

This form is to be used for any kids or youth activities that are held away from the main site (e.g. Outings, picnics, camps, hikes, abseiling and other high risk activities.). This form should be submitted to your Rector **at least one month** before the proposed activity.

Ministry Department:

Church Leader Responsible:

Requests approval to undertake the following activity:

Type of activity:

Location:

Date: Start Time: Finish Time:

Nearest Doctor/Hospital:

Person(s) responsible for first aid and qualification:

Leader in charge:

Other leaders:

Expected number of attendees:

Age range of attendees:

If undertaking specialised/hazardous activities (e.g. swimming, abseiling) a leader experienced in this activity **MUST** be present. Medical forms for **ALL** participants including Medicare numbers **MUST** be taken to activities away from the main site with permission forms from parents/caregivers.

REMEMBER there is no insurance cover for personnel participating or equipment being used in activities that have not been approved.

Rector/minister-in-charge:

Approval is given/not given* for the above activity

Signature: **Date:**

*Reason for denying approval:

Seek advice from the Professional Standards Unit before making changes to this policy.

This completed form is to be kept with the Parish Safe Ministry records indefinitely.