



**MOOREBANK
HAMMONDVILLE**
ANGLICAN CHURCH

PERMISSIONS POLICY (2020)

REGISTRATION AND CONSENT FORMS

Faithfulness in Service 5.25 states it is necessary to “have a register of all children with contact details and parents’ or guardians’ names for emergencies”. Therefore, all groups involving children or youth should seek to receive such a registration form filled out and signed from parents as soon as is possible. It is advised this include details such as: emergency contact info, medicare number, health fund provider, allergies, medications, special needs, and the date of the child/youth's last tetanus booster.

PERMISSION NOTES FOR SPECIAL OUTINGS

Faithfulness in Service 5.31 states “When taking children away from church premises, obtain written consent of a parent or guardian and keep them informed of the place and timing of the event.” Parents should be informed of where the children/youth are going, how they will travel, what they will be doing, and of any risks that are involved. Further, if children/youth are being driven in leaders cars, parents should be informed that all drivers will have a minimum of a green provisional license.

In the situation that a child/youth is left at the church without written consent when an outing is scheduled, the procedure should be to first attempt to contact their parents or guardians and receive verbal permission over the phone. If this is not possible, then emergency contacts can be tried as a second option for verbal permission.

In the situation where neither parents, guardians nor emergency contacts can be contacted, then the next step depends on the kind of activity that is occurring. If the activity is occurring in close proximity to the church property, then the child/youth should remain on the church grounds with a minimum of two leaders until their parents can be contacted.

However, if the activity is occurring at another location which the children/youth are being driven to, then that child/youth should be driven to their home with at least two leaders in the car. If their parents or guardians are available, a note can be signed and the child/youth can then attend the activity. If, however, there are no parents or guardians available, then the safest recourse is to take the child/youth to the activity and speak with the parents afterwards. It is not appropriate to leave a child/youth alone unattended.

In the situation where an outing is scheduled and the children/youth are meeting at a location other than the church, if a child/youth is left at this location without written consent, the procedure should be to first attempt to contact their parents or guardians and receive verbal permission over the phone. If they are not available, emergency contacts can be tried. However, if nobody can be contacted, the safest recourse is to allow the child/youth to participate in the activity and speak with the parents afterwards.

In the situation where no contact details are available for a child/youth, then the safest recourse is to take the child/youth to the activity and speak with the parents afterwards. It is not appropriate to leave a child/youth alone unattended.