

<b>SLOUGH BAPTIST CHURCH POLICY</b>	<b>Off-Site Activity Policy</b>
<b>POLICY NUMBER: SBCP-21</b>	



Primary Responsibility:	Safeguarding Trustee	
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Issued:	12 <sup>th</sup> May 2025
Status:	Final
Review Period:	3 years
Next Review Date:	May 2028

## DISTRIBUTION

Original	Slough Baptist Church Office
Copy	Website (PDF)

### Changes agreed by the Trustees, 12-May-2025

Section 2 Procedures has been revised to clarify the forms, documents and Safeguarding processes.

Appendices have been revised in the light of the 2024 Consent & Registration form now in use for all children (under 18) and the need for the information to be available to teams when off-site.

## 1. Purpose and Scope

The purpose of this policy is to make sure the church undertakes any off-site activities in a safe manner for all those taking part. It sets out the process that employees or volunteers who wish to undertake off-site activities should follow to get permission to undertake off-site activities on behalf of the church. This applies to activities organised by youth and children's groups. Below when we refer to 'child' this applies to anyone under the age of 18.

## 2. Procedures

For off-site Activities, it is essential that the person organising the activity completes the off-site Activity Form attached as Appendix A and has undertaken a risk assessment if required using Appendix B. An off-site activity will not be allowed to take place **until** the form in Appendix A is not completed, a Risk Assessment is undertaken if required and permission from one of the persons shown below is obtained:

One of the Pastors or the Trustee responsible for Children's & Youth Work

One of the Trustees if neither of the above is available

Until they have got permission for the activity, organisers must not:

- Confirm the activity with attendees of the activity or their parents either verbally or by letter
- Pay any money, deposit or otherwise, to any company
- Collect any money from attendees of the activity or their parents

## **Forms**

Appendix A Off-Site Activity Form

Appendix B Risk Assessment

Appendix C Off-Site Activity Consent Form

Each child's parent(s)/carer/guardian must have completed the church's *Consent & Registration Form* for the child and a copy (digital or paper) must be accessible for each child on the trip. This form (revised in September 2024) can be completed on paper or online at <https://form.jotform.com/210354799065058>

In addition, each child's parent(s)/carer/guardian must also complete the Off-Site permission at Appendix C.

In exceptional circumstances where it is not possible to gain written permission for a child to attend a trip, verbal consent from a parent/guardian must be obtained and confirmed by email.

## **Documents to use on the trip**

Organisers must have access to the Consent and Registration forms as above

Appendix D Emergency/Accident Procedure

## **Safeguarding**

The organiser and all other leaders must have appropriate DBS clearance and abide by the church's SBCP-03 Safeguarding Policy and Procedures.

## APPENDIX A: Off-Site Activity Form

Slough Baptist Church Off-Site Activity Form			
Title/Name of Event		Location	Date or Date Range of Visit
Reason for Activity	Organised By	Names of Helpers	Time of Day
Age Range of Attendees	Number of Attendees?	Number of mobility Impaired?	Number of special needs?
If the activities are provided by a company/location, do the activities planned include activities that could be dangerous to attendees e.g. climbing, canoeing, swimming, caving etc?	Yes No	If yes is the organiser satisfied that the company/location being used has undertaken a risk assessment for the activities	Yes No  (If No then either find another location or get risk assessment undertaken).
If the activities are being provided by the church, do the activities planned include activities that could be dangerous to attendees e.g. climbing, canoeing, swimming, caving etc?	Yes No	If yes has the organiser undertaken a risk assessment for the activities	Yes No  (If No then either find another location or get risk assessment undertaken).
Have you considered and managed the risk from travelling to and from the activity/visit	Yes No		

Risk Assessment Undertaken	Yes/No	Risk Assessment Attached	Yes/No
Is appropriate insurance cover in place?	Yes/No		
Permission from Pastor/Trustee		Pastor's/Trustee's Signature	

