



St. Mary's Parish Church Wimbledon.

Activity risk assessment, including holidays and trips

Activity:

Date of first risk assessment:

Location:

Time/frequency:

Name of leader with responsibility:

Date to be reviewed:

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done



Registration and Consent Form: Children

Church Groups (including Bell Ringing),
Day Visits, Camps and Residential Holidays[†]

Name of church: _____ Name of group/activity: _____

Family contact details:

Child's full name: _____ Date of birth: _____

Full name of parent/guardian: _____

Child's home address: _____
Home telephone: _____

Parent's/guardian's mobile number: _____

Parent/guardian's e-mail address: _____

Family doctor: _____

School: _____ School year: _____

About your child:

Does your child have any food allergies (please specify)?

Does your child have any medical conditions (please specify)?

Is your child on any medication (please specify)?

NHS number: _____ Details of last anti-tetanus injection: _____

Does your child have any special needs (please specify)?

Is there anything else you would like us to know about your child?

To be completed as appropriate by the adult, or parent/carer of the child.
This form should be updated annually.
*Delete as appropriate.

Signed (parent/guardian):

Date:

I give permission for(child) to attend and take part in the specified activities.
In an emergency and/or if I am not contactable, I am/am not (delete as appropriate) willing for my child to receive medical or dental treatment including an anaesthetic.

Declaration:

YES/NO*

My child has permission to travel to and from the group without me (children over 11 years):

Name of anyone NOT allowed to collect my child: Relationship to child:

My child will be collected by: Relationship to child:

YES/NO*

My child will be brought and collected from the group:

Arrangements for collection:

Alternative adult's relationship to your child:

Alternative adult's telephone number:

Contact name for an alternative adult in case of emergencies:

Contact telephone number during group or activity time:

Emergency contact details for parents/guardians:



Your privacy is important to us and we are committed to keeping your personal information confidential and secure. For more information on how we process your data, please see our privacy notice which is available on our website and church noticeboard.



Registration and Consent Form: Adults

Church Groups (including Bell Ringing),
Day Visits and Residential Holidays[†]

Name of church: _____ Name of group/activity: _____

Contact details:

Adult's full name:

Date of birth:

Adult's home address:

Home telephone: _____

Full name of carer: _____

Carer's mobile number: _____

Carer's e-mail address: _____

Family doctor: _____

About you:

Do you have any food allergies (please specify)?

Do you have any medical conditions (please specify)?

Are you on any medication (please specify)?

NHS number:

Details of last anti-tetanus injection:

Is there anything else you would like us to know about you?

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Emergency contact details for your carer or next of kin:

Contact name for a carer/next of kin in case of emergencies:

Carer/next of kin's telephone number:

Relationship to you:

Arrangements for collection:

I will be brought and collected from the group:

YES/NO*

Relationship to you:

Declaration:

I consent to taking part in the specified activities.

In an emergency, I am/am not (delete as appropriate) willing to receive medical or dental treatment including an anaesthetic.

Signed (adult):

Date:

*To be completed as appropriate by the adult or their carer. This form should be updated annually. *Delete as appropriate.*



Undertaking by Voluntary Driver to Transport Children and Vulnerable Adults in Private Cars on behalf of the PCC of St. Mary's Parish Church Wimbledon

Name of driver: _____ Telephone number: _____

E-mail address: _____

Address: _____

1. Consent

Children will not be taken out in transport without the prior consent of their parents or carers.

Vulnerable adults will give permission to being transported themselves, and discretion used in consulting first with their carers.

I will take care when assisting children or vulnerable adults to board and alight from my vehicle, both to ensure that the road is safe to do so and in following guidelines on physical contact.

2. The driver

I am over 25 and have held a full current driving licence for more than two years.

I have/do not have* an endorsement of six points or more on my licence (if six points or more I will share the details with the Parish Safeguarding Officer or Incumbent).

I do not have an 'unspent' conviction for a driving offence.

My vehicle is comprehensively insured.

I have informed my insurance company that I am a volunteer driver for church activities and, if required, I have obtained a passenger endorsement for the transportation of children or vulnerable adults.

I understand that in case of any accident, injury or vehicle damage, the church's liability insurance policy does not provide primary or direct insurance on my vehicle.

