

URGENT UPDATE RE CAMPS – PLEASE READ CAREFULLY

THE GIRLS' BRIGADE IN SCOTLAND

INFORMATION ON RESIDENTIAL EXPERIENCES/CAMPS/SLEEPOVERS USING CHURCH OF SCOTLAND CHURCH/ HALLS – JUNE 2008

Background Information

As you know, the forms we ask Companies to complete for the above activities asks for a copy of the Public Liability cover from those providing accommodation for you. Last week, when chasing up a copy of this form, a Company discovered that it would be unable to go away for the weekend as planned because the Church concerned had not sought permission from the Church of Scotland Insurers. In addition, when the Church did approach their Insurers they were asked to complete a Fire Risk Assessment form, which they were unable to process in time. This form **must** be completed and held on file with the Church of Scotland insurers or they cannot provide cover for anyone staying in the Church premises.

Having investigated this situation fully with the Church of Scotland Insurers we have been working with the Companies due to go on camp over the next few weeks so that they will not find themselves in a similar position. However, for future reference I would ask you to read the information below carefully so that if you are using Church premises for any kind of residential experience you are aware of the requirements when making the booking.

It has also been explained that Churches cannot be used for residential purposes for more than 2 nights and that any period longer than this will be automatically rejected. The reason for this is that Church hall accommodation is not equipped to provide a residential facility and it is only as a gesture of goodwill that cover may be provided for 2 nights. It appears that this is not a new requirement for Churches but one that appears to have been overlooked in some areas. However, in light of changes in respect of Fire legislation, etc, it has become crucial that all terms and conditions of the policy are adhered to for the safety of those using the premises.

Future requirements for booking Church of Scotland halls for ANY form of residential activity

- The Church of Scotland Insurers will only extend Public Liability cover for residential activities as follows:
 - The Church with whom you make the booking **MUST** seek permission from the Insurers or **no extension public liability insurance cover will be provided for the Church**. Churches should have the contact details for their Insurers but, for information, the number is 0131 220 4119 but you are asked **NOT** to make direct contact with the insurers as this is the responsibility of the individual Church.
 - Churches who accept bookings must, at least on an annual basis, complete a Fire Risk Assessment Form. (Churches will find this on the Church of Scotland website: www.churchofscotland.org.uk They should then enter the **Extranet site** (shown on left hand column) and then access **Law Department Circulars**. They should then scroll down until they find **Fire precautions on Church Premises** where the form is at the end of the document.)
 - Bookings will only be accepted for a **maximum of 2 nights** and any period longer than that will automatically be refused.
- When booking Church of Scotland premises it will be **your responsibility** to ensure that Churches have complied with this. On that basis, we will require a covering letter from the Church of Scotland Insurers advising that the Church has been granted permission to accept the booking before we provide insurance cover to you.

Caroline Goodfellow
National Director

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