

Roman Catholic Diocese of East Anglia



Form Ref: CaSE 2

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			
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)	
Name and Address of Accommodation to be used: (where applicable)	
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:			
	F <input type="checkbox"/>	M <input type="checkbox"/>	
	F <input type="checkbox"/>	M <input type="checkbox"/>	
	F <input type="checkbox"/>	M <input type="checkbox"/>	
	F <input type="checkbox"/>	M <input type="checkbox"/>	
	F <input type="checkbox"/>	M <input type="checkbox"/>	
	F <input type="checkbox"/>	M <input type="checkbox"/>	
	F <input type="checkbox"/>	M <input type="checkbox"/>	
	F <input type="checkbox"/>	M <input type="checkbox"/>	
	F <input type="checkbox"/>	M <input type="checkbox"/>	

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			

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Telephone Number	
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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	

Signed		Date	
Event leader full name			
Event approved	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Risk Assessment received	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Any comments:			
Signed		Date	
Position			