



FORM 12

Use of MSC Property by External Groups

The MSC welcomes other organisations, groups and individuals within the community to use our facilities. While you are using MSC 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 MSC.

The MSC 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 Superior before any activity in, or use of, MSC 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'² under the Children First Act 2015)? Yes No

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

² As listed in Schedule 1 of the Children First Act 2015

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 Superior/MSC Line Manager.

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: _____

Superior/MSC Line Manager: _____ **Date:** _____

NOTE:

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