



standrews&allsaints

Partnering with God in the flourishing of our communities

Trip Approval

Version 1 - March 2018

St Andrew's is Registered Charity Number 1128973. All Saints is an Excepted Charity.

Outline Process

Whenever a trip away from St Andrew's or All Saints is contemplated by a group that comes within the jurisdiction of the churches and includes young people (under 18 and not all accompanied by their parents / guardians) or a number of vulnerable adults, the outline approval of the Rector is required before the trip is booked or advertised. Examples of such trips include:

- A few hours spent walking the Malvern Hills.
- A day trip by young people to go karting.
- A trip out by Messy Church.
- A residential experience for young people from a group like Chaos.
- A day out for the Octagon Community Group.
- A Holiday @ Home outing.

In order that the outline approval can be given quickly and efficiently, please complete (electronically or in writing) the Trip Approval Form attached and return it to the Rector (or whoever they delegate to handle trip approval) as follows:

- A. For trips away from Malvern and any residential stays, at least a month (preferably more) before the proposed date of the event.
- B. For day trips within the Malvern area (please use your judgement sensibly), at least two weeks before the proposed date of the event.

The Rector (or whoever they delegate) will then review the information provided and, as appropriate, give you the outline approval as quickly as possible.

Please make sure that you answer all the relevant questions and provide as much information as necessary (use supporting sheets if necessary).

Some notes:

- If you are going to multiple locations (venues), please give a proposed itinerary and details of all locations to be visited on a supplementary sheet.
- Sometimes the venue/event that you are attending will not have a website, in which case just note that it does not have one on the form.
- You might not yet be definite about your proposed transport arrangements, in which case please provide your current thoughts and options.
- If the trip involves unusual or adventurous activities (e.g. karting, high wires, water based activities or archery), please give details under 'Any Special Activities' or on a continuation sheet) and indicate how you will get consent from parents / guardians.
- The Home Contact Details are for a person who will remain in Malvern and have regular contact with you through the trip, e.g. you will check in with daily and keep them up to date with how things are going. They will also have full details of all on the trip (including contact information for their parents / guardians and next of kin). The Home Contact should not be related to anyone on the trip and must be informed once you have returned safely from the trip.

Once you have the Rector's outline approval for your trip, you can proceed to plan the event. However:

1. You will still need to submit (at least two weeks before the event) and have approved a risk assessment for the event. Note: We will aim to get a set of standard risk assessments for events around Malvern.
2. Depending upon the type of trip (A or B above), you will need to provide details including names and emergency contact information for all those attending (participants, leaders and anyone else) as follows:
 - A. With the designated home contact and Rector (or whoever they advise on the trip form) at least two weeks before setting off on the trip.
 - B. With the designated home contact before or at the commencement of the trip.

Have a successful, safe and enjoyable trip.

The Trip Approval Form is attached.

For information, you'll also find some guidance on Risk Management & Assessments for St Andrew's

Agreed by both church's Parochial Church Councils at their meetings during March 2018.



Trip Approval Form v1 – Return the completed form to the Rector well ahead of the event

Use continuation sheets as necessary to provide relevant details.

Proposed Trip Name			
Organiser's Name		Telephone	
Role		Email	
Church	St Andrew's / All Saints	Section / Age Group	
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Event Leader <small>(if not Organiser)</small>		Telephone	
Address		Email	
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Venue Name		Telephone	
Venue Address			
Event Website			
<hr/>			
Event Dates (and if possible times)	Number of Nights		
From			
To			
Transport Summary			
Approx. Numbers Attending	Total		
Under 18			
Vulnerable Adults			
Leaders			
Type of Event <small>(e.g. sleepover, hike, etc.)</small>			
Any Special Activities <small>(e.g. those requiring particular</small>			
Cost and funding info.			
<hr/>			
Home Contact Details	Name		
Telephone		Email	
Address			
Have you used a continuation sheet?			Yes / No
<hr/>			
Approved by		On date	
Details of all those attending to be left with			

Risk Management for St Andrew's (www.standrewsmalvern.uk/content/risk-assessments)

St Andrew's has a comprehensive Health & Safety Policy and supporting Health and Safety responsibilities and rules. In essence these provide and maintain safe and healthy conditions in the church centre and ensure the health, safety and welfare of all using the centre for normal activities and events. Annual assessments of the church centre, including the buildings and grounds (up to the external boundary). These assessments look at all the issues regarding the normal use of the church centre, e.g. all normal church services, youth groups and outside groups using the centre for meetings. They also include car parking, normal maintenance, access, emergencies and regular testing of key items.

However there are a number of activities that are not covered by these regular risk assessments of the Church Centre. These include (but are not limited to):

- Church youth groups going on trips away from the Church Centre (includes both the transport arrangements and the location being visited).
- Church related events on areas like the common or hills.
- Unusual events at the Church Centre where the risks are different, e.g. Holiday at Home, Holiday Club, Messy Church and Toddler Groups which involve potentially vulnerable and young people.
- External groups doing something unusual within the confines of the Church Centre, e.g. using a bouncy castle.

For these and similar events and activities, the organiser **MUST** ensure that an adequate risk assessment is undertaken and appropriate risk mitigation steps put in place before the event can take place. **These risk assessments include circumstances that could cause injury and preventative measures such as Disclosures for those working with young people and vulnerable adults.**

For St Andrew's related events these risk assessments must be undertaken at least 2 weeks before the event and sent to the PCC Secretary for approval by the PCC (as they decide appropriate) before the event can take place. Until this approval is given, the event cannot take place.

St Andrew's has standard risk assessment sheets available for undertaking risk assessments for events. These or something equivalent can be used and training is available. The key thing is that the 'organiser' is responsible for ensuring that an appropriate risk assessment is undertaken, mitigation / risk reduction actions agreed as necessary and that all those involved with organising and managing the event are aware of them and put them into practice.

In addition, St Andrew's has produced a 'Generic risk assessment' for going onto the common adjacent to the church, e.g. as part of a young peoples' group on a Sunday morning. If you are the leader arranging such a trip onto the common, please get a copy of the 'Generic risk assessment' (will be downloadable from website) and review it to check that it adequately covers your trip. Then either:

- If it does, ensure you put all the actions contained in the 'Generic risk assessment' into action and proceed with your trip without further approval or review.
- If it does not, please tailor the risk assessment to your particular situation and get it reviewed and approved in the normal way. If your trip involves any adventurous activity (e.g. archery or hang gliding), this will need a separate risk assessment.