



FORM 13

Use of Dominican Property by External Groups

The Dominican Order welcomes other organisations, groups and individuals within the community to use our facilities. While you are using the Order's facilities, we want to be assured that all reasonable steps have been taken towards safeguarding children. The responsibility for complying with good safeguarding practice rests with the group or individual using our property and not with the Dominican Order

The Dominican Order requires detailed information in respect of your application to ensure that the safety and well-being of children are maintained at all times. This form must be completed by all external groups and given to the Prior or Superior before any activity in, or use of Dominican church property, hall, retreat, or day centre can be agreed and approved.

Name of the group/organisation/activity _____

Purpose or proposed activities _____

User group, e.g., children, adults _____

Date of commencement of use _____

Date of completion of use _____

Frequency of use _____

Names, address, contact details of person/s in charge during use

(1) _____

(2) _____

Does the group have its own Child Safeguarding Statement in place (legal requirement for 'relevant services'¹ under the Children First Act 2015)?

Yes

No

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As listed in Schedule 1 of the Children First Act 2015

Does the group have a Child Safeguarding Policy and Procedures in place? Yes No

Does the group have appropriate (public liability and/or employer’s liability and professional indemnity, if appropriate) insurance cover for the activity? Yes No

Name of Insurance Company _____

Policy Number _____

Period of cover of the Policy _____

Limit of Indemnity _____

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

To be signed by official co-ordinator of the external organisation or group.

Signed _____ Print name _____

Position _____ Date _____

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

Signed

Prior / Superior _____ Date _____

NOTE:

- a) This activity will be reviewed by the Prior/Superior and/or his Designated Representative annually.
- b) The Dominican Order will not require sight of nor retain copies of external groups’ policies or procedures.