

Name & Brief Description of Program or Event:

Address of Program or Event:

Name of Appointed Co-ordinator:

WWCC; St Luke's listed as an Organisation:

Date(s) & Times of Program or Event:

St Luke's Church Booked if applicable:

STEPS REQUIRED FOR PERMISSION TO PROCEED

The following steps are required for the granting of Permission to Proceed:

- 1. Appointed People:** Each of your Co-ordinators and Team Members must be properly appointed according to the St Luke's Child Safety Policy, which includes a **current WWCC**.
- 2. Safety Plans:** You must submit the 'Risk Management Plan' covering safety issues, with this form to the Parish Council, in order to receive a Permission to proceed.
- 3. Emergency Response Information Pack was received.**
- 4. Context Specific Requirements:** Additional information may be required as follows:
 - a. A copy of your program outline (event schedule, Semester calendar etc.) may be applicable.
 - b. Residential programs should submit a list of participant details. Resource *CSE3-RI Sample Participant Information* provides a simple template.

The Parish Council will assesses the information you provide and, if satisfied that the planned program is satisfactory to your organisation, will grant you Permission to Proceed.

#Do I need to supply separate Activity Information?
 Programs based at only one location, undertaking a limited set of activities (such as games or small group activities) need only provide *CSE3-SS Safety Information*. Additional activity information forms are required where the program involves clearly separate activities, and/or activities held across multiple locations. In these situations *CSE3-SA Activity Information* is completed for each distinct activity.

Office Use Only

Date Application Received: _____

Date Application Processed: _____

Outcome: Permission Granted - Permission to Proceed issued on (date): _____

Permission withheld or pending - Reason: _____

Name of authorising person: _____ Signature _____ Date: _____

Coordinators are provided with Resource *CSE3-CP Permission to Proceed* to use as written confirmation of Permission to Proceed.