

Form for use of Church Property by External Groups

As the Passionists we welcome other organisations/groups/individuals within the community using our facilities. While using the Order's facilities, we want to be assured that all reasonable steps have been taken to safeguard children and young people and anyone who may be vulnerable. 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 Passionists have their own policies and procedures in relation to safeguarding children and people who may be vulnerable. Any group/ organisation operating under the Passionists name/ auspice 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 children and young people and the adults that work with them are maintained at all times.

Conditions of use of Church Property by outside bodies include:

- 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 the relevant statutory agencies to ensure that the policy and procedures meet the statutory requirements. The Passionists cannot assist any outside group in developing a child safeguarding policy.
- 3 Confirmation in writing from the group that they have a child safeguarding policy and appropriate insurance should be obtained by the Church body.

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.

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.

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Group / Organisation

Purpose or Proposed Activities

User Group (eg. children, adults)

Facilities Required

Proposed Start Date

Start Time

Proposed End Date

End Time

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

Name

Name

Address

Address

Phone / Email

Phone / Email

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

☐

Yes

☐

No

Do you have appropriate insurance cover for the activity?

☐

Yes

☐

No

Insurance Company

Policy Number

Period of Cover

Limit of Indemnity

To be signed by official / coordinator of the organization/ group:

Signature

Print Name

Position

Date