

Group Details Summary Form – School & Youth courses

Please ensure you are using the current version of this form on www.derwenthill.co.uk/resources/

Complete and return to Derwent Hill **at least eight weeks** before the course starts and update us on any changes prior to the course.

All information will be treated as confidential and only made available to accompanying adults and staff at Derwent Hill who need it in order to ensure safety and wellbeing. Information is held securely in compliance with GDPR legislation.

Please tick the box if you are happy for us to keep this information as a record of which staff and young people attended the course, otherwise we will destroy it in accordance with our Privacy and Retention policies.

Establishment _____ Dates _____ Course Ref _____

Please confirm your expected time of arrival _____ and your expected time of departure _____
 (These should be within the times stated on your Contract)

TOTAL NUMBERS	Male	Female	TOTAL
Young People			
Adult participants			
Staff & Carers			

N.B. The primary role of Staff and Carers is to supervise and care for young people, not to participate in activities for their own benefit.

VISIT CONTACT DETAILS	Name	Work phone	Home phone	Mobile phone	Email
Visit Leader					
Admin contact (if different from above)					
Other emergency contact (if applicable)					

I agree that a completed personal details and consent form will be obtained for every young person and staff member and will be available at Derwent Hill during the course.

Name _____ Date _____
 (Course Organiser)

Please provide the following details for all accompanying staff and carers.

Definitions

- Staff and carers are responsible for the supervision and care of children and young people. Their focus is the good of the group, not their own participation. Depending on numbers of staff and other factors, they may not all be able to participate in all activities.
- Participating Carers are those carers who need to accompany a specific student on activities, in addition to any staff present, & so are included in normal activity group ratios.
- Participating Adults are included in normal activity group ratios.

Course Reference _____							
	Full Name	M/F	Previous visits to Derwent Hill or other relevant experience	Summary of non-confidential health / dietary information*	Role (e.g. teacher/ youth worker/ classroom asst/ volunteer/ governor/ parent)	Authorised Sunderland minibus driver?	Part course? (please specify arrival & departure times & days)
1	Visit Leader Name:					<input type="checkbox"/>	<input type="checkbox"/>
2	Name: Mobile: Email:					<input type="checkbox"/>	<input type="checkbox"/>
3	Name: Mobile: Email:					<input type="checkbox"/>	<input type="checkbox"/>
4	Name: Mobile: Email:					<input type="checkbox"/>	<input type="checkbox"/>

Course Reference _____						
Full Name	M/F	Previous visits to Derwent Hill or other relevant experience	Summary of non-confidential health / dietary information*	Role (e.g. teacher/ youth worker/ classroom asst/ volunteer/ governor/ parent)	Authorised Sunderland minibus driver?	Part course? (please specify arrival & departure times & days)
5 Name: Mobile: Email:					<input type="checkbox"/>	<input type="checkbox"/>
6 Name: Mobile: Email:					<input type="checkbox"/>	<input type="checkbox"/>
7 Name: Mobile: Email:					<input type="checkbox"/>	<input type="checkbox"/>
8 Name: Mobile: Email:					<input type="checkbox"/>	<input type="checkbox"/>

*Individual staff members should contact us directly about any confidential medical issues that may affect them during their stay.

Please provide the following details for all course participants (including adults). Continue on an additional sheet if necessary.

		Course Reference						
	Name Please list in Activity groups	M/F	Age if under 18	Significant needs or issues. E.g. child protection or behavioural issues, health conditions & disabilities, specific learning or care needs. If necessary please attach further information for individuals, such as a copy of their personal details form.	Dietary needs	Please put a cross in the box if photo consent agreed	Please indicate if disabled or with learning disabilities	Please leave blank - for Derwent Hill use
	Activity Group 1							
1						<input type="checkbox"/>	<input type="checkbox"/>	
2						<input type="checkbox"/>	<input type="checkbox"/>	
3						<input type="checkbox"/>	<input type="checkbox"/>	
4						<input type="checkbox"/>	<input type="checkbox"/>	
5						<input type="checkbox"/>	<input type="checkbox"/>	
6						<input type="checkbox"/>	<input type="checkbox"/>	
7						<input type="checkbox"/>	<input type="checkbox"/>	
8						<input type="checkbox"/>	<input type="checkbox"/>	
9						<input type="checkbox"/>	<input type="checkbox"/>	
10						<input type="checkbox"/>	<input type="checkbox"/>	
11						<input type="checkbox"/>	<input type="checkbox"/>	
12						<input type="checkbox"/>	<input type="checkbox"/>	



