



## 9.GROUP ACTIVITIES

### Children's Activities

**Staffing levels:** We will try to follow these guidelines as closely as possible.

0 – 2 years 1 adult to 3 children 1:3

2 – 3 years 1 adult to 4 children 1:4

4 – 8 years 1 adult to 6 children 1:6

9 – 12 years 1 adult to 8 children 1:8

13–18 years 1 adult to 10 children 1:10

- Each group should have at least two workers, even smaller groups, and if possible one male and one female.
- Staff ratios for all groups should be based on a risk assessment. Staffing numbers would be increased for outdoor activities and more so if an activity is considered higher risk, potentially dangerous or when children with disabilities or special needs are involved.

### Risk Assessment

- The Youth Leader will undertake a health and safety risk assessment for all groups and activities using the Church's Activity Risk Assessment Template.

### Registration

- A registration and consent form needs to be completed for every child / young person/vulnerable adult who attends groups or activities which includes up to date information on parents' contact numbers, medical information (e.g. allergies) and any special needs.
- An attendance register needs to be kept and be available at all group meetings.

### First Aid

- A First Aid kit must be available on the premises.
- An accident and incident logbook must be available, and all accidents recorded. The logbook will be stored securely, in the vestry.
- Any significant incidents must be recorded (e.g. a fight between children).

### Consent

- Parents/ Carers must be requested to complete and sign a consent form before a child/young person/ vulnerable adult is transported in a private car and before any photography or images of children are taken.



### **Off Site Activities with Children and Adults**

- Group Leaders must give details of the activity and arrangements to the incumbent and/or PSO.
- The PCC must be informed and agree to the activity before it takes place.
- Group Leaders must complete a risk assessment and obtain confirmation that the activity is covered by PCC insurance.
- Details of an activity and any itinerary for under 18s must be given in advance to parent/s and parental consent forms must be completed, signed and received in advance of the activity taking place.
- A leader must be designated to take responsibility for First Aid.
- Details of the activity and a list of names of participants and of emergency contacts must be left at church with one of the Safeguarding Team.