

# Britain Yearly Meeting Children and Young People's Work



## Event & Activity Management Policy Procedures & Guidance 4

This procedure applies to all Britain Yearly Meeting centrally managed work with children and young people (see <http://www.quaker.org.uk/event-and-activity-management>)

### Insurance and Records Keeping

Britain Yearly Meeting's insurers require records relating to events, participants and volunteers to be kept for the periods specified below. These procedures detail records that are required to be kept for insurance purposes and other reasons, why particular records are held, the process of retaining this information, how information relating to the running of events is stored after the event, in both paper and electronic archives and the length of time that records need to be kept.

A copy of this sheet should be placed with the records when archived.

#### Departmental Information Health and Safety Records

**Required from:** Team members (session/activity facilitators) - prior to event

**Information contained on this form** Assessment of health and safety risks for the purpose of identify areas/ activities for action or caution, assessment of suitability of activities - in line with policy and insurance

**Information is required for** for every event **and** retained for 1 year **in CYP**

**Information is stored electronically** Not applicable **and in hardcopy** Event Folder - locked in filing cabinet

**Archived for a period of** 100 years (as an event)

#### Departmental Information Child Protection Records

**Required from:** Event Child Protection Co-Ordinator in liaison with team member involved

**Information contained on form** Records of disclosure, action taken, who was involved in line with policy and insurance

**Information is required for** each incident - Initial record to be made same day **and** a period of one year **in CYP**

**Information is stored electronically, Not applicable and in hardcopy with a Safeguarding Officer.**

**Archived for a period of** 100 years (as an event)

#### Departmental Information First Aid Records

**Required from:** Event First Aiders

**Information contained on this form** Records of injury and where relevant causation, action taken, who was involved in line with policy and insurance

**Information is required for** each first aid treatment **and** a period of one year **in CYP**

**Information is stored electronically** Not applicable **and in hardcopy** in CYP office.

**Archived for a period of** 100 years (as an event)

#### Event Lists Participant/Volunteer Lists

**Required from:** collated by Staff Team - Prior to event

**Information contained on this form:**

*Registration list* of who came and went and when this occurred – including notes of non attendees.

*Overall list of participants* and volunteers at event for the purpose of a record of who is where,

who is in what group - also used as a fire list.

*Accommodation lists* - participants accommodation location for the purpose of a record of who is in which location, identify any needs to volunteers in location - also used as a fire list.

*Activity Groups Lists, Base Group Lists* - participants attending, volunteers involved, any needs. For the purpose of a record of who is where, who was in what group, identify any needs to volunteers in group - also used as a fire list.

Over 20 volunteer information – Volunteer front sheet duplicates (summary includes note of CRB check, references, contact information from contacts database)

**Above Information is required for every event and retained for 1 year in CYP**

**Information is stored electronically** On participant database **and in hardcopy** Event Folder - locked in filing cabinet

**Archived for a period of 100 years (as an event)**

### Event Records Session Records

**Required from:** Team members (session/activity facilitators) - during Yearly Meeting

**Information contained on this form** Records of young peoples sessions at Yearly Meeting for the purpose of to record who signed participants in and out, and highlight any key events

**Information is required for every event and Retained for 1 year in CYP**

**Information is stored electronically** Not applicable **and in hardcopy** Event Folder - locked in filing cabinet

**Archived for a period of 100 years (as an event)**

### Event Records Incident Forms

**Required from:** Team members (session/activity facilitators) - Initial record to be made same day

**Information contained on this form** Records of incidents, action taken, follow up action who was involved. For the purpose of keeping in line with policy and insurance

**Information is required for each incident and retained for 1 year in CYP**

**Information is stored electronically** Not applicable **and in hardcopy** Event Folder - locked in filing cabinet

**Archived for a period of 100 years (as an event)**

### Event Records Pastoral Concerns Records

**Required from:** Team members (session/activity facilitators) – when relevant

**Information contained on this form** Record of any pastoral concerns relating to participants for the purpose of providing an overview of actions taken at event - to highlight any needs

**Information is required for** where relevant - for each concern for each participant **and Retained for 1 year in CYP**

**Information is stored electronically** Not applicable **and in hardcopy** Pastoral concern folder - in locked filing cabinet – retain front index of participant names and any relevant information.

**Archived for a period of 100 years (as an event)**

### Participant Information Consent and Medical Information Form

**Required from:** Parents/Guardians or 18+ Participant - 2 weeks prior to event

**Information contained on this form (please note that \*Travel Information is requested on a separate travel form for Junior Yearly Meeting and Yearly Meeting Gathering):**

- Participants Details for the purpose of Contact details and details of age of participant
- \*Travel Information for the purpose of To enable identification of where participants are (during travel) in the event of an emergency, or non arrival at event
- Dietary Information for the purpose of Identify any dietary needs, and inform providing centres of these needs
- Emergency Contact Information - details of those with parental responsibility for the purpose of contact information for those with parental responsibility in event of emergency
- a. Medical Information (GP Details, Physical Health, Allergies, Physical Needs, Learning

Support needs, Mental Health Conditions) for the purpose of identifying support needs and whether the event is able to adequately support the participant

b. Medical Treatment (details of medication, treatment etc) for the purpose of in event of emergency - to be passed to emergency services if required

- Medical Consent (signature of those with parental responsibility, indicating consent to receipt of pain/flu medication as indicated as acceptable for use in event of emergency and that they consider the participant to be medically & psychologically fit to participate in the event and associated activities.
- Image Consent (signature of those with parental responsibility) for the purpose of gaining permission to use images of participants for publicity and websites
- Data Consent (signature of those with parental responsibility) for the purpose of consent for storage of information, use in event contact list and to contact about future opportunities. In addition consent to share information where relevant with team and venue.
- Event Consent (signature of those with parental responsibility or participant if aged over 18) for the purpose of permission to attend event from parents/guardians or indication of consent to be at event by participants aged over 18

**Above Information is required for** for every event **and** retained for 1 year in **CYP**

**Information is stored electronically** On participant database **and in hardcopy** Event Folder - locked in filing cabinet

**Archived for a period of** 100 years (as an event)

## **Volunteer Information Volunteer Information & Consent Form**

**Required from:** Volunteers - 2 weeks prior to event

**Information contained on this form: (please note that \*Travel Information is requested on a separate travel form for Junior Yearly Meeting and Yearly Meeting Gathering):**

- Volunteer Details for the purpose of Contact details
- \*Travel Information for the purpose of To enable identification of where volunteers are (during travel) in the event of an emergency, or non arrival at event
- Dietary Information for the purpose of Identify any dietary needs, and inform providing centres of these needs
- Emergency Contact Information for the purpose of Contact information in event of emergency
- a. Medical Information (GP Details, Physical Health, Allergies, Physical Needs, Learning Support needs, Mental Health Conditions) for the purpose of Identify support needs
- b. Medical Treatment (details of medication, treatment etc) for the purpose of In event of emergency - to be passed to emergency services if required
- Medical Consent (signature of those with volunteer) for the purpose of In event of emergency indicating consent to medical treatment and that they consider themselves to be medically & psychologically fit to participate in the event and associated activities.
- Image Consent for the purpose of Permissions to use images of participants for publicity and websites
- Data Consent (signature of those with parental responsibility) for the purpose of Consent for storage of information
- Event Consent for the purpose of Indicating agreement of volunteer to be at the event
- Volunteer Agreement for the purpose of Volunteer's agreement to operate within: BYM policies, and role description, attendance at relevant events, accountability and requirements.

**Above Information is required for** for every event **and** retained for 1 year in **CYP**

**Information is stored electronically** On participant database **and in hardcopy** Event Folder - locked in filing cabinet

**Archived for a period of** 100 years (as an event)

## Volunteer Information References

**Required from:** Volunteers - prior to acceptance on the team

**Information contained on this form** References from 1 Quaker and 1 non Quaker re volunteer for the purpose of to confirm suitability of volunteers & provide opportunity to highlight concerns

**Information is required for** update every 3 years **and** updated every 3 years until they cease volunteering **in CYP**

**Information is stored electronically** date of reference recorded on database **and in hardcopy** Volunteer Folder - locked in filing cabinet

**Archived for a period of** 100 Years

## Volunteer Information Volunteer Folders

**Required from:** Volunteers - for each volunteer

**Information contained on this form** References, CRB Information, Index of information contained, consent form for the purpose of collation of all relevant information on volunteers

**Information is required for** update every 3 years **and** updated every 3 years until they cease volunteering **in CYP**

**Information is stored electronically** Not applicable **and in hardcopy** Volunteer Folder - locked in filing cabinet

**Archived for a period of** 100 Years

## Volunteer Information CRB Details

**Required from:** Volunteers - prior to commencement of event

**Information contained on this form** Record of the date of issue and the reference number of the CRB for the purpose of To confirm CRB status

**Information is required for** update every 3 years **and** Updated every 3 years until they cease volunteering **in CYP**

**Information is stored electronically** Date and reference number recorded on database **and in hardcopy** Date and reference number recorded in volunteer folder

**Archived for a period of** 100 Years