

APPLICATION FOR APPROVAL OF EVENTS AND ACTIVITIES WITH CHILDREN AND YOUNG PEOPLE (BY PARISH PRIEST OR LEADER OF THE ORGANISATION)

Parish/Organisation								
Event Leader								
Details of Activity/Event	<table border="1"> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> </table>							
Places to be Visited								
Date of Departure		Time						
Date of Return		Time						

Transport Arrangements: Include the name of the transport company if known: (where applicable)				
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Name and Address of Accommodation to be used: (where applicable)				
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Telephone Number				
Named Head of Centre (if known)				

Details of any hazardous activity and the associated planning, organisation and staffing:		
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Insurance arrangements: please provide details of insurance provision for the activity/event: i.e. is it covered by existing diocesan arrangements? If not, what arrangements will be made?

Names, gender, experience and specific responsibilities of adult leaders:

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Proposed size and composition of the group:

Age range		Adult to child ratio	
Number of Boys		Number of Girls	

Any known specific needs of participants:

Contact details of Liaison Person:	
Name	
Telephone Number	

PLEASE ATTACH A COPY OF ANY INFORMATION SHEET (OR SAMPLE SHEET) SENT TO PARENTS, THE PARENTAL CONSENT FORM, AND THE RISK ASSESSMENT FORM (IF COMPLETED AT THIS STAGE).

Risk assessment to be undertaken

By		On	
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Signed		Date	
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Event leader full name			
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Event approved	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Risk assessment received	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Any Comments:

Signed		Date	
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Position			
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