



1.7A TEMPLATE 1: EXTERNAL GROUPS FORM TO BE COMPLETED BY EXTERNAL ORGANISATION

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 phone numbers of persons who will be in charge during use:

(1) Name:

Tel:

(2) Name:

Tel:



Does the group have its own child safeguarding policy and procedures?

Yes: No:

Does the group have appropriate (public liability and/or employer's liability and professional indemnity if appropriate) insurance cover for the activity, and have the parish received a copy?

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:

Date:

