



standard 1

creating and maintaining safe environments guidance for indicator 1.5



1.5F Template 1: Form for Use of Church Property as a Community Service Site

This guidance is in draft form only and is currently being finalised with the Probation Service (ROI) and the National Board for Safeguarding Children in the Catholic Church in Ireland.

As [INSERT NAME OF CHURCH BODY], we welcome the Probation Service using our facilities as a community service site. While using our facilities, we want to be assured that all reasonable steps have been taken to safeguard children¹ and young people. The responsibility for complying with good safeguarding practice (including safe recruitment and vetting) rests with the group using Church property and not with the Church body.

The [INSERT NAME OF CHURCH BODY] has its own policies and procedures in relation to safeguarding children. Any group operating under the name/auspice of the Church body will comply with these requirements.

As an outside body, the Church body requires detailed information in respect of your application to ensure that the safety and well-being of the children, young people and adults that work with them are maintained at all times.

Conditions of use of Church property by outside bodies:

1. It is the responsibility of the Probation Service who are using Church property to ensure that they comply with all applicable child safeguarding and protection legislation and guidelines.
2. The Probation Service has their own child safeguarding policy and procedures and is responsible for liaising with Tusla to ensure that the policy and procedures meet the statutory requirements.
3. The Church body should obtain confirmation in writing from the Probation Service that they have a child safeguarding policy and appropriate insurance using this template.

We would ask that you complete the following questionnaire. If any response is not applicable (N/A), please provide details of why this does not apply.

If you feel your application requires further information, please attach on an additional page. Please indicate when additional information is provided in support of your application.

¹ The term 'child' refers to a person under the age of eighteen 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 _____

Hours of use:

(1) Commence at _____ (a.m./p.m.)

(2) Finish at _____ (a.m./p.m.)

Names and addresses of persons who will be in charge of monitoring and supervision during use:

(1) _____

Telephone number _____

(2) _____

Telephone number _____

Do you have your own child safeguarding policy and procedures? Yes ☐ No ☐

Do you have appropriate (public liability and/or employer's liability and professional indemnity if appropriate) insurance cover for the activity? Yes ☐ No ☐

The Probation Service is a Delegated State Authority and operates under State Indemnity. Community Service is an activity of the Probation Service and the activity and those performing it i.e. people undertaking community service and Community Service Supervisors operate under this indemnity

The Probation Service has undertaken an assessment of suitability of each Community Service participant. All persons undertaking Community Service will be supervised by the Probation Service (Community Service Supervisor) at all times when on site for the purposes of Community Service. Based on the information available and to the best of its knowledge, the Probation Service will not place persons with convictions related to the abuse of children/vulnerable adults on this site.

To be signed by the Senior Probation Officer/Community Service Supervisor on behalf of the Probation Service

Signed _____

Print name _____

Position _____

Date _____