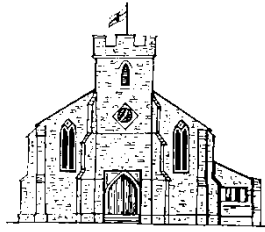


ST. ALPHEGE CHURCH, WHITSTABLE



Children and Vulnerable Adults Safeguarding Policy

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1. Introduction and General Principles

This policy serves to highlight for Church purposes key aspects of the Canterbury Diocesan guidelines, ***Safeguarding Children and Vulnerable Adults from Harm***, published in February 2015.

It is our expectation that all those involved in work with children or vulnerable adults in this church will make themselves familiar with the above document, which is also available online from:

www.canterburydiocese.org/media/forms/safeguarding/diocesanguidelines.pdf

Although within our church community certain designated persons may have a special responsibility towards children and vulnerable adults, nothing in this policy shall be taken as to affect the overriding principles that all persons have a responsibility towards Health and Safety issues (including matters affecting children and the vulnerable) and that in the event of any perceived risk, whenever possible, immediate steps should be taken to eliminate or mitigate that risk.

This policy and diocesan guidelines cannot provide for every eventuality. They are no substitute for common sense, consultation, training, sensitivity and all the other things that contribute to sound practice. This is therefore a policy and procedural framework to further good practice in protecting children and vulnerable adults.

As a congregation we are committed to the principles of the **House of Bishops' Safeguarding Policy** and these are reproduced below:

Principles of the House of Bishops' Safeguarding Policy for Children and Vulnerable Adults

We are committed to:

- The care, nurture of, and respectful pastoral ministry with, all children and all adults.
- The safeguarding and protection of all children, young people and adults when they are vulnerable.
- The establishing of safe, caring communities which provide a loving environment where there is a culture of 'informed vigilance' as to the dangers of abuse.

We will:

- Carefully select and train all those with any responsibility within the Church, in line with safer recruitment principles, including the use of criminal records disclosures and registration with the relevant vetting and barring schemes.
- Respond without delay to every complaint made which suggests that an adult, child or young person may have been harmed, co-operating with the police and local authority in any investigation.
- Seek to work with anyone who has suffered abuse, developing with him or her an appropriate ministry of informed pastoral care.
- Seek to challenge any abuse of power, especially by anyone in a position of trust.
- Seek to offer pastoral care and support, including supervision and referral to the proper authorities, to any member of our church community known to have offended against a child, young person or vulnerable adult.
- Follow legislation, guidance and recognised good practice in all these principles.

Vulnerable Adults

This church is committed to the protection of vulnerable adults in accordance the House of Bishops' Safeguarding Adults Policy.

A Vulnerable Adult is defined as:

“Any person aged 18 years or over who by reason of mental or other disability, age, illness or due to circumstances is permanently or, for the time being unable to take care of him or herself, or appears to be unable to protect him or herself against significant harm or exploitation.”

2. Safeguarding Measures

Safeguarding Policy statement

We will adopt, display and implement a safeguarding policy statement and procedures, which will be reviewed annually as an agenda item at the DCC, in consultation with the Safeguarding Coordinators (Appendix A).

Safeguarding Coordinators

We will appoint two Safeguarding Coordinators (for Children and Vulnerable Adults) to work with the Team Vicar and the DCC to implement policy and procedures. The Coordinators will ensure that any concerns about a child or vulnerable adult are appropriately reported to the Team Vicar and Diocesan Safeguarding Adviser. The Coordinators will either be members of the DCC or have the right to attend the council and report at least annually on the implementation of the policy. (Job description Appendix B)

The **Safeguarding Children Coordinator** is **Isobel Legg** and the **Safeguarding Vulnerable Adults Coordinator** role is being covered at present by the **Vicar and Churchwardens**.

Disclosure and Barring Service Checks

We will appoint a Parish Disclosure Officer (PDO) to liaise between the Church and the Diocese on the administrative aspects of DBS Disclosures. The PDO will work closely with those managing the recruitment process and is responsible for ensuring that those working with children/vulnerable adults who require a Disclosure are checked, and that the checks are updated every 5 years. Volunteers awaiting disclosures will not be allowed to work, unless in the presence of a regular leader.

The **Parish Disclosure Officer** role is vacant at present.

Recruitment

The principle that “**the welfare of the child is paramount**” takes precedence over any sensitivities or wishes of individuals who offer themselves to work alongside children. We will therefore ensure that all those authorised to work with children or vulnerable adults are appropriately recruited according to safer recruitment practice, are supported and are given opportunities for training.

All volunteers involved with children and vulnerable adults are directed to read the Diocesan Safeguarding Guidelines. The Safeguarding Coordinators will provide support and advice on an ongoing basis as well as advising individuals of training opportunities.

The **recruitment procedure** is set out in the flow chart below and will be managed by **Cheryl Brooks**.

St Alphege Church Safe Recruitment Procedure

Job Description

Prospective volunteers will be regarded as job applicants and will be given a written job description.



Job Application Form

This provides us with personal details and any special skills or qualifications the volunteer may have. (Appendix C)



Two References

On the application form is a section to supply the names and addresses of two people who can be contacted to give a character reference. Email addresses are also helpful, as many people find it more convenient to send a reference by email.



Confidential Declaration Form

This needs to be filled in by the volunteer before DBS checking. (App D)



DBS Check

The Parish Disclosure Officer will make an appointment to confirm identity documents with the volunteer for criminal record checking. A DBS Disclosure will be obtained.



Confirmation

All being well, the volunteer will be welcomed onto the team and informed when to start. A 3 to 6 month probationary period may be suggested.



Safeguarding Guidelines

The volunteer will be issued with a copy of the Diocesan guidelines, *Safeguarding Children and Vulnerable Adults* and the Church Safeguarding Policy.



Review and Training

Review meetings will be arranged at least annually, where there is time to discuss how things are going and bring up any worries. Volunteers will also be advised of training opportunities, and encouraged to attend the annual Team safeguarding training.

Where practicable, attachments may be offered to prospective candidates but these will be supervised at all times by a regular leader.

The Church will create and retain adequate records on all those working with children or vulnerable adults, taking care to store them securely. Records will be accessible by the **Team Vicar**, the **Safeguarding Coordinators**, the **Parish Disclosure Officer**, the **Recruitment Manager** and by others only on a case by case and need to know basis.

Childline and Family Lives

We will display in church premises where children's activities take place, the contact details of the Safeguarding Children Coordinator along with the *Childline* and *Family Lives* telephone numbers. The details of the Safeguarding Vulnerable Adults Coordinator will also be displayed.

Record of Child Activities

A record of all current activities with children, including leaders and helpers, will be maintained and updated.

Insurance

We will ensure that there is appropriate insurance cover for activities undertaken in the name of the parish.

Persons Posing a Threat to Children

Policy in respect of this is adequately covered by the Diocesan guidelines and we seek not to replicate this section here. We shall act accordingly, but we take the stance that the **Human Rights of an offender will always remain secondary against the overriding requirement to treat the welfare of the child as paramount, particularly where the desire for confidentiality compromises the need to effectively monitor such an individual.**

Hire of Church Premises

We accept that we have little control in respect of persons seeking to hire or use church premises for events where children are present and where our members may not be present. However, the person facilitating the hiring on behalf of the church will provide the hirer with a copy of our **Safeguarding Policy Statement**.

3. A Safe Working Environment

Audit of Premises

A periodic audit will be carried out to ensure that the premises are safe and as accessible as possible for children and vulnerable adults.

Adult/Children Working Ratios

All church children's groups will aim to keep to the following Ofsted recommended ratios:

Age range	Adult: Children ratio
2 years and under	1 : 3
3 years	1 : 4
4 – 8 years	1 : 8
Over 8 years	1 adult for the 1 st 8 children, then 1 extra adult for every extra 12 children

Each group will aim to have at least two workers.

For children over 8, adult ratios will be based on a risk assessment, with adult numbers increased for outdoor activities, if an activity is considered high risk or dangerous, or when children with disabilities or special needs are involved.

For all children's groups:

- A **register** is kept and is available at all group meetings.
- A **Registration Form** (Appendix E) should be completed for every child or young person who attends groups or activities which should include up to date information on parents' or guardians' contact numbers, medical information (e.g. allergies) and any special needs.
- A **First Aid kit** is available on any premises that are used by children.
- An **Accident Book** is kept with the First Aid kit and all accidents are recorded.
- Any significant incidents (e.g. a fight between children) are recorded in the **Incident Log Book**, which is kept in the office filing drawer.
- There is access to a **telephone** in the office.
- Parents or guardians must sign a **consent form** (Appendix F) before children are taken off site (except for Kidzone in the Endowed School Hall) for activities.
- When taking children off site, a detailed programme and list of contacts will be left with someone in the parish
- Activities planned to take place away from church premises will have **DCC agreement** (Appendix G) in order to be covered by insurance.
- Bearing in mind that sympathetic attention, humour, encouragement and **appropriate physical contact** are needed by children as part of their coming to understand human relationships, some physical contact with children, particularly younger children, is wholly appropriate and adult workers will follow the Diocesan Guidelines in respect of this.
- If a child needs assistance with **using the toilet** and their parent/carer is not readily available, an adult helper will first inform the group leader and will then accompany the child to the toilet, leaving the door ajar whilst assisting.

- Diocesan Guidelines on the use of **electronic communications and internet safety** will be followed.
- A common sense approach to the use of **photography of children** will be adopted. Written consent is requested on the Registration Form, if photographs are intended for publication or website use. A group leader or officiating member of the clergy will announce before an activity that photographs may be taken, emphasising that they are for private use only and giving an opportunity for anyone to be withdrawn. The use of cameras and mobile phones by children and young people in group activities is left to the discretion of the group leader, with the understanding that clear boundaries will be set and it is important for all to demonstrate mutual respect.
- Many of these items are equally applicable to groups involving **vulnerable adults**.

4. Confidentiality

Where a child or vulnerable adult is at risk of significant harm and in need of protection, **this church is committed to sharing confidential information with the appropriate professionals**. Information sharing will be reasonable and proportionate.

If there is any reason to be concerned about a child or vulnerable adult, which does not appear to be a significant matter, a **Record of Concern** form (kept in a folder on top of the bookcase) will be completed and kept securely, in the event of its being needed as evidence in any future enquiry.

Safeguarding concerns about a vulnerable adult will be shared initially with the Diocesan Safeguarding Adviser, without identifying the individual concerned.

Safeguarding issues will always take precedence over data protection.

ST. ALPHEGE CHURCH, WHITSTABLE

SAFEGUARDING POLICY STATEMENT



This District Church Council has adopted the safeguarding policies and procedures of the Church of England. In particular, we are committed to:

- The safeguarding of all children, young people and vulnerable adults.
- Carefully selecting and training paid and voluntary staff who might come into contact with children or vulnerable adults, using the Disclosure and Barring Service amongst other tools, to check their suitability.
- Responding without delay to every complaint made which suggests that an adult, child or young person may have been harmed.
- Cooperating fully with the police, local authority and any other appropriate statutory body in any investigation.
- Ministering appropriately to anyone, child or adult, who has experienced abuse.
- We will seek to challenge any abuse of power, especially by anyone in a position of trust.
- Extending pastoral care to those known to have offended against children or vulnerable adults whilst ensuring that children and vulnerable adults are protected from them.

We have appointed **Isobel Legg** as Safeguarding Children Coordinator.

Tel: 01227 264203, email: isobellegg@hotmail.com

Jayne Bale and Rev Rachel Webbley are acting as as Safeguarding Vulnerable Adults Coordinators. Tel: 07825 292305 , email: jayne.bale@hotmail.com

Any child wishing to talk about a problem can contact Isobel, or **Childline on 0800 111**.

Any parent or carer wishing to talk about parenting problems can contact **Family Lives on 0808 800 2222**.

The Safeguarding Coordinators are available to speak with adults or children.

Approved by the District Church Council on

..... *Team Vicar* Date

..... *Churchwarden* Date

ST. ALPHEGE church, whitstable

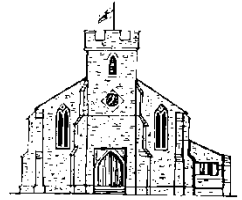
SAFEGUARDING COORDINATOR JOB DESCRIPTION



The Safeguarding Coordinators are the key link between the diocese and the church concerning child protection matters. They will have an overview of all parish activities involving children and vulnerable adults and will monitor the implementation of diocesan guidance.

The key tasks of the Safeguarding Coordinators are to:

- Have an overview of all parish activities involving children and vulnerable adults and keep a record of these activities.
- Be familiar with Diocesan safeguarding guidance and ensure that leaders of activities are fully aware of, and are implementing, this guidance.
- Liaise with the Team Vicar over safeguarding issues.
- Keep in touch with the leaders of all activities and offer them advice and support over safeguarding matters.
- Liaise as necessary with the Diocesan Safeguarding Adviser and other Diocesan staff.
- Attend training offered by the Diocese for Safeguarding Coordinators.
- Assist with safeguarding training in the church as appropriate.
- Attend the DCC at least annually to ensure safeguarding issues are discussed and that the DCC adopt the annual Safeguarding Policy Statement.
- Ensure that the Safeguarding Policy Statement is displayed in the church.
- Keep good records of any safeguarding concerns that may arise and ensure that others do the same.
- Promote inclusiveness in places of worship and within church activities.
- Keep the church leadership informed of good safeguarding practice.

CONFIDENTIAL**ST ALPHEGE church, whitstable****APPLICATION FORM****For voluntary workers with children or vulnerable adults**

The DCC is responsible for the acceptance and accreditation of all voluntary workers with children or vulnerable adults. Every worker should fill in a copy of this form which should be securely retained by the Team Vicar.

When you have completed this form, please return it to:

Isobel Legg

Safeguarding Children Coordinator

Tel: 01227 264203, email: issy@leggsathome.wanadoo.co.uk

The position for which you are volunteering is subject to an enhanced Disclosure from the Disclosure and Barring Service (DBS)

Position for
which you are
volunteering

Personal Details

Surname

Title

First names

Date of birth

Address

Post Code

Home Telephone

Mobile telephone

Email

Any other name
by which you have
been known

Length of time at the above address

If less than 5 years at the above address, please give previous address

Previous Address		
Post Code		
Previous Church attended		

Please give details of previous experience of looking after or working with children, young people or vulnerable adults or any specific training undertaken (as relevant to this role)

--

Have you undertaken Safeguarding children or vulnerable adults training Yes/No
If so, when and by whom?

--

Are you prepared to undertake appropriate training? Yes/No

Note: If you decline to undertake initial or further training, the DCC will be entitled to withdraw your authority to work with children or vulnerable adults.

References

Please give the names, addresses, phone numbers and email addresses of two people who know you well and would be willing to provide a personal reference. At least one of them should have experience of your ability to work with children, young people or vulnerable adults as appropriate.

	Referee 1	Referee 2
Name:		
Address:		
Email:		
Tel:		
Relationship:		

I confirm that the above information is accurate and complete to the best of my knowledge. I agree to complete a Confidential Declaration and to obtain a Disclosure from the Disclosure and Barring Service.

Signature: Date:

Please complete and attach the Confidential Declaration

All information will be held safely and in confidence, in accordance with the Data Protection Act 1998.

CONFIDENTIAL DECLARATION

For beneficed clergy, those who hold the bishop's licence or permission to officiate, employees, Ordinands and volunteers who are likely to be in regular and direct contact with children and young people under eighteen years of age.

This form is strictly confidential and, except under compulsion of law, will be seen only by those responsible for the appointment and, when appropriate, the diocesan/bishop's child protection adviser. All forms will be kept securely under the terms of the Data Protection Act 1998. If you answer yes to any question, please give details, on a separate sheet if necessary, giving the number of the question you are answering.

- 1a) Have you ever been convicted of a criminal offence (including any spent convictions under the Rehabilitation of Offenders Act 1974)?*

YES ☐ NO ☐ (please tick)

- 1b) Have you ever been cautioned by the police, given a reprimand or warning or bound over to keep the peace?

YES ☐ NO ☐ (please tick)

- 1c) Are you at present under investigation?

YES ☐ NO ☐ (please tick)

- 1d) Have you ever been found by a court exercising civil jurisdiction (including matrimonial or family jurisdiction) to have caused significant harm** to a child or young person under the age of eighteen years, or has any such court made an order against you on the basis of any finding or allegation that any child or young person was at risk of significant harm from you?

YES ☐ NO ☐ (please tick)

- 2a) Has your conduct ever caused or been likely to cause significant harm to a child or young person under the age of eighteen, or put a child or young person at risk of significant harm?

YES ☐ NO ☐ (please tick)



The Diocese of
Canterbury
THE CHURCH
OF ENGLAND

NOTES

Questions 1a and 1b: Declare all convictions, cautions, warnings or reprimands.

Posts where the person is working or coming into contact with children are exempt from the Rehabilitation of Offenders Act 1974 so that all spent convictions must be declared.

Any technical motoring offences dealt with by fine do not need to be declared.

Question 1c: You must declare any finding of fact by a civil court that your actions have significantly harmed a child. Declare any court orders made on this basis.

Question 1d: Declare if you are at present under investigation by the police, social services or an employer.

Question 2a: Make any statement you wish regarding any incident you wish to declare.

Question 2b: Declare any allegations made against you, however long ago, that you have significantly harmed a child or young person. Any allegation must be declared which has been investigated by the police, social services, employer or voluntary body. Checks will be made with the relevant authorities.

Question 3: All these matters will be checked with the relevant authorities.

Question 4: Please declare in confidence any health problems that may affect your ability to work with children. This question is primarily intended to help you if you subsequently need to withdraw from work with children, for example because of a recurring health problem.

Some of the information requested on the form will be checked with the Criminal Records Bureau. All information received will be carefully assessed to decide whether it is relevant to the post applied for and will only be used for the purpose of protecting children or vulnerable adults.

- 2b) To your knowledge, has it ever been alleged that your conduct has resulted in any of those things?

YES ☐ NO ☐ (please tick)

If yes, please give details, including the date(s) and nature of the conduct, or alleged conduct, and whether you were dismissed, disciplined, moved to other work or resigned from any paid or voluntary work as a result.

.....
.....
.....
.....

(Please continue on a separate sheet if necessary)

- 3) Has a child in your care or for whom you have or had parental responsibility ever been removed from your care, been placed on the Child Protection Register or been the subject of a care order, a supervision order, a child assessment order or an emergency protection order under the Children Act 1989, or a similar order under other legislation?

YES ☐ NO ☐ (please tick)

- 4) Have you any health problem(s) which might affect your work with children or young people under the age of eighteen?

YES ☐ NO ☐ (please tick)

- 5) Have you, since the age of eighteen, ever been known by any name other than that given below?

YES ☐ NO ☐ (please tick)

- 6) Have you, during the past five years, had any home address other than that given below?

YES ☐ NO ☐ (please tick)

* All previous convictions, with the exception of the technical motoring offences leading only to a fine, should be disclosed.

** Significant harm involves serious ill-treatment of any kind including neglect, physical, emotional or sexual abuse, or impairment of physical or mental health development.

Declaration

I declare that the above information (and that on the attached sheets^{***}) is accurate and complete to the best of my knowledge.

Signed:

Date:

Date of Birth:

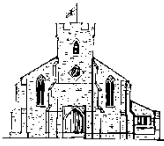
Full Name:

Address:

^{***} Please delete if not applicable.

Please return completed form to:

Before an appointment can be confirmed applicants must provide a Disclosure from the Criminal Records Bureau.



ST ALPHEGE church, whitstable

Registration and Parental Consent Form

for all children and young people under 18yrs



Please would you kindly complete this form in order to help us keep your child safe and so that we can contact you if we need to. Many thanks!

Rev Rachel Webbley – Vicar

Isobel Legg – Safeguarding co-ordinator

SECTION 1 – this data will help us to contact you should we need to and provide the best possible care for your child during our normal group meetings.

Name of child:

Date of birth:

Address:

Postcode:

Home tel. no.

Email:

Mobile tel. no

Name(s) of parent(s) or other adult(s) who have parental responsibility for the child:

If the child does not live with the parent(s) or other adult(s) with parental responsibility, with whom do they live?

Name:

Relationship to child:

Name, contact no(s) and relationship to child of 2nd contact in case of emergency:

Name of family Doctor:

Address and tel. no. of family Doctor:

Please give details of any health problems, medical conditions or allergies affecting your child, any medication that they are taking or any disabilities they have that may affect normal activity:

I give permission for sticking plaster to be used on my child when necessary

YES / NO*

*** Please delete as appropriate**

Is the child subject to any court orders

YES / NO*

***Please delete as appropriate**

Continued overleaf...

SECTION 2 – to be read and signed only by a parent or other adult with parental responsibility.

Name of Child:

I give permission for my son/daughter to take part in the normal weekly activities of St Alphege Church, Whitstable, including sessions held in the Endowed School Hall. I understand that the leaders will take all reasonable care in looking after my son/daughter but they cannot necessarily be held responsible for any loss or damage to property.

I understand that my son/daughter may sometimes appear in photographs and/or videos taken at group activities and that these photographs/videos will only be shown to those connected with the group.

In an emergency, if I cannot be contacted despite all reasonable attempts to do so by the leaders, I give permission for my son/daughter to undergo emergency medical/dental treatment including the use of anaesthetics as considered necessary by the medical authorities.

Signature:

Date:

Parent or other adult with parental responsibility

Photography

From time to time we may like to use photographs and/or videos of young people taking part in group activities in publicity for the group, or we may wish to pass on material for use in publicity, publications, promotional/training videos and websites produced by St Alphege Church, Whitstable, nationally. No personal details, such as names, appear with photographs or videos unless we obtain specific parental permission first.

If you are happy for us to use photographs and/or videos of your son/daughter in this way, please sign below.

If you do not wish us to use photographs and/or videos of your son/daughter in this way then please cross through this section.

I consent to photographs/videos of my son/daughter being used within St Alphege Church, Whitstable for the purposes mentioned above. I understand that their name or other personal information will not be used unless my permission is obtained first.

Signature:

Date:

Parent or other adult with parental responsibility

ST ALPHEGE CHURCH, WHITSTABLE



Consent Form for Young People's Visit or Day Trip

Parents and carers please keep this page for your information

A. Details of Visit/Day Trip	
Name of group	
Event	
Date	
Transport	
Meeting place	
Time of departure	
Time of leaving venue	
Expected time of return	
Cost	
List of all activities to be undertaken	
Leader in charge	
Other leaders	
Contact number for group leader	

Parents and carers please complete the following pages and return to the Group Leader.

B. Details of Young Person

Full name _____

Home Address _____

Telephone _____ Date of Birth _____

C. Medical Details of Young Person

Doctor _____

Address _____

Telephone _____

National Health Number _____

Date of last anti-tetanus injection (if known) _____

1. Does s/he have any medical conditions or recurrent illness e.g. asthma, hay fever, migraine, fits/ faints or any disability etc? Yes ☐
No ☐

Details: _____

2. Is s/he taking any medicine or undergoing any treatment etc. that needs to be continued during the event?
Yes ☐ No ☐

Please note that if the young person uses an asthma inhaler, it must be brought on the trip.

Details: _____

3. Is s/he known to be allergic or sensitive to anything (e.g. penicillin, aspirin, other medicines, food etc.)?
Yes ☐ No ☐

Details: _____

4. Does s/he have any specific dietary requirements? Yes ☐
No ☐

Details: _____

D. Parental Consent and authorisation

I give consent for the young person named in part B to participate in the above-mentioned trip and, having read the information sheet, agree to her/his participation in any or all of the activities described. I acknowledge the need for acceptable responsible behaviour on her/his part.

I understand that while involved s/he will be under the control and care of the group leader and/or other adults approved by the organisation and that, while the staff in charge of the group will take all reasonable care of the children, they cannot necessarily be held responsible for any loss, damage or injury suffered by him/her during, or as a result of, the activity.

I understand that should my child require emergency treatment owing to illness or injury and I am not available to give my consent, the doctor or surgeon concerned can decide on appropriate treatment, if my child's health or safety is at risk.

In the event of illness or accident requiring emergency hospital treatment, I authorise the Leader(s) named on part A of this form to sign on behalf any written form of consent requiring by hospital authorities, if the delay to obtain my own signature is considered inadvisable by the doctor or surgeon concerned.¹

Signed _____ Date _____

Name _____ Parent/Guardian

E. Emergency Contacts

Parent/Guardian Name:

Home Tel:

Mobile Tel:

Relationship:

Additional Contact Name:

Tel:

Relationship:

¹ The medical profession takes the view that a parent's consent to medical treatment cannot be delegated. This view is explicit in the Children Act 1989. Medical consent forms have no legal status and a doctor has the right to insist on parental consent to treat a child. However, it can be of comfort to medical staff to have general consent in advance from parents or have a leader on hand to sign forms.

ST ALPHEGE CHURCH, WHITSTABLE



G

Request Form for Young People's Visit or Day Trip

Please complete this form with details of the proposed trip, and the risk assessment overleaf, and submit to the DCC for approval.

Details of Visit/Day Trip	
Name of group	
Event	
Date	
Transport	
Meeting place	
Time of departure	
Time of leaving venue	
Expected time of return	
Estimated cost	
List of all activities to be undertaken	
Leader in charge	
Other leaders	
Expected number of young people	
Risk assessment completed overleaf (Please tick)	

The above visit/day trip was approved by the DCC on.....

Signed on behalf of the DCC

Risk Assessment

Continue on an additional sheet, if necessary

Hazard	What could happen?	Who could be hurt?	Action taken to minimise risk