

**An Tairseach CTR.
Dominican Farm and Ecology Centre
Bayview Rd,
Wicklow.**

**Conditions of use of An Tairseach property
by external groups**

As **An Tairseach**, a Company Limited by Guarantee (hereinafter referred to as The Company), we welcome other organisations/groups/individuals within the community using our facilities. While you are using the Company facilities, we want to be assured that all reasonable steps have been taken to safeguard children¹ and vulnerable adults. The responsibility for complying with good safeguarding practice (including safe recruitment and vetting) rests with the group using the Company's property and not with the Company.

An Tairseach CTR has its own policies and procedures in relation to safeguarding children and vulnerable adults. Any group operating under the name/auspices of the Company will comply with these requirements.

The Company requires of you, as an outside body, detailed information in respect of your use of the property in order to ensure that the safety and well-being of the children, young people and adults that work with you are maintained at all times.

Conditions of use of An Tairseach property by outside bodies:

It is the responsibility of any group using our property for activities involving children to ensure that the group complies with all applicable child safeguarding and protection legislation and guidelines.

The group should have its 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. **An Tairseach** cannot assist any outside group in developing a child safeguarding policy.

An Tairseach needs confirmation in writing from the group that it has a child safeguarding policy and appropriate insurance.

All external groups are requested to complete the following questionnaire. If any question is not applicable (N/A), please provide details of why this does not apply to your organisation.

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

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

Form for use of An Tairseach Property by External Groups

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 during use:

(1) _____

Telephone numbers _____

(2) _____

Telephone numbers _____

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

Name of insurance company _____

Policy number _____

Period of cover _____

Limit of indemnity _____

To be signed by official/coordinator of the organisation/group.

Signed _____

Print name _____

Position _____

Date _____

Completed form to be returned with up to date copy of insurance to:

**The Manager,
An Tairseach Organic Farm & Ecology Centre, Bayview Road, Wicklow Town.
Tel: 0404-61833
www.ecocentrewicklow.ie**