

# Loreto Sisters

## External Group Using Loreto Property

As the Loreto Sisters provide 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 / Access NI vetting and child safeguarding rests with the group using church property and not with the Loreto Sisters.

The Loreto Sisters have clear policies and procedures in relation to safeguarding children. Any group/organisation operating under the name/auspice of Loreto must comply with Loreto 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 Loreto 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. Loreto should at no stage assist any outside group in developing a child safeguarding policy.
4. Loreto should have confirmation in writing from the group that they have a child safeguarding policy in place. It is not the role of the Loreto Sisters to validate the adequacy of the policy. That is the responsibility of Tusla / HSCT.
5. Loreto should have confirmation in writing from the group that they have appropriate insurance in place which includes the name of insurer, policy number, period covered and the limit of indemnity.

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: \_\_\_\_\_

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

Has this policy been validated by Tusla / Health and Social Services ? Yes  No

**Insurance:**

2. Do you have appropriate insurance cover for the activity (public liability, employer's liability or professional indemnity if appropriate) ?

Yes  Name of Insurer: ..... Policy Number: .....

No  Period of Insurance: From: ..... Expiry Date: .....

Limit of Indemnity (maximum amount your insurance will pay during period covered): €.....

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 / coordinator of the organisation / group.

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

**Loreto 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: .....

