



Form 10 for Use of Church Property by External Groups

The _____ (name of Parish), welcome other organisations/groups/ individuals within the community using our facilities. While using the Parishes 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 Church body.

The Diocese of Killaloe 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 outside body, the 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 outside bodies:

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 cannot assist any outside group in developing a child safeguarding policy.
3. The 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 group/organisation _____

Purpose or proposed activities _____

User group, e.g. Children, adults _____

Facilities required _____

Date of commencement of use _____

Date of completion of use _____

Frequency of use _____

Hours of use:

Commence at _____ (a.m./p.m.) Finish at _____ (a.m./p.m.)

Names ,addresses and contact number of persons who will be in charge during use:

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/coordinator of the organisation/group.

Signed

Print name

Position

Date _____