

GUIDANCE 9

PROCEDURES FOR USE OF PROPERTY OF THE IRISH FRANCISCAN PROVINCE BY EXTERNAL GROUPS

It is a requirement that all external groups working with children and vulnerable adults in Franciscan owned churches and/or using facilities such as church halls, day centres, retreat or counselling centres owned by the Franciscan Order, are insured, and have a Child Safeguarding Statement, policy, and associated procedures in place. The general principle is that the obligation to comply with requirements relating to insurance and child safeguarding rests with the external groups using Order property and not with the Franciscan Order.

1. It is the responsibility of all external groups using Franciscan Property to ensure that activities involving children and vulnerable adults comply with all applicable child safeguarding and child protection legislation and guidelines.
2. All external groups working with children and families must have their own child safeguarding policy and procedures in place. In addition, all organisations defined as 'relevant services under the Children First Act 2015 must also have a Child Safeguarding Statement. This is a legal requirement.
3. External groups are also responsible for liaising with the Compliance Unit in Tusla (Child and Family Agency) to ensure their Child Safeguarding Statement is in accordance with statutory requirements.
4. Franciscan personnel must not assist external groups to develop a child safeguarding statement or child safeguarding policy and procedures; but may advise groups to seek advice of Tusla personnel developing the required policies and/or consult www.tusla.ie
5. It is advised that external groups working with vulnerable adults have a safeguarding vulnerable adult policy.
6. All external groups must have the appropriate insurance for the activity they are running.
7. The Franciscan Order must have written confirmation from all external groups working with children using Franciscan Church property that they have the required statement, policy and procedures in place
8. The Friar or Superior of the Franciscan Friary or House should receive confirmation in writing from all external groups that they have appropriate insurance in place which includes the following
 - a) **Name of insurers**
 - b) **Policy number**
 - c) **Period of cover of the policy**
 - d) **Limit of indemnity**
9. The Franciscan Order will not request sight of nor retain a copy of any external group's policies or procedures.

It is not the role of the Franciscan Order to validate the adequacy of this insurance policy.

It is not the role of the Franciscan Order to validate the adequacy of these statements, policies, and procedures.