



## FORM 1.5A(1) – Use of Church Property by External Groups

As the Parish of \_\_\_\_\_ in the Diocese of Waterford & Lismore, we welcome other organisations/groups/individuals within the community using our facilities. While using the 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 Church body.

The Diocese of Waterford & Lismore 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 (0-18) 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 an additional page. Please indicate when additional information is provided in support of your application.

## Application to be completed by an External Group wishing to use Church Property

Name of group/organisation: \_\_\_\_\_

Purpose or proposed activities: \_\_\_\_\_

User group, e.g. children, adult's: \_\_\_\_\_

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 and addresses of person/s who will be in charge during use:

1. \_\_\_\_\_ Tel. No. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_ Tel. No. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Do you have appropriate (public liability and/or employer's liability, parish indemnity, 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: \_\_\_\_\_

It is required that that you complete the questionnaire in full.

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.

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

**Data Protection** - this form will be held on file, in accordance with the data protection policy of the Diocese of Waterford & Lismore .The data entered will be used only for the purpose indicated on the form. It may only be accessed by those with responsibility for managing records or group activities. This form should only be used if the event/activity has the prior approval of either the Diocese or the local parish within the Diocese.