

**THIS FORM MUST BE INCLUDED WITH THE APPLICATION FOR USE
OF PREMISES**

Approval for Independent Organisations wishing to use Church Premises.

Name of church _____

Name of organisation _____

Name of person in charge of organisation _____ Tel. No. _____

Time and place of organisation's meeting _____

CONDITIONS

1. The organisation confirms that it has adopted and implements a child protection policy which accords with the standard of either *Getting it Right and Our Duty to Care (N Ireland)* or *Children First and Child Protection for the Youth Work Sector (Rep. of Ireland)*. **A copy of the organisation's policy is now produced or written verification that the policy is accepted by the Church at central level.**
2. The local church shall supply to the organisation leader the names and contact details of the church officials responsible for the premises and for child protection. The organisation shall supply annually (September) to the Kirk Session the names and contact details of all leaders immediately following appointment. The organisation shall confirm that new appointees have been (NI) subject to a AccessNI check or (RI) have been vetted where possible; that no information was received which debarred their appointment and they have been found suitable to work with children and young people.
3. The organisation shall ensure that leaders/helpers in the organisation shall receive appropriate child protection training and are aware of the reporting procedures.
4. **If a report is made by the organisation of a child protection concern through its procedures, the person responsible for child protection in the local church should be informed in confidence that a report has been made. The Child Protection Officer is Michele McGrath who can be contacted at info@fmpci.com with the subject line reading: FAO: Child Protection Officer.**
5. The organisation confirms that adequate insurance cover is in place for its activities (**copy of policy attached**), or written verification that the insurance policy is accepted by the Church at central level.

The organisation shall seek to ensure that activities shall be carried out safely. Any safety concerns regarding the premises shall be notified by the organisation leader to the appropriate person within the church as soon as possible.

We confirm that the church and the organisation agree to the above conditions.

SIGNED _____ (ORGANISATION LEADER)

DATE _____

PLEASE TICK AS APPLICABLE

The church grants the above organisation use of the premises.

OR

The church grants the above organisation use of the premises in accordance with the attached agreement.

SIGNED _____ (CLERK OF SESSION)

DATE _____