



## Use of Carmelite Property by External Groups

It is a requirement that all external groups working with children in Carmelite owned churches and/or using facilities, for example, church halls/day centres, retreat or counselling centres owned by the Carmelite 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 external groups using church property and not with the Carmelite Order.

1. The Carmelite Order has its own child safeguarding statement and procedures. Any group operating under the Carmelite Order will comply with these requirements.
2. It is the responsibility of all external groups, who run activities involving children, using Carmelite property to ensure that they comply with all applicable child safeguarding legislation and guidelines.
3. 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.
4. External groups are also responsible for liaising with the Compliance Unit in Tusla, to ensure that their child safeguarding statement meets the statutory requirements.
5. It is recommended that external groups working with vulnerable adults have a safeguarding vulnerable adult policy in place.
6. Carmelite personnel must not assist any external groups to develop a child safeguarding statement or child safeguarding policy and procedures, but can advise groups to access the Tusla website for advice and support.
7. All external groups must have the appropriate insurance for the activity they are running.
8. The Carmelite Order must have written confirmation from all external groups working with children using Carmelite churches or property that they have the required statement, policy and procedures in place. It is not the role of the Carmelite Order to validate the adequacy of these statements, policies and procedures.

9. The Prior of the Carmelite Priory should receive confirmation in writing from all external groups that they have appropriate insurance in place which includes the following:
  - Name of insurers.
  - Policy number.
  - Period of cover of the policy.
  - Limit of indemnity.
10. The Carmelite Order will not request sight of nor retain a copy of external groups' policies or procedures.

**It is not the role of the Carmelite Order to validate the adequacy of this insurance policy. The form for use of Carmelite property by external groups can be found on our website, [www.carmelties.ie](http://www.carmelties.ie) .**