

Chalfont St Giles Church



Code of safer working practice for church workers with children and young people

<p>Who is this Code for? This Code is for all who work with children and young people in Chalfont St Giles church, volunteer and paid children's and youth workers.</p>	<p>What does it apply to? This Code applies to all church activities with children and young people under the age of 18. This includes Sunday schools, crèches, holiday clubs, youth clubs, one-off outings and activities, and home visits.</p>
<p>Why have a Code? The purpose of the Code is to protect children and young people, as well as leaders.</p>	<p>Terminology used in this code The word 'child' refers to any child or young person under the age of 18. The term 'group leader' is used to refer to the person with overall responsibility for a group or activity, who is answerable to the Parochial Church Council.</p>

A copy should be given to every worker with children and young people and they should be asked to sign that they have received and read it.

1. Recruitment	p.1
2. Position of trust	p.1
3. Code of conduct – guidelines for individual workers	p.2
4. Responding to child protection concerns	p.3
5. Guidelines for good practice for church sponsored activities for children and young people	p.4
6. E-safety	p.5
7. Transporting children by private car	p.6
8. Important telephone numbers	p.7
9. Templates	
- activity – risk assessment	p.8
- passenger consent to be transported in private car	p.9
- road crossing policy	p.10
- accident and incident	p.11
- registration and consent – children	p.12

1. Recruitment

All leaders and helpers should follow Diocesan-approved recruitment procedures, which include:

- submitting an application form with references
- completing a Confidential Declaration Form
- having a valid Enhanced Disclosure from the Disclosure and Barring Service, with barring information if eligible
- accepting that the role is a position of trust

One of the aims of the policy is for church groups to provide a warm, nurturing environment for children and young people whilst avoiding any inappropriate behaviour.

All volunteers in group work must work within sight of another adult.

2. Position of trust

The Diocese makes the following expectations for those in a position of trust:

- all church workers must conduct themselves at all times in accordance with the reasonable expectations of someone who represents the Church; this includes both while on duty and when off duty;
- they must possess a personal copy of this Good Practice Guide for their work and comply with it;
- they will be seen as role models by the children or vulnerable adults with whom they are in contact at all times, including when they are off duty;
- they must not in their private life engage in activities which could bring the church or their role in it into disrepute;
- they must take care to observe appropriate boundaries between their work and their personal life. For example, they must ensure that all communications they may have with or about children or vulnerable adults are appropriate in their tone;
- they must seek advice immediately if they come across a child or vulnerable adult who may have been harmed (including self-harm) or a colleague whose conduct appears inappropriate;
- they must not share or promote material which is sexually explicit, profane, obscene, harassing, fraudulent, racially offensive, politically inflammatory, defamatory, or in violation of any British, European or international law.
- they must inform the relevant church authorities promptly should any convictions, court orders or allegations of misconduct arise.

It is contrary to the policy of the Church of England for those in a position of trust, including priests and youth workers among others, to have sexual or inappropriate personal relationships with those for whom they are responsible. A breach of this is likely to be considered as a disciplinary offence. It will be referred as appropriate to the local authority designated officer (LADO) and in some cases it may also constitute a criminal offence. Anyone found guilty of a criminal or disciplinary offence of this kind is likely to be dismissed and referred to the Disclosure and Barring Service for possible barring.

3. Code of conduct – guidelines for individual workers

You must:

- Treat all individuals with respect and dignity.
- Ensure that your own language, tone of voice, and body language is respectful.
- Ensure that children, young people and adults know who they can talk to about a personal concern.
- Record and report any concerns about a child, young person or adult and/or the behaviour of another worker with their activity leader and/or Parish Safeguarding Officer. Sign and date the record.
- Obtain written consent for any photographs/videos to be taken, shown, displayed or stored
- Administer any First Aid with others around.
- Always aim to work with or within sight
- of another adult.
- Ensure another adult is informed if a child needs to be taken to the toilet. Toilet breaks should be organised for young children.
- Respond warmly to a child who needs comforting but make sure there are other adults around.
- Ensure that the child and parents are aware of any activity that requires physical contact and its nature before the activity takes place.

