

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: [Click or tap here to enter text.](#)

Church Leader Responsible: [Click or tap here to enter text.](#)

Requests approval to undertake the following activity:

Type of activity: [eg. Camp including swimming, canoeing, hiking etc](#)

Location: [As much details as possible: name of site, address, nearest town etc](#)

Date: [Click or tap to enter a date.](#)

Start Time: [Click or tap here to enter text.](#)

Finish Time: [Click or tap here to enter text.](#)

Nearest

Doctor/Hospital: [Click or tap here to enter text.](#)

Person(s) responsible for first aid and qualification: [Click or tap here to enter text.](#)

Leader in charge: [Click or tap here to enter text.](#)

Other leaders: [Click or tap here to enter text.](#)

Expected number of attendees: [Click or tap here to enter text.](#)

Age range of attendees: [Click or tap here to enter text.](#)

If undertaking specialised/hazardous activities (e.g. swimming, abseiling) a leader experienced in this activity **MUST** be present. Medical forms for **ALL** participants **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: [Click or tap to enter a date.](#)

*Reason for denying approval: [Click or tap to enter a date.](#)

Seek advice from the Office of the Director of Safe Ministry before making changes to this policy.

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