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	Activity Group 2							
13						<input type="checkbox"/>	<input type="checkbox"/>	
14						<input type="checkbox"/>	<input type="checkbox"/>	
15						<input type="checkbox"/>	<input type="checkbox"/>	
16						<input type="checkbox"/>	<input type="checkbox"/>	
17						<input type="checkbox"/>	<input type="checkbox"/>	
18						<input type="checkbox"/>	<input type="checkbox"/>	
19						<input type="checkbox"/>	<input type="checkbox"/>	
20						<input type="checkbox"/>	<input type="checkbox"/>	
21						<input type="checkbox"/>	<input type="checkbox"/>	
22						<input type="checkbox"/>	<input type="checkbox"/>	
23						<input type="checkbox"/>	<input type="checkbox"/>	
24						<input type="checkbox"/>	<input type="checkbox"/>	

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	Activity Group 3							
25						<input type="checkbox"/>	<input type="checkbox"/>	
26						<input type="checkbox"/>	<input type="checkbox"/>	
27						<input type="checkbox"/>	<input type="checkbox"/>	
28						<input type="checkbox"/>	<input type="checkbox"/>	
29						<input type="checkbox"/>	<input type="checkbox"/>	
30						<input type="checkbox"/>	<input type="checkbox"/>	
31						<input type="checkbox"/>	<input type="checkbox"/>	
32						<input type="checkbox"/>	<input type="checkbox"/>	
33						<input type="checkbox"/>	<input type="checkbox"/>	
34						<input type="checkbox"/>	<input type="checkbox"/>	
35						<input type="checkbox"/>	<input type="checkbox"/>	
36						<input type="checkbox"/>	<input type="checkbox"/>	



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	Please list in Activity groups							
	Activity Group 4							
37						<input type="checkbox"/>	<input type="checkbox"/>	
38						<input type="checkbox"/>	<input type="checkbox"/>	
39						<input type="checkbox"/>	<input type="checkbox"/>	
40						<input type="checkbox"/>	<input type="checkbox"/>	
41						<input type="checkbox"/>	<input type="checkbox"/>	
42						<input type="checkbox"/>	<input type="checkbox"/>	
43						<input type="checkbox"/>	<input type="checkbox"/>	
44						<input type="checkbox"/>	<input type="checkbox"/>	
45						<input type="checkbox"/>	<input type="checkbox"/>	
46						<input type="checkbox"/>	<input type="checkbox"/>	
47						<input type="checkbox"/>	<input type="checkbox"/>	
48						<input type="checkbox"/>	<input type="checkbox"/>	



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	Activity Group 5							
49						<input type="checkbox"/>	<input type="checkbox"/>	
50						<input type="checkbox"/>	<input type="checkbox"/>	
51						<input type="checkbox"/>	<input type="checkbox"/>	
52						<input type="checkbox"/>	<input type="checkbox"/>	
53						<input type="checkbox"/>	<input type="checkbox"/>	
54						<input type="checkbox"/>	<input type="checkbox"/>	
55						<input type="checkbox"/>	<input type="checkbox"/>	
56						<input type="checkbox"/>	<input type="checkbox"/>	
57						<input type="checkbox"/>	<input type="checkbox"/>	
58						<input type="checkbox"/>	<input type="checkbox"/>	
59						<input type="checkbox"/>	<input type="checkbox"/>	
60						<input type="checkbox"/>	<input type="checkbox"/>	



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	Activity Group 6							
61						<input type="checkbox"/>	<input type="checkbox"/>	
62						<input type="checkbox"/>	<input type="checkbox"/>	
63						<input type="checkbox"/>	<input type="checkbox"/>	
64						<input type="checkbox"/>	<input type="checkbox"/>	
65						<input type="checkbox"/>	<input type="checkbox"/>	
66						<input type="checkbox"/>	<input type="checkbox"/>	
67						<input type="checkbox"/>	<input type="checkbox"/>	
68						<input type="checkbox"/>	<input type="checkbox"/>	
69						<input type="checkbox"/>	<input type="checkbox"/>	
70						<input type="checkbox"/>	<input type="checkbox"/>	
71						<input type="checkbox"/>	<input type="checkbox"/>	
72						<input type="checkbox"/>	<input type="checkbox"/>	

