NURTURING A CULTURE OF SAFEGUARDING
GUIDANCE FOR INDICATOR S6

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 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 _____

S6. A Template 1: Form for Use of Church Property by External Groups

As _____ (name of Church body), we welcome other organisations/groups/ individuals within the community using our facilities. While using the diocesan/order's facilities, we want to be assured that all reasonable steps have been taken to safeguard children[1] 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 _____ (name of Church body) 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 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/HSCT 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.
3. 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.

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

S6.A Guidance on External Groups who Use Church Property

It is a requirement that all groups working with children in the Church body and/or using facilities owned by the Church body are insured, and that they have a child safeguarding policy in place.

The general principle is that the obligation to comply with requirements relating to insurance and child safeguarding rests with the group using Church property, and not with the Church body.

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/HSCT (Health and Social Care Trust) (as appropriate), to ensure that the policy and procedures meet the statutory requirements.
3. The group should have appropriate insurance for the activity they are running.
4. The Church body should at no stage assist any outside group in developing a child safeguarding policy.
5. The Church body should have confirmation in writing from the group that they have a child safeguarding policy in place. It is not the role of the Church body to validate the adequacy of the policy; that is the responsibility of Tusla/HSCT.
6. If the group does not have a child safeguarding policy then it is up to the Church authority to decide whether to let the group use the property. If the Church authority thinks it is appropriate they should issue a letter to the leader of the visiting group stating that while on their property full responsibility and liability for ensuring the safety of the children rests with the leader.
7. The Church body should have confirmation in writing from the group that they have appropriate insurance in place, which includes the following:
    - The name of their insurers;
    - The policy number;
    - The period of cover of the policy;
    - The limit of indemnity.

External organisations that offer advice and support regarding child safeguarding policies

The following organisations may prove helpful in providing training and assisting external groups to create their own safeguarding policy.

Republic of Ireland

- Tusla Information and Advice Officers http://www.tusla.ie/children-first/roles-and-responsibilities/organisations/children-first-training
- Barnardos http://www.barnardos.ie/what-we-do/training/training-and-consultancy.html
- National Youth Council of Ireland http://www.nycitraining.org
- Dublin Rape Crisis Centre http://www.drcc.ie/training-and-development/

Northern Ireland

- Children in Northern Ireland http://www.ci-ni.org.uk/training-schedule
- Youth Action Northern Ireland http://www.youthaction.org/dynamic/programmemain.aspx?Author=TR&prog=101&ParCat=22&pid=5
- NSPCC http://www.nspcc.org.uk/what-you-can-do/get-expert-training/introduction-child-protection-training/