

## Appendix 9

### Rushmere Baptist Church

#### Event and Activity Checklist for the Use of Youth Leaders

When arranging a day trip, a special activity or a residential stay (ie. any occasion when the youth group will be meeting away from our Church premises or outside the group's normal meeting times), parents should be given full information prior to the event. This information should include all or most of the following:

- Name of visit or activity
- Date(s)
- Venue/destination
- Name, address and telephone number of leader responsible for the event
- Names of other leaders who will be present
- Contact telephone number of the venue or mobile phone number of leader
- A brief description of the activities/programme  
If children/young people are not to be supervised all of the time (eg. during short shopping trips), this should be made clear to parents.
- A statement that suitably qualified staff will be providing tuition or training (eg. if you are taking a group canoeing, sailing or abseiling)
- Place and time of departure and return
- Cost (including to whom cheques should be payable)
- Transport arrangements
- Items to be brought (eg. coat, swimming kit, walking boots, packed lunch, money)
- Date by which reply is to be made and name of person to whom it should be sent.

A parental consent form must be issued in advance. All forms should be returned prior to the event and must be taken on the activity by the Principal Leader or Leader in case of emergency.

For events involving hazardous activities or overnight stays, parents must be given the full medical form to complete (see Appendix 10). A more simple consent form may be issued for other activities away from the Church premises or outside the group's normal meeting times (For a model form, see Appendix 11). However, as this will not include medical details, the file containing the group's Registration Forms (see Appendix 8) must be taken on the activity by the Principal Leader or Leader.