

# Loreto Sisters

## Private Function Using Loreto Property

### **Guidance:**

Individual adults (parents/guardians/family members) approaching the LSR to use Loreto property for a private function do not meet the requirement for vetting by the province.

Loreto is insured to cover one-off private events. It is the sole responsibility of the parents / guardians to organise and supervise all children attending. As such, they are not required to confirm in writing that they have a safeguarding policy or appropriate insurance.

However, as a matter of good practice, the LSR should ensure that key health and safety measures are covered prior to agreeing the property for use. It would be good practice to draw up an agreement with a potential user (e.g. in the case of a child's private birthday party), highlighting the terms and conditions for the use of the Loreto property, which should include:

- 1) That Loreto will ensure the property is safe to use, including how accidents resulting from the condition of the property should be reported.
- 2) That Loreto is not responsible for the organisation, supervision or conduct of the children or adults involved in the event.
- 3) That the safeguarding policy of the Loreto Sisters does not apply to the private party, and as such, all safeguards are the responsibility of the organiser of the event and not Loreto Sisters.

### **Guidance excluded:**

This guidance is specifically for events that involve children, and is not designed for non-child related events. Additionally, this guidance does not cover the following situations:

- 1) Ministry with children that is organised by Loreto as part of sacramental celebrations (e.g. Communion/Confirmation celebration involving a number of children). In these situations, the responsibility for safeguarding rests with the Loreto Sisters.
- 2) Use of Loreto property for other Loreto related activities such as funeral receptions and other such activities, which fall outside the remit of safeguarding children.
- 3) Schools using Loreto property for sacramental celebrations. In this situation it is advisable that the school and Loreto agree who is responsible for safeguarding.