My vehicle is clean and in a roadworthy condition.

At no time will the number of people in the car exceed the usual passenger number.

3. The vehicle

i) Seat belts

My car is fitted with seat belts (both front and rear), and the numbers of people transported will not exceed the number of seat belts available.

All car passengers will be required to wear safety belts in the front and rear seats.

All children up to three years old will be carried in a child restraint.

Rear-facing baby seats will not be used in a seat protected by a front air-bag unless the air-bag has been deactivated manually or automatically.

Children from the age of three up to 135cm in height (approximately 4ft 5in) or their 12th birthday, whichever they reach first, will use baby/child seats or booster cushions for older children.

All passengers aged 13 years or more will wear an adult seat belt.

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!!) Escorts

Where possible, another responsible adult will accompany me, to assist with any emergencies. If in an emergency I have to transport a child or vulnerable adult on my own, the child or vulnerable adult will sit in the back of the car.

Declaration:

Signed

Date

(driver):

Name of vehicle owner if different:

Signed (vehicle owner):

Date

Verification:

Confidential declaration and Criminal Disclosure

YES/NO*

Date

e:

received?

Driving licence seen and insurance certificate

YES/NO*

Date

e:

Car make and model:

Registration number:

Signed:

Date:

Role/designation:

*Delete as appropriate.



St. Mary's Parish Church Wimbledon

Passenger Consent Form to be Transported in Private Cars on behalf of the PCC

Your details:

Name of passenger:

Date of birth, if under 18 years:

Name of parent/carer, if passenger is under 18 years:

Name of adult carer, if applicable:

Address:

Phone number: E-mail:

The activity:

Date(s) of events:

Venue:

Transport provided: private vehicle / minibus / other (please specify):

Name of driver, if known:

Your consent:

I consent to being transported on behalf ofChurch, according to the arrangements specified above.

Signed (passenger):

Date:

For passengers under 18 years:

I consent to (child) being transported on behalf of Church, according to the arrangements specified above.

Signed (parent/carer):

Date:



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St. Mary's Parish Church Wimbledon

Consent Form for Taking and Publishing Images of Children

At St. Mary's Church, we include images of children in our publicity with their consent and the consent of their parents or guardians. We have a duty of care to reduce safeguarding risks by ensuring that children remain unnamed in publications.

For completion by a named representative of the church:

1. Name of church representative: _____ Role: _____
2. Specific purpose for which image is to be used:
 Church noticeboard Church magazine Church website Church social media
 Diocesan newspaper / Diocesan social media / Other Diocesan publication
 Other (please specify): _____
3. Where the image will be stored:
 Computer file (specify whose computer): _____
 Album Filing cabinet The cloud
 The image will be destroyed after use

For completion by parent or guardian and child:

I consent to images of me/my child named below being used and stored, solely for the purposes specified above. I understand that the identity of my child will be protected in all publication of images.

Name of child: _____

Name of parent or guardian: _____

Address: _____

Signed (parent/guardian):

Signed (child):

Date: _____

Queries regarding this process should be addressed to

(Parish Safeguarding Officer), or to.....(Incumbent)



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St. Mary's Parish Church Wimbledon

Consent Form for Taking and Publishing Images of Adults who may be Vulnerable

At St. Mary's Church, we include images of all adults, including those who may be vulnerable, in our publicity, but only with their consent.

For completion by a named representative of the church:

- 1. Name of church representative:** _____ **Role:** _____

- 2. Specific purpose for which image is to be used:**
Church noticeboard Church magazine Church website Church social media
Diocesan newspaper / Diocesan social media / Other Diocesan publication
Other (please specify): _____

- 3. Where the image will be stored:**
Computer file (specify whose computer): _____
Album Filing cabinet The cloud
The image will be destroyed after use

For completion by adult who may be vulnerable and the person taking their consent:

I have seen the images that may be used for publication. I consent to these images being used and stored, solely for the purposes specified above.

I agree / do not agree (*delete as appropriate*) to my name being given in a caption or article accompanying the images.

Name of adult: _____

Address: _____

Signed: _____ Date: _____

Name of person obtaining consent: _____

Relationship to adult / role in the church or organisation: _____

Queries regarding this process should be addressed to
(Parish Safeguarding Officer), or to.....(Incumbent)



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