

Renting of Parish Halls

Parish of

As a Church who provides the use of facilities and services to individuals and groups who work with children and young people (service users) it is our responsibility to ensure that all reasonable steps are taken to safeguard children and young people using our facilities and services. The obligation to comply with requirements relating to Garda vetting and child safeguarding rests with the group using church property and not with the diocese.

The Diocese of Kilmore has clear policies and procedures in relation to safeguarding children. Any group/organisation operating under the name/auspice of the diocese must comply with the diocesan requirements.

However we welcome other organisations/groups/individuals within the community to use our facilities. We require detailed information in respect of your application to ensure that the safety and well-being of the service users are maintained.

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 a child safeguarding policy and procedures. The group is also responsible for liaising with Tusla / HSCT to ensure that the policy and procedures meet the statutory requirements.
3. The parish should at no stage assist any outside group in developing a child safeguarding policy.
4. The parish should have confirmation in writing from the group that they have a child safeguarding policy in place. It is not the role of the diocese to validate the adequacy of the policy. That is the responsibility of Tusla / HSCT.
5. Taking a copy of the group's child safeguarding policy does not imply that the parish endorses it. Such endorsement can only be obtained from Tusla /HSCT.

We would ask that you complete the following questionnaire in capital letters, using ink pen and tick response as appropriate. If any response is not applicable (N/A), please provide details of why this does not apply to your organisation.

Please indicate when additional information is provided in support of your application.

Definition – The term child refers to those under the age of 18 years.

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 _____ (am / pm)

(2) Finish at _____ (am / pm)

Name and addresses of persons who will be in charge during use:

(1) _____

Telephone Number: _____

(2) _____

Telephone Number: _____

Commitment to good practice:

1. Do you have a policy statement and procedures on the safeguarding of children and young people ?

Yes ☐ No ☐

Insurance:

2. Do you have appropriate insurance cover for the activity?

Yes ☐ Name of Insurer: Policy Number:

No ☐ Period of Insurance - From: Expiry Date:

Please provide a copy of your insurance policy and / or a letter from your insurer establishing that you have adequate cover in force for the activity in question.

To be signed by official / co-ordinator of the organisation / group.

Signed: _____

Print Name: _____

Position: _____

Date: _____

Parish Use Only

Evidence of insurance received: a) copy of insurance policy Yes ☐ No ☐

b) letter from renter's insurer Yes ☐ No ☐

Received by:

Date Received:

Signed:

Date: