**S4.60 Form for Use of Church Property as a Community Service Site**

As the diocese of Meath, we welcome the Probation Service using our facilities as a community service site. While using our facilities, we want to be assured that all reasonable steps have been taken to safeguard children *(the term ‘child’ refers to a person under the age of eighteen years)* 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 Meath 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:

1. It is the responsibility of the Probation Service who are using Church property to ensure that they comply with all applicable child safeguarding and protection legislation and guidelines.
2. The Probation Service has their own child safeguarding policy and procedures and is responsible for liaising with Tusla to ensure that the policy and procedures meet the statutory requirements.
3. The Church body should obtain confirmation in writing from the Probation Service that they have a child safeguarding policy and appropriate insurance using this template.

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.

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) Commence at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (a.m./p.m.)

(2) Finish at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (a.m./p.m.)

Names and addresses of persons who will be in charge of monitoring and supervision during use:

(1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(2) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

The Probation Service is a Delegated State Authority and operates under State Indemnity. Community Service is an activity of the Probation Service and the activity and those performing it i.e. people undertaking community service and Community Service Supervisors operate under this indemnity

The Probation Service has undertaken an assessment of suitability of each Community Service participant. All persons undertaking Community Service will be supervised by the Probation Service (Community Service Supervisor) at all times when on site for the purposes of Community Service.   
Based on the information available and to the best of its knowledge, the Probation Service will not place persons with convictions related to the abuse of children/vulnerable adults on this site.

*To be signed by the Senior Probation Officer/Community Service Supervisor   
on behalf of the Probation Service*

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

Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_