

## *Form for Use of Church Property by External Groups*

As \_\_\_\_\_ (insert name of Church body), we welcome other organisations/groups/individuals within the community using our facilities. While using the diocesan/order's facilities, we want to be assured that all reasonable steps have been taken to safeguard children<sup>1</sup> and young people. The responsibility for complying with good safeguarding practice (including safe recruitment and vetting) rests with the group using Church property and not with the Church body.

The \_\_\_\_\_ (insert name of Church body) has its own policies and procedures in relation to safeguarding children. Any group operating under the name/auspice of the Church body will comply with these requirements.

As an outside body, the Church body requires detailed information in respect of your application to ensure that the safety and well-being of the children, young people and adults that work with them are maintained at all times.

### **Conditions of use of Church property by outside bodies:**

- It is the responsibility of any group using Church property to run activities involving children to ensure that they comply with all applicable child safeguarding and protection legislation and guidelines.
- The group should have their own child safeguarding policy and procedures. The group is also responsible for liaising with Tusla/HSCCT to ensure that the policy and procedures meet the statutory requirements. The Church body cannot assist any outside group in developing a child safeguarding policy.
- The Church body should obtain confirmation in writing from the group that they have a child safeguarding policy and appropriate insurance.

We would ask that you complete the following questionnaire. If any response is not applicable (N/A), please provide details of why this does not apply to your organisation.

If you feel your application requires further information, please attach on an additional page. Please indicate when additional information is provided in support of your application.

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<sup>1</sup> The term 'child' refers to a person under the age of eighteen years.

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**Name of group/organisation:**

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**Purpose or proposed activities:**

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**User group, e.g. children, adults:**

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**Facilities required:**

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<b>Date of commencement of use:</b>	<b>Date of completion of use:</b>	<b>Frequency of use:</b>

**Hours of use:**

(1) Commence at \_\_\_\_\_ (am./pm.) (2) Finish at \_\_\_\_\_ (am./pm.)

**Names, addresses & phone numbers of persons who will be in charge during use:**

(1)

**Phone No.**

(2)

**Phone No.**

**Do you have your own child safeguarding policy and procedures? Yes  No**

**Do you have appropriate (public liability and/or employer's liability and professional indemnity if appropriate) insurance cover for the activity? Yes  No**

**Name of insurance company:** \_\_\_\_\_

**Policy Number:** \_\_\_\_\_ **Period of cover:** \_\_\_\_\_

**Limit of indemnity:** \_\_\_\_\_

**To be signed by official/co-ordinator of the organisation/group.**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**(Print Name):** \_\_\_\_\_