## APPENDIX B: Risk Assessment

Risk Calculation Matrix						
Severity (S)						
Designation		Description				
5		Multiple Fatality Event				
4		Single Fatality or multiple major injury event				
3		Single Major event				
2		Multiple Minor Injury Accident				
1		Minor Injury Accident				
Likelihood (L)						
Designation		Description				
5		Highly likely to occur (1 in 2)				
4		Likely to occur (1 in 10)				
3		Unlikely to occur (1 in 100)				
2		Highly unlikely to occur (1 in 10,000)				
1		Rare event (1 in a million)				
Risk Classification (R)						
Likelihood	5	6	7	8	9	10
	4	5	6	7	8	9
	3	4	5	6	7	8
	2	3	4	5	6	7
	1	2	3	4	5	6
	Notes: Risk = Likelihood + Severity	1	2	3	4	5
		Severity				
Risk Classification and Action						
Designation	Classification	Action				
7 to 10	Unacceptable	This ranking is not acceptable the risk will need to be reduced. If it is not possible to reduce the risk then the activity will be prohibited from taking place				
4 to 6	Tolerable	The visit/activity can take place as long the risk has been reduced so far as reasonably practicable. The organiser has to consider what can be done to if anything to reduce the risk and record.				
2 to 3	Low	The visit/activity can take place as it is considered that the risk has been reduced so far as reasonably practicable				

## Instructions in use of Risk Calculation Matrix

1. Identify the components of the Activity and rank them, if they are in the:
  - a. Unacceptable Range the risk must be reduced to at least the Tolerable Range before the activity can be undertaken and practicable additional controls must be recorded and the risk reassessed. The reassessed score should be shown in the second risk-ranking column.
  - b. Tolerable Range consideration must be given to practicable additional controls to be applied to reduce the risk and any applied must be recorded and the risk re-scored. The reassessed score should be shown in the second risk-ranking column.
  - c. Low Range then risk can be considered to be reduced so far as is reasonably practicable.

Visit Title				RA Undertaken by						Date		
Component of Activity	Hazards	Consequence	Existing Controls	S	L	R	Additional Controls Identified to Reduce Risk	S	L	R	Notes	

**NOTES**



**APPENDIX C: OFF-SITE ACTIVITY CONSENT FORM**  
**(when the annual SBC Consent & Registration Form has been signed)**

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Name of Parent/Guardian: \_\_\_\_\_

☐ I give permission for the young person named above to attend [TRIP NAME] on [DATE] and all its associated activities.

☐ I have previously completed an annual consent form and none of the details have changed

Or,

☐ I attach an annual consent form (*Delete as appropriate*)

**In addition (Please tick)**

☐ I give permission for youth leaders to use electronic forms of communication (e.g. Email, Text Messaging, Facebook, WhatsApp) to communicate with my child.

☐ I give permission for photo or video footage of my child to be recoded and used by Slough Baptist Church. (This will not be given to a 3<sup>rd</sup> party and individual young people will not be named)

I agree to inform the group leaders of any changes to the information on this form.

Signed.....Date.....

Print name.....

## **Appendix D: Emergency/Accident Procedure**

Emergency procedure off-site:

1. Establish the nature of the accident and extent of the emergency
2. Make sure the group are as safe as possible.
3. Establish the names of the casualties.
4. Call for medical assistance and police as required.
5. Ensure that a leader accompanies any casualties to hospital.
6. Ensure that you have all medical information, medication and contact details for any injured parties.
7. Record the nature, date, time, location and reason for the accident.
8. Record the names and details of any injured parties.
9. Call the Pastor, or one of the Trustees to notify them of the above details.
10. Keep a record of any witness details.
11. Complete a written report of the accident as soon as possible.
12. Keep receipts for any expenses incurred.
13. Ensure that the party is kept informed of all relevant information.
14. Ensure all leaders are clear regarding their roles and responsibilities.
15. Encourage all members of the party to remain calm and keep them safe.

Pastor/Trustee should:

1. Notify parents with as much factual information as possible.
2. Explain to parents' action taken and action yet to be taken.
3. Notify the other trustees.