



ARCHDIOCESE OF CASHEL & EMLY
APPLICATION FOR THE USE OF PARISH PROPERTY
RELEVANT FOR GROUPS INVOLVING UNDER 18S ONLY

Updated Sept, 2026

The Archdiocese of Cashel & Emly has its own policies and procedures in relation to safeguarding children. Any group operating under the name/auspice of the Diocese will comply with these requirements.

As an outside body, the Diocese 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:

- It is the responsibility of any group using Church property to run activities involving children to ensure that they comply with all applicable child safeguarding and protection legislation and guidelines.
- The group should have their own child safeguarding policy and procedures. The group is also responsible for liaising with Tusla to ensure that the policy and procedures meet the statutory requirements. The Parish/Diocese cannot assist any outside group in developing a child safeguarding policy.

All groups must complete section A and B

Section A

Name of Association / Group:			Name of Group Leader:		
Tel No:			Email:		
Rooms Required	Purpose/Activity	Dates Required	Times		Name of Person in Charge
Expected No Attending:		Adults:		Children:	

Section B

Church / parish group please complete the following:

What parish is this activity linked to:

Have you informed the local Parish Priest / Moderator about this activity: Yes ☐ No ☐

Safeguarding Policy

I/We have informed local Parish Safeguarding Representatives about this activity: Yes ☐ No ☐

I/We have reviewed and agree to work within the Archdiocese of Cashel & Emly Safeguarding procedures:

Yes ☐ No ☐

I/We understand that our safeguarding practice will be reviewed annually as part of the Diocesan Safeguarding Parish Audits: Yes ☐ No ☐

Signed: _____

Date: _____

Other groups please complete the following:

Insurance

All independent groups using parish property must have their own Insurance Policy.

Name and address of Insurance Company:

Policy number: _____

Expiry date of policy: _____

Please attach a copy of your current Insurance Cert

Safeguarding Policy

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

Signed: _____

Date: _____

Or

APPROVAL OF APPLICATION (for office use only):

Review for Independent Groups:

Task	Please tick	Comment
The original Insurance Certificate has been checked and a copy retained		
Note date insurance expires in central system / calendar for follow-up		
If group involves children check if they have ticked that they have their own Safeguarding Policy. (Do not request or store a copy of this policy. It is only the responsibility of Tusla to review Safeguarding Policies).		
Signed: _____ Date: _____ Administrator		

Review for Parish / Church Groups:

Task	Please tick	Comment
Check with Parish Priest / moderator if the activity is approved to fall under the remit of parish insurance / safeguarding policy		
Ask Parish Priest if Local Safeguarding Parish Representatives are aware of group activity		
Safeguarding Parish Representatives met with the group co-ordinator to ensure they understand and are following Diocesan Safeguarding procedures		
Signed: _____ Date: _____ Administrator		

DATA PROTECTION

The information in this form will be used to record information relating to youth ministry group. The information will be stored confidentially and will only be shared outside the parish/group where there is a legal obligation on the parish/group to do so. The information will be retained for as long as necessary in compliance with Safeguarding laws and policies. Your/Your child's data will be processed under Articles 6(1) (a), 6 (1) (c), 6 (1) (d), 6 (1) (f), 9 (2) (a), 9 (2) (c) and 9 (2) (d) of the General Data Protection Regulation, 2016.