



## Archdiocese of Armagh Use of Church Property by External Groups

It is a requirement that all groups working with children in the Church or using facilities owned by the Church are insured and have a Safeguarding Policy in place.

The general principle is that the obligation to comply with requirements relating to insurance and Safeguarding rests with groups using Church property and not with the diocese or parish.

1. It is the responsibility of any group using Parish Property to run activities involving children and/or vulnerable adults to ensure that they comply with all applicable Safeguarding and Child Protection legislation and guidelines.
2. The Group should have Safeguarding Policy and Procedures. The group is also responsible for ensuring that the policy and procedures meet the Statutory requirements. Any liaison with Statutory Authorities in relation to this is the responsibility of the group using the property.
3. The group should have the appropriate insurance for the activity they are running.
4. The Parish should at no stage assist any outside group in developing a Safeguarding Policy.
5. The Parish should have confirmation from the group in writing that they have a Policy in place. **It is not the role of the Parish to validate the adequacy of the policy – that is the responsibility of the group in consultation with the Statutory Authorities.**
6. The Parish should receive confirmation in writing from the group that they have appropriate insurance in place which includes:
  - Name of insurers
  - Type of insurance
  - Policy number
  - Period of cover of the policy
  - Limit of indemnity

**It is not the role of the Parish to validate the adequacy of this insurance policy.**

Where there is a separate Board of Management in place for the property, it will be their responsibility to ensure the arrangements outlined above will be in place.



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*Before any activity is approved this form must be completed and given to the Parish Priest/Administrator.*

Name of Group/Organisation -----

What is the nature of the activity planned? -----

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Has the group approached the Parish Priest or his representative(s)      Yes    No

Has the group a Safeguarding Policy and Procedures      Yes    No    N/A

Has the group appropriate insurance in place      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 Insurers -----

Insurance Policy Number -----

Period of cover of the Policy -----

Limit of Indemnity -----

**I / we declare that the information provided is accurate and any changes in circumstances will be communicated to the Parish Priest. I/we declare that the activity will be terminated if there is any breach of the above conditions.**

Signed Group leader: -----      Date: -----

**I give/do not give permission for this activity to go ahead.**

Signed Parish Priest: -----      Date: -----

**This activity will be reviewed by the Parish Priest/Administrator every six months.**