



Diocese of Leeds  
Safeguarding Resource Pack - Form CaSE 2

**Application for Approval by Parish Priest or Organisation Leader of  
Activities/Events with Children, Young People and Vulnerable Adults**

Parish/Organisation	
Activity/Event Leader	
Details of Activity/Event  Please indicate whether this is a single event or part of a series.	

<b>Transport Arrangements for events away from the parish</b>			
Name of transport company - if applicable			
Places to be visited			
Date/place of Departure		Time	
Date/place of return		Time	
Name and address of accommodation to be used - if applicable			
Telephone number			
Name of Head of Centre - if known			
Details of any hazardous activity and the associated planning, organisation and staffing.  Continue on a separate sheet if necessary.			



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<p>Is the activity/event covered by existing diocesan arrangements?</p> <p>If No, give details of the insurance cover that has been arranged.</p>	Yes	No	
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Names, gender, experience and specific responsibilities of adult leaders		
Name	M/F	Experience and Responsibilities

Proposed size and composition of the group			
Age range		Adult to child ratio	
No of boys		No of girls	
Any known specific needs of participants			
Liaison Person Name		'Phone	



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**Risk Assessment to be undertaken:**

By (name)		On (date)	
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**Please attach a copy of:**

- any information sheet (or sample sheet) sent to parents
- the parental consent form
- the risk assessment form (if completed at this stage)

Signed (Activity/Event Leader)	
Name in blocks	
Date	

Activity/Event Approved	Yes	No
Risk Assessment Received	Yes	No
Comments		
Signed (Person giving permission)		
Position		
Name in blocks		
Date		