

**EXTERNAL GROUPS USING CHURCH PROPERTY FORM**

**CONFIDENTIAL**

As \_\_\_\_\_ (insert name of Diocese/Parish), we welcome other organisations/groups/ individuals within the community using our facilities. While using the diocesan/parish facilities, we want to be assured that all reasonable steps have been taken to safeguard children 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 Diocese/Parish.

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

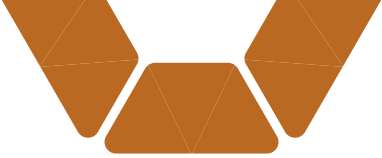
As an external group, the Diocese/Parish requires detailed information in respect of your application to ensure that the safety and well-being of the children/young people and adults that work with them are maintained at all times.

**Conditions of use of Church property by External Groups:**

1. 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.
2. The group should have their own child safeguarding policy and procedures. The group is also responsible for liaising with Tusla to ensure that the policy and procedures meet the statutory requirements. The Diocese/Parish cannot assist any outside group in developing a child safeguarding policy.
3. The Diocese/Parish 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.**

Name of External Group _____		
Purpose or proposed activities _____		
Are there Children taking part in the activities. Please Circle	<b>Yes</b>	<b>No</b>
Facilities required _____		
Date of commencement of use _____		
Date of completion of use _____		
Frequency of use _____		
Hours of use		
(1) Commence at (a.m./p.m.)	_____	
(2) Finish at (a.m./p.m.)	_____	
Names and addresses of persons who will be in charge during use:		
(1) _____	Telephone number	_____
(2) _____	Telephone number	_____
<b>Continued overleaf/next page</b>		



If Children are part of your activities, do you have your own child safeguarding policy and procedures? (Please Circle)

**Yes**                      **No**

Do you have appropriate (public liability and/or employer's liability and professional indemnity if appropriate) insurance cover for the activity? Please Circle

**Yes**                      **No**

Name of insurance company \_\_\_\_\_

Policy number \_\_\_\_\_

Period of cover: From \_\_\_\_\_ To \_\_\_\_\_

Limit of indemnity \_\_\_\_\_

**To be signed by official/coordinator of the organisation/group.**

Signed \_\_\_\_\_

Print name \_\_\_\_\_

Position \_\_\_\_\_

Date \_\_\_\_\_

