

Event and Activity Checklist

When arranging a day trip, a special activity or a residential stay, parents should be given full information prior to the event and a consent and medical form should be completed (available through the Safe to Grow Co-ordinator and the church office).

The information to be given to a parent should include the following:

- Name of visit or activity
- Date(s)
- Venue/destination
- Name, address and telephone number of leader responsible for the event
- Name of other leaders who will be present
- Contact telephone number of the venue (or mobile number of the event leader)
- A brief description of activities/programme
- If specialist tuition/training is being offered, details of tutors/trainers etc. and any relevant qualifications (e.g., if you are taking a group canoeing, sailing or abseiling etc.)
- Departure time and place
- Return time and place
- Cost (including to whom cheques should be payable)
- Transport arrangements
- Items to be brought (e.g. coat, swimming kit, walking boots, packed lunch, money etc.)
- Date by which reply is to be made and person to whom it should be sent

The parental consent form should be returned prior to the activity and should be taken on the activity by the leader