

S4.18 Form for Use of Church Property by External Groups

Data Protection *This form will be held on file in accordance with the data protection policy of the Diocese of Meath. The data entered will be used only for the purposes indicated on the form. It may be accessed only by those with responsibility for managing files*

As _____ (insert name of Church body), we welcome other

organisations/groups/individuals within the community using our facilities. While using the diocesan facilities, we want to be assured that all reasonable steps have been taken to safeguard children¹. 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.

As an outside body, you are required to provide detailed information in respect of your application to ensure that the safety and well-being of the children 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 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.

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:

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

(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 _____

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 _____