required

Appendix A

Code of Conduct for Diocese of Westminster Tenants

This code of conduct is written in accordance with the Catholic Safeguarding Standards Agency Guidance: Creating a Safe Environment which states that:

- a written agreement should be drawn up as to the expectations of their conduct which must be in accordance with the national or locally agreed codes of conduct;
- agreement must be given to adhere to the national safeguarding policies and procedures

By signing this code of conduct you agree to the following:

- Not undertaking any role within the Parish or Diocese without going through the Parish or diocese recruitment procedure;
- Not portraying yourself as a volunteer or employee of the Diocese, or a member of the clergy;
- Not engage in any form of relationship (including verbal banter, flirtation, using one's gaze to signal attraction, etc.) with children, young people, young helpers or vulnerable adults who attend Mass and/or activities in the Church;
- Refrain from using blasphemous, violent, discriminatory, or offensive language and behaviour;
- Adhering to the national safeguarding policies and procedures that can be found at www.catholicsafeguarding.org.uk;
- Report any concern or allegations of abuse to the statutory agencies

Name -----

Signature -----

Date -----