You must not:

- Invade an individual's privacy whilst washing and toileting.
- Use any form of physical punishment.
- Be sexually suggestive about or to an individual.
- Scapegoat, ridicule or reject an individual or group.
- Permit abusive peer activities e.g. initiation ceremonies, ridiculing or bullying.
- Show favouritism to any one individual or group.
- Allow an individual to involve you in excessive attention seeking.
- Allow unknown adults access to children, young people and adults that may be vulnerable. Visitors should always be accompanied by an approved person.

- Allow strangers to give children, young people and adults who may be vulnerable in the group, lifts.
- Befriend children, young people and adults who may be vulnerable on social media.
- Take photographs on personal phones or cameras as this means that images are stored on personal devices. In addition, for children and young people, must not;
- Give lifts to children you are supervising, on their own or your own (unless there are exceptional circumstances e.g. in an emergency for medical reasons or where parents fail to collect a child and no other arrangements can be made to take a child home. In such situations, the circumstances and your decision must be recorded and shared with an appropriate person at the earliest opportunity).
- Smoke or drink alcohol in the presence of children and young people.
- Arrange social occasions with children and young people (other than events which also include adult family members/carers) outside organised group occasions.

Acceptable Touch

Sympathetic attention, humour, encouragement and appropriate physical contact are needed by children and adults. Some physical contact with children, particularly younger children, is wholly appropriate. The following guidelines regarding touching are suggested:

- Always ask permission.
- Be mindful of your body position.
- Keep everything public. A hug in the context of a group is very different from a hug behind closed doors.
- Touch should be in response to a child's needs and not related to the worker's needs. It should be age appropriate, welcome and generally initiated by the child, not the church officer.
- Avoid any physical contact that is or could be construed as sexual and/or abusive/offensive.
- Allow the child to determine the degree of physical contact with others except in exceptional circumstances (e.g. when they need medical attention).

In addition:

- ✓ You can allow people you support to give you brief hugs if you feel comfortable with this. ✓ You can allow people you support to hold hands or link arms with you to help with travel and stability.
- ✓ You should discourage people you support from touching your face. You can offer your hand instead.
- ✓ You should discourage people you support from sitting on your lap. You can offer to sit side by side.
- ✓ You should avoid using touch if the person you support is very distressed and is unlikely to tolerate it.

Church officers at all levels must take responsibility for monitoring one another in the area of physical contact. You should be encouraged to challenge one another if necessary. Concerns about possible abuse or inappropriate behaviour should always be reported.

Additional guidelines for group leaders in addition to the guidelines for individual workers above, the group leader should:

- | | |
|---|--|
| <ul style="list-style-type: none"> • Ensure any health and safety requirements are adhered to; • Undertake risk assessments with appropriate action taken and record kept; • Keep register and consent forms up to date; • Have an awareness, at all times, of what is taking place and who is present; • Create space for children to talk – either formally or informally; | <ul style="list-style-type: none"> • Liaise with the parish safeguarding officer over good practice for safeguarding; • Always inform the parish safeguarding officer of any specific safeguarding concerns that arise. The parish safeguarding officer will liaise with the Diocesan Safeguarding Adviser; • Liaise with the PCC. |
|---|--|

Colleagues must be prepared to support each other and act or speak out if they think any adult is behaving inappropriately.

4. Responding to child protection concerns

- | | |
|---|---|
| <p>If a child asks to talk in confidence do not promise confidentiality – you have a duty to refer a child or young person (under 16) who is at risk. Explain that you may have to get other people to help if they are being harmed.</p> | <ul style="list-style-type: none"> • Try to explain what will happen next in a way the child can understand • Make a written record, quoting the child's actual words. Sign and date this. See guidance on Recording safeguarding issues. |
|---|---|

<ul style="list-style-type: none"> • Ensure you have as much privacy as possible but try to have another adult present when the child is speaking to you. • Stay calm • Listen to the child attentively • Do not use leading questions (questions which imply a certain answer) • Tell the child that they are not to blame for anything that has happened • Reassure the child that they were right to tell • Let the child know that other people will have to be told so that the abuse can stop 	<ul style="list-style-type: none"> • Discuss with your Safeguarding Officer but do not delay if they are unavailable. • Make a referral to the local authority children's social care service for your area. See below. • If unsure whether to refer, consult the children's social care service. • Inform the Diocesan Safeguarding Adviser of your referral. • Maintain eye contact • Allow the child to talk but do not press for information except to clarify what has happened
--	--

What to do if you suspect a child has been abused and you need to take urgent action

<ul style="list-style-type: none"> • Make a telephone referral to the Local Authority Children's Social Care service (formerly Social Services). • Describe the event or disclosure and give information about the child & family e.g. the child's name, date of birth, address, telephone number and GP (if known) • Follow up your telephone call with a completed referral form, letter or email. • Remember that the child & family should, wherever possible, be informed about and consent to the referral unless this will put the child's welfare at risk. However, if you have serious concerns, the absence of consent should not prevent a referral. The Duty Social Worker will give you advice over this if necessary. 	<ul style="list-style-type: none"> • Be prepared to have further discussions with the social work team or the police investigation team. • For out of hours referrals, call the Emergency Social Work Team • Notify your Group Leader and Safeguarding officer, and the Diocesan Safeguarding Advisor, Richard Woodley richard.woodley@oxford.anglican.org 07391 868478 • Notify your incumbent if you have not already done so. If your incumbent is implicated, inform the area bishop.
---	---

Less Urgent Situations

If the child is not in immediate danger, if you are not sure if child abuse is involved, or if you have concerns about a child and you need someone to talk things over with, then contact either:

- your Group Leader, Child Protection Representative or equivalent, or
- your local Children's Social Care or
- the Diocesan Safeguarding Adviser

In all cases, make notes, as accurately as you can, of the details of the allegation, all that happens, and anything that was said, which struck you as particularly significant. Ensure you note from the church's registration records the child's name, age, address, telephone number and GP.

Remember that, under the Data Protection Act, you will need to make any notes available to the child & family if they request them.

- The notes must be kept in a safe, secure place indefinitely.
- Notify your Group Leader if you have not already done so.
- Seek support for yourself from an appropriate person within the church

5. Guidelines for good practice for church sponsored activities for children and young people

<p>For all groups and activities:</p> <ul style="list-style-type: none"> • Undertake a health and safety risk assessment- see <i>Model Activity Risk Assessment Template</i>. • A registration form must be completed for every child or young person who attends groups or activities which should include up to date information on parents' contact numbers, medical information (e.g. allergies) and any special needs – see <i>Model Registration Form – Activities and Trips</i>. 	<p>Recommended staffing levels</p> <p>The minimum staffing levels for groups should be as follows:</p> <p>0 – 2 years 1 adult to 3 children 1:3 2 – 3 years 1 adult to 4 children 1:4 4 – 8 years 1 adult to 6 children 1:6 9 – 12 years 1 adult to 8 children 1:8 13 – 18 years 1 adult to 10 children 1:10</p>
--	---

<ul style="list-style-type: none"> • An attendance register must be kept and be available at all group meetings. • A First Aid kit must be available on any premises that are used by children. • An accident and incident logbook must be available, and all accidents recorded. The logbook should be stored in a secure place. Any significant incidents must be recorded (e.g. a fight between children). • There should be access to a telephone, if possible. • In premises where children’s groups meet, the Childline and Family Lives telephone numbers should be displayed. • Parents must sign a consent form before children are transported in a private car, and before any photography or images are taken - see <i>Model Consent Form – Transport</i>. 	<ul style="list-style-type: none"> • Each group should have at least two workers, even for smaller groups, and if possible one male and one female. • Staff ratios for all groups should always be based on a risk assessment. • For example, staffing numbers would need to be increased for outdoor activities and more so if that activity is considered higher risk, potentially dangerous or when children with disabilities or special needs are involved.
<p>When taking children offsite The church leadership must be informed and agree to the activity.</p> <ul style="list-style-type: none"> • Details of the activity and any itinerary must be given in advance to parent/s and consent forms received in advance of the activity taking place. • Details of the activity and a list of contacts must be left with someone in the church. • Details of the activity and arrangements must be given to the incumbent and/or PSO. • A risk assessment must be undertaken, and confirmation obtained that the activity is covered by PCC insurance. • A leader must be designated to take responsibility for First Aid 	
<p>Taking the children to the Reading Room</p> <p>The policy on p. 11 needs to be followed.</p>	

6. E-safety

<p>Social media sites enable users to create and share content and keep in touch with other users. They include maintaining a profile page on a networking site such as Facebook, Twitter, Instagram, Snapchat; writing or commenting on a blog, whether it is your own or the blog of another person; taking part in discussions on web forums or message boards.</p> <p>For many, especially young people, using social media is an extension of physical face to face relationships. It is therefore important that churches also engage with their community and worshippers through these platforms.</p> <p>However, this must be done safely to avoid the risk of:</p> <ul style="list-style-type: none"> • Forming inappropriate relationships. • Saying things you should not, such as offensive, sexual or suggestive comments. • Blurring the boundaries between public work/ministry and your private life. • Grooming and impersonation. • Bullying and harassment. 	
<p>DO</p> <ul style="list-style-type: none"> ✓ Have your eyes open and be vigilant. ✓ Maintain the upmost integrity – honesty, transparency, consistency and accountability are key. Treat online communication with children, young people and adults as you would communication that is face to face. Always maintain the same level of confidentiality. ✓ Report any safeguarding concerns that arise on social media to the PSO and the DSA. ✓ Always assume that everything you write is permanent and may be viewed by anyone at any time; that everything can be 	<p>DO NOT</p> <ul style="list-style-type: none"> ➢ Use a personal Facebook or any other social media account in your work with children, young people or vulnerable adults. ➢ Add children, young people or vulnerable adults as friends on your personal accounts. ➢ Facebook stalk (i.e. dig through people’s Facebook pages to find out about them). ➢ Say anything on social media that you would not be happy saying in a public meeting, to someone’s face, writing in a local newspaper or on headed notepaper. ➢

<p>traced back to you personally as well as to your colleagues or the church. Always think before you post.</p> <p>✓ Draw clear boundaries around your social media usage associated with your private life and your use of different social media for public ministry. Keep church account/s and profiles separate from your personal social media account/s e.g. only use a Facebook page, Twitter or blogs for public ministry, while keeping a separate Facebook profile for private life.</p> <p>✓ Always ask parents/carers for written consent to:</p> <ul style="list-style-type: none"> ▪ Use and store photographs of children/young people from activities or events in official church publications, or on the church's social media, website and displays. ▪ Use telephone, text message, email and other messaging services to communicate with young people. ▪ Young people connecting to the church's social media pages. <p>✓ Only use an approved church/ministry account to communicate with children, young people and/or vulnerable adults. The named person should be able to access this and review conversations, and the account should be visible to young people and their parents. Young people must be made aware that any communication will be viewed by all users. Save any messages and threads through social networking sites, so that you can provide evidence to the named person of your exchange when required.</p> <p>✓ Avoid one-to-one communication with a child or young person.</p> <p>✓ Use clear and unambiguous language in all communications and avoid abbreviations that could be misinterpreted.</p> <p>✓ Save and download to hard copy any inappropriate material received through social networking sites or other electronic means and show immediately to the named person, PSO, incumbent or, if appropriate, Diocesan Safeguarding Adviser.</p> <p>✓ Use passwords and log off promptly after use to ensure that nobody else can use social media pretending to be you.</p>	<p>Comment on photos or posts, or share content, unless appropriate to your church role.</p> <ul style="list-style-type: none"> ➤ Use visual media (e.g. Skype, Facetime) for one to one conversations with young people, use only in group settings. <p>In particular, do not allow content to contain or share links to other sites that contain:</p> <ul style="list-style-type: none"> ➤ Libellous, defamatory, bullying or harassing statements. ➤ Breaches of copyright and data protection. ➤ Material of an illegal nature. ➤ Offensive sexual or abusive references. ➤ Inappropriate language. ➤ Anything which may be harmful to a child, young person or vulnerable adult, or which may bring the church into disrepute or compromise its reputation.
---	--

7. Transporting children by private car

- Transport and travel arrangements are the responsibility of parents if they make informal arrangements among themselves. They are the responsibility of the church if church workers organize or provide them.
- Children and young people should not be transported in a private car without the prior consent of their parents or carers. This also applies to giving lifts to and from a church activity.
- All those who drive children on church-organised activities should normally be over 25 and should have held a full driving licence for over two years.
- All cars that carry children must be comprehensively insured. The insured person must make sure that their insurance covers the giving of lifts during church activities. They must inform their insurance company that lifts may be given. There are separate requirements governing minibuses.
- All cars that carry children should be clean and in a roadworthy condition.
- All children must wear suitable seat belts and use appropriate booster seats. If there are no seat belts children should not be carried.

- Take care in assisting children to board or leave vehicles, taking account of the guidance on touch.
- At no time should the number of children in a car exceed the usual passenger number. There must be a seat belt for every passenger.
- Any driver who has an endorsement of 6 points or more on their licence should inform the Parish Safeguarding Officer.
- Any driver who has an “unspent” conviction for a drink driving offence or for Dangerous Driving or Racing on the Highway should not transport children.
- There should preferably be a non-driving adult escort as well as the driver. This may be particularly needed if a child is known to have a disability or special need. This adult should sit in the back, behind the driver, with the child in the seat beside him or her. If in an emergency a driver has to transport one child on his or her own, the child must sit in the back of the car.
- To ensure that these guidelines are adhered to it would be appropriate to obtain a signed undertaking, covering the above issues, from those people who are prepared to transport children in their cars.
- Drivers who are not children’s workers should be recruited for the task through the normal safer recruitment process.

8. Important telephone numbers

Parish contacts:

Name	Role	Contact
Revd Jenny Tebboth	Priest	07708 094 532
Rev Paul Henderson	Priest	07753 438937
Antonia Lee	Safeguarding Officer	antonialee@waitrose.com

Statutory agencies

Thames Valley Police (all non-emergency enquiries)	101
Local Council Children’s Social Care	01296 383962 Out of hours contact: 08009 997677 Email: secure-cypfirstresponse@buckscc.gcsx.gov.uk
Local General Hospital	Stoke Mandeville Hospital A&E reception 01296 315664
Childline	0800 1111
NSPCC	08088005000

Diocesan contacts:

Richard Woodley Diocesan Safeguarding Adviser	07391 868478	richard.woodley@oxford.anglican.org
Rebecca Norris-Bulpitt, Safeguarding Assistant & Training Officer	01865 587041	rebecca.norris-bulpitt@oxford.anglican.org
Linda Carpenter, Safeguarding training & DBS Administrator	01865 208267	linda.carpenter@oxford.anglican.org
Emma Hooper – Safeguarding Casework Officer	07435 550685	emma.hooper@oxford.anglican.org

Diocese of Oxford Safeguarding Policies

Parish of _____

Activity risk assessment - including holidays and trips

Activity:
Location:
Name of leader with responsibility:

Date of first risk assessment:
Time/frequency:
Date to be reviewed:

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done

Passenger consent to be transported in private cars on behalf of the PCC

1. Your details:

Name of passenger:

.....

Date of birth, if under 18 years:

Name of parent/carer, if under 18 years:

Name of adult carer, if applicable:

Address:

.....

Phone No: Email:

2. The activity

Date(s) of events:

Venue:

Transport provided: private vehicle / minibus / other (please specify)

Name of driver (if known):

3. Your consent

I consent to being transported on behalf of Chalfont St Giles Parish Church, according to the arrangements specified above.

Signed (passenger): **Date**

For passengers under 18 years, and vulnerable adults with carers:

I consent to(child) being transported on behalf of Chalfont St Giles Parish Church, according to the arrangements specified above.

Signed (parent or carer): **Date**



Road crossing policy

Policy document for safe crossing of children from the church to the Reading Room and return.

The following policy has been drawn up after consultation with Bucks County Council road safety team, and individuals who have carried out similar crossing for schools and other organisations.



A major concern of Bucks County Council is to make the safest choices and to set a good example to our children, which they may follow at other times, possibly when alone. It is for both these reasons that they have insisted on our using the zebra crossing.

This entails a slightly longer route, however as this is in the best interests of the children, and at the stated advice of B.C.C. Safety Team, it is important that we observe this.

In the churchyard, the children should