

Appendix 11

Sample Letter and Parental Consent Form for Other Events and Activities for Under 18's

For events and activities which are non-hazardous and do not involve overnight stays, parents should be given a brief letter containing details of the date, activity, venue, cost, travel arrangements, time and place of departure and arrival, and items to be brought. They should also be asked to complete a simple parental consent form which must include a contact number in case of emergency. (It is not necessary to repeat the Declaration regarding hospital treatment, anaesthetics, etc. as this has already been dealt with on the young person's original Registration Form - see Appendix 8). The letter or the form should state the name of the person to whom the consent form must be returned and the date by which it must be received.

A sample letter and consent form is given below and may be adapted by youth leaders to suit their particular circumstances. Leaders who require assistance with this should consult the Youth Co-ordinator.

Dear Parents

The J Club will be going to play rounders in Green Park on Wednesday 29 June. We will leave Rushmere Baptist Church at 6.00 pm and will return at 9.00 pm. Transport will be provided by the group leaders.

There will be no cost and a cold drink will be provided, but the children might like to bring a small amount of money to purchase an ice-cream during the evening. They should come dressed in suitable clothing and footwear.

While we are at the Park, we can be contacted by mobile phone on 07956 235614 or 07353 975866. Please do not use these numbers except in an emergency.

The consent form below must be completed before the event and should be handed to Mrs Kay by Sunday 26 June at the latest.

Yours sincerely

Principal Leader

Parental Consent Form (to be returned to Mrs Kay by Sunday 26 June)

I give permission for my son/daughter to take part in the trip to Green Park on Wednesday 29 June.

If there is an emergency during this event, we can be contacted on the following phone numbers:

Signed Date / /