

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.