

SO19: Use of Church Property by External Groups

HIRER DETAILS

Name of Parish:

1. Full Name of Hirer (print clearly)

2. Name and Address of Group/Organisation (if applicable)

3. Full Name of Group Leader, if different from Hirer

4. Full Address of Group Leader (or Hirer, if the same).

5. Email address of Leader (or Hirer, if the same)

6. Contact Telephone No(s) of Leader (or Hirer, if the same)

7. Will your group be working directly with Children/Young People? (mark as appropriate)

YES

NO

8. Will your group be working directly with 'Adults at Risk of Harm' or 'Adults in Need of Protection'? (mark as appropriate)

YES

NO

9. If YES to Q.7 or Q.8, Name of Person Responsible for Safeguarding for the group

10. If YES to Q.7 or Q.8, Mobile Phone number of Person Responsible for Safeguarding

***It is essential that this mobile number is accessible throughout period of use.**

11. Purpose of Hire/Use

12. Dates required

13. Day/s of week and times required (include set up/clear-up)

Day

Day

Time: from

Time: from

to

to

14. Estimated number of people attending activity each day

15. Premises required (the Premises)

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16. Other requirements (e.g. Kitchen)	<input type="text"/>		
17. Signature of Hire and Group Leader, if different	<input type="text"/>		
Print name	<input type="text"/>		
Second signature if required	<input type="text"/>		
Print name	<input type="text"/>		
Date	<input type="text"/>		
18. Charge p/hour if applicable	£ <input type="text"/>	Number of hours	<input type="text"/>
19. Deposit if applicable	£ <input type="text"/>	Total, minus deposit if applicable	£ <input type="text"/>

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SAFEGUARDING

If your activity involves working with any of the 'Vulnerable Groups' defined above, you must complete this section:

1. Who will be in charge of the activity during use?

Name of First Person:

Address:

Postcode:

Contact Telephone No.:

Email:

Name of Second Person:

Address:

Postcode:

Contact Telephone No.:

Email:

Please mark "Yes" to confirm that the following tasks have been completed:

2. Do you confirm you have a Safeguarding Policy for Vulnerable Groups?

YES

3. Do you confirm you have a Designated Person for Safeguarding Vulnerable Groups?

YES

4. What is the name of Designated Person for Safeguarding of Vulnerable Groups?

His or her mobile phone number:

5. Do you have written Codes of Conduct for you and all other workers including volunteers?

YES

6. Do you ensure that you and all your workers/volunteers have access to appropriate training in Safeguarding Vulnerable Groups?

YES

What is the name of Training Provider?

7. Have you and all your workers/volunteers been AccessNI vetted for this activity?

YES

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8. Do you have appropriate recruitment/ appointment procedures for all your workers/volunteers that include:

Completing an application form?

YES

Obtaining references?

YES

9. Do you keep a register of Children/Young People and/or Adults at Risk of Harm and/or Adults in Need of Protection who attend your activity to include details of their name, address, date of birth and next of kin?

YES

10. Do you keep a list of names of all paid and voluntary workers with regular and direct contact with Children/Young People and/or Adults at Risk of Harm and/or Adults in Need of Protection, and that do you update it as the need arises?

YES

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INSURANCE

(i) Bookings other than for a one-off, private event:

The obligation to comply with the requirements relating to insurance rests with the group using Church property and not with the Church. The group should have appropriate insurance for the activity they are running. The use of bouncy castles or similar inflatable equipment is not permitted.

Do you have appropriate (Public Liability and/or Employer's Liability and Professional Indemnity if appropriate) insurance cover for the activity?
(Please mark the relevant response)

YES

NO

Name of Insurance Company:

Policy Number/s:

Period of Cover:

Limit of Indemnity:

(ii) Bookings by private individuals for a one-off, private event:

The Parish is insured to cover one-off, private events. Alternatively you may prefer to rely on your Home Insurance cover, and if so, you should check with your Home Insurance provider if they will provide cover, or you may wish to obtain Event Insurance cover. The use of Bouncy Castles or similar inflatable equipment is not permitted.

The Parish cover for one-off, private events is Public Liability cover which:

- Operates only while at and in connection with the use of the Parish property.
- Does not provide member to member cover nor cover for advice, tuition, instruction, treatment or cover for defects in products.
- Operates only after you have completed the Licence form and permission has been granted to use the Parish property.
- Only operates if you are not entitled to indemnity under any other policy or policies.

Cover is subject to the Terms Definitions Exclusions Conditions and Limitations of the Parish Policy.

If the cover provided by any policy above expires within the next 30 days, please also provide written confirmation of the details of the new insurance policies for forthcoming period.

Data Protection This form will be held on file, in accordance with the Data Protection Act 2018, data protection policy of the Diocese of Down and Connor and the Privacy Notice of the Down & Connor Safeguarding Office, which can be found at <http://www.downandconnorsafeguarding.com/privacy-notices/>

The data entered will be used only for the purpose indicated on the form and will be held confidentially. The data may only be accessed by those with responsibility for managing records or group activities and will not be shared with external organisations unless there is a need and a lawful reason to do so. The data will be updated when appropriate and destroyed when no longer necessary or relevant.

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SECTION D - DECLARATION

I/We, the Hirer (“The Hirer” means the person signing the contract for hire. Where an organisation/body is named in the contract that organisation/body shall also be considered the hirer and shall be jointly liable with the person who signed the contract) **and the Group Leader jointly and individually declare that**

- I/we have read and agree to abide by the conditions and ‘Regulations as to Use’ set out in this Licence Agreement.
- the answers given above, and in particular in the Safeguarding section and the Insurance section, to the best of my/our knowledge, are true and complete and are in place.
- I/we understand and accept the commitment of the Diocese of Down and Connor to ensure the safety and protection of Children/Young People, Adults at Risk of Harm and Adults in Need of Protection while using their facilities. I/we will ensure that I/we and all associated with the provision of the activity will work to the Standards of Good Practice outlined in our organisation’s Safeguarding Policy for Children/Young People and/or Adults at Risk of Harm and/or Adults in Need of Protection. Our policy will not be in contravention of the Down and Connor Safeguarding Policies or any Parish Codes of Conduct.
- I/we understand that this Licence is conditional upon me/us keeping to the Down and Connor Diocesan Safeguarding Policies and Procedures, any Parish Codes of Conduct and the Regulations as to Use. I/We understand that the agreement can be terminated if we fail to comply with them.

1. Hirer

Signature:

Print Full Name:

Position:

Date:

2. Group Leader

Signature:

Print Full Name:

Position:

Date:

TO BE COMPLETED FOR AND ON BEHALF OF THE PARISH

Signature:

Date:

Print Full Name:

Position:

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