

# Ministry Management

## Permission slips

Permission slips are used for when you are leaving your usual event space, for instance to go to an AYM event, play mini golf, go swimming, even walking around your neighbourhood. Different events will require different permissions and assurances. For instance, if you were to run a scavenger hunt around your church neighbourhood, you might need to put on the permission slip that the young people will be in groups with assigned, trained leaders. However, when going to an AYM event, you might need the clause about drivers. You might also be asking for fully licensed drivers with cars that have up to date registrations and warrants.

Some of this work can be done at the beginning of the year, for instance you could ask for volunteers to be drivers and do all the checking of licenses and cars and create a list of people you can call on through the year (you'll probably have to remember to check about their warrants and registrations). This could be done as part of the police check

Permission slips are about all parties having information, parents knowing what their young people are doing and who they are with, and youth groups and churches being assured that parent know their young person is with them as best we can.

You will want to have the **details of the event** on the permission slip, date, time, where you are going, costs and of course room for the name, address and contact details of the young person on the form too. You may want to put specifics in your permission slip, for instance if you were going swimming you might want to put something about obeying the rules of the pool etc.

The **photography clause** is very important and needs to sit separately and be agreed, or not agreed, as the case may be. Young people can become quite sensitive to how they are seen online, and this may change event to event. Naturally there can also be legal reasons, and safety concerns for a young person which necessitates the avoidance of online and promotional visibility. Should you have someone saying no to video and photography coming to an AYM event, can you please let us know too. *(Events like Diowhodunit, Worship nights etc we don't get individual permission slips, rather church registrations, so we would not necessarily be aware of this need.)*

**Storing** people's information is very important and governed by the Privacy Act. Depending on the accessibility of devices and internet in your areas, google docs is a good place to have permission slips, as the information is all in one place and it produces an excel spreadsheet of the information that is easy for your administration. Should you save the document to your own systems please ensure the information is kept privately accessible only to authorised people (ie Vicar, Youth Pastor or Leader, Administrator)

The **Medical clause** is also important so that you have transparency as to what will happen in the unlikely event of a medical event happening. Obviously if an ambulance is necessary for a life and death medical crisis the ambulance should be called first and contact of parents immediately afterward. Should you be running a camp or longer event during which a young person might need medication it is wise to have a first aid person appointed who will take care of any medication (including inhalers to be honest) and ensure the person who needs their medication get it. (Inhalers can often be shared putting at risk the medicines availability when needed for the asthmatic - it has actually happened at an AYM event)

**Young person signature**, sometimes you might find it useful if the young person also signs the permission slip, as a recognition of the mahi of the community and their commitment to respect what's happening and the leaders who will be responsible for them.

**Parent signature**, the whole point of a permission slip, young people under the age of 16 definitely, 16-18 seems to be a bit of a grey area, however once a young person has left school generally permission slips aren't necessary. Registration for events are a different thing however and you would want them to register for your events whether they are leading or not, as you will want contact details, health details and numbers. Its also a good way to remind our older youth that there is responsibility attached to leadership.

## Permission slip clauses

The following are examples of permission slip clauses for a youth group event.

*(Please circle or tick each statement to note you have read and understood the various points. Thanks)*

In registering for this event I understand that there are risks in the activities in which \_\_\_\_\_ *(insert name of young person)* will be participating. I acknowledge that while the leaders will make every reasonable effort to minimise these risks, they will not be held liable in the event of any injury or loss.

Yes

I am happy for \_\_\_\_\_ *(insert name of young person)* to be driven by our leaders who have been approved by our leadership structure as having a full licence and warranted and registered vehicle.

Yes

In the event of an emergency where the nominated emergency contacts are unavailable, I consent to medical treatment being administered to \_\_\_\_\_ *(insert name of young person)* as appropriate and agree to cover any costs incurred.

Yes

My emergency contact number \_\_\_\_\_

\_\_\_\_\_ *(insert name of young person)* and I am happy for photos and video footage that may contain the participant's image to be used in future publicity.

Yes/No

Dietary requirements

Does \_\_\_\_\_ *(insert name of young person)* have any dietary requirements, especially allergies? If so, what are they?

\_\_\_\_\_

Does \_\_\_\_\_ *(insert name of young person)* have any medical challenges or allergies that we need to know about, or that require medications?

\_\_\_\_\_

*If medication is required, please give to (medical officer) at the beginning of the event. Thanks (this ensures the medication only goes to your young person and they have it when they need it)*

*For young person to sign:*

I understand I will be responsible to the leadership of \_\_\_\_\_ *(insert church/group name here)* and kaupapa of the event we are attending agree to respect their leadership and live within the boundaries set out for us.

Signed \_\_\_\_\_ (Young person)

# Sample permission slip

Sample Permission slip for Diowhodunit 2022

Diowhodunit  
Saturday 17<sup>th</sup> September 2022  
6.00pm - 10.00pm  
Cedar Centre, Beach Haven.



Leaving St Mary's at 6.00pm and returning to St Marys at 10.00pm (please have dinner first)

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone number \_\_\_\_\_

I give permission for \_\_\_\_\_ to attend Diowhodunit on Saturday 17<sup>th</sup> September 2022 with St Mary's Youth Group.

I am happy for \_\_\_\_\_ (*insert name of young person*) to be driven by our leaders who have been approved by our leadership structure as having a full licence and warranted and registered vehicle.

Yes

In the event of an emergency where the nominated emergency contacts are unavailable, I consent to medical treatment being administered to \_\_\_\_\_ (*insert name of young person*) as appropriate and agree to cover any costs incurred.

Yes

My emergency contact number \_\_\_\_\_

\_\_\_\_\_ (*insert name of young person*) and I are happy for photos and video footage that may contain the participant's image to be used in future publicity.

Yes/No

I understand I will be responsible to the leadership of \_\_\_\_\_ (*insert church/group name here*) and kaupapa of the event we are attending agree to respect their leadership and live within the boundaries set out for us.

Signed \_\_\_\_\_ (Young person)

Signed \_\_\_\_\_ (Parent)

