



Malahide Parish

DOCUMENT: Child Protection Service

TITLE: Rent / Use of Parish Premises

DATE: 28.02.10

ISSUED BY: Parish Priest

APPROVED BY: Parish Council

REF. NO: CPS 09

REVISION: 3

1. PURPOSE

To ensure that those renting or using free of charge, any premises under the control of St Sylvester's Parish comply with of the Parish requirements in respect of child protection.

2. Scope

This procedure applies to all premises under the control of St Sylvester's Parish. (Appendix 2 must be completed in all cases)

3. RESPONSIBILITY

Implementation: Parish priest

Authority to Change: Parish Pastoral Council

PROCEDURE

4.1 Groups or individuals wishing to rent any premises under the control of St Sylvester's Parish will comply with the Parish requirements in respect of child protection.

4.2 Each group leader or individual wishing to rent a premises, will be given a copy of the Parish Code of Conduct – (See Appendix 2) which must be completed in all cases)

They will be asked to read, date and to sign a copy stating that they have read, understood and will abide by the Parish Code of Conduct.

4.3 This signed statement will be kept on file along with the rental agreement. (Appendix 3 – Rental Checklist must be completed in all cases)

4.4 It is a condition that in renting or using any Parish Premises, the user / hirer will ensure that a attendance register is maintained along with an incident record book. This book will record a description along with time and date of any incident. The book should also indicate what action was taken.



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- 4.5 It is a condition that in renting or using any Parish Premises, the user / hirer will make available for inspection, a copy of their own child protection policies. Alternatively, the user / hirer will confirm in writing that they have made themselves familiar with the latest version of the Parish's Child Protection Procedures.
- 4.6 Users / hirers will be advised that their activities may be subjected to ad hoc inspections by child protection officers.

5. REVISION

Rev	Date	Comment
0	01/05/07	New
1	12/12/08	Procedural review
2	07.12.09	Procedural Review
3	28.02.10	Procedural Review