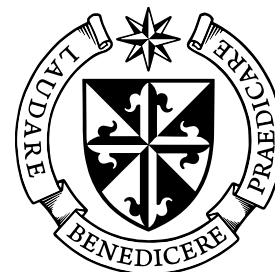


# Guidance 8

## Procedures for use of Property of the Irish Dominican Province by External Groups

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It is a requirement that all external groups working with children and vulnerable adults in Dominican owned churches and/or using facilities such as church halls, day centres, retreat or counselling centres owned by the Dominican Province of Ireland, are insured, have a Child Safeguarding Statement, policy and associated procedures in place.

The general principle is that the obligation to comply with requirements relating to insurance and child safeguarding rests with the external groups using Order property and not with the Dominican Order.

1. It is the responsibility of all external groups using Dominican Property to ensure that in their activities involving children and vulnerable adults they comply with all applicable child safeguarding and child protection legislation and guidelines.
2. All external groups working with children and families must have their own child safeguarding policy and procedures in place. In addition, all organisations defined as 'relevant services'\* under the *Children First Act 2015* must also have a Child Safeguarding Statement. This is a legal requirement.
3. External groups are also responsible for liaising with the Compliance Unit in Tusla (Child and Family Agency) to ensure their Child Safeguarding Statement is in accordance with statutory requirements.
4. Dominican personnel must not assist external groups to develop a child safeguarding statement or child safeguarding policy and procedures; but can advise all such groups to seek advice of Tusla personnel or on the Tusla website in developing the required policies.
5. It is recommended that external groups working with vulnerable adults have a safeguarding vulnerable adult policy in place.
6. All external groups must have the appropriate insurance for the activity they are running.
7. The Dominican Order must have written confirmation (*Form 9 was 13*) from all external groups working with children using Dominican Church property that they have the required statement, policy and procedures in place. It is not the role of the Dominican Order to validate the adequacy of these statements, policies and procedures.
8. The Prior or Superior of the Dominican Priory or House should receive confirmation in writing from all external groups that they have appropriate insurance in place which includes the following:
  - Name of insurers
  - Policy number
  - Period of cover of the policy
  - Limit of indemnity
9. The Dominican Order will not request sight of nor retain a copy of any external group's policies or procedures.

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

\* As listed in Schedule 1 of the Children First Act 2015.