

Presentation Brothers Youth Ministry Office

As an organisation which provides the use of facilities and services groups who work with children and young people (service users) it is our responsibility to ensure that all reasonable steps are taken to safeguard children and young people using our facilities and services. Presentation Brother Youth Ministry has clear policies and procedures in relation to safeguarding children. Any group/organisation operating under the name/auspice of the Diocese / Parish must comply with the Diocesan requirements.

We welcome other organisations/groups within the community to use our facilities. We require detailed information in respect of your application to ensure that the safety and well-being of the service users are maintained. We would ask that you complete the following questionnaire in capital letters, using ink pen and tick response as appropriate. If any response is not applicable (N/A), please provide details regarding why this does not apply to your organisation. Please outline when additional information is provided in support of your application.

Name of Group / Organisation

Use for which the facilities are required

User Groups e.g. Children, Adults or both

Facilities / Services required

Date of commencement of use

Date of completion of use

Frequency of use

Hours of use

Commence @ (am/pm)
Finish @ (am/pm)

Contact details for Person/s in charge

Name
Address
Tel. No
E-Mail

RELEVANT ADDITIONAL INFORMATION TO SUPPORT YOUR APPLICATION

Details:

Commitment to good practice

Does your group / organisation have a Safeguarding of Children policy in place? **Yes** **No**

Does your group / organisation have adequate insurance cover for the activity? **Yes** **No**

Name of Insurer:

Policy Number:

Duration of Cover: From: Expiry Date:

To be signed by Official / Co-ordinator of the group / organisation

Signed:

Position:

Print name:

Date:

Tel. No.

YOUTH MINISTRY OFFICE USE ONLY

Received by:

Date:

Signed:

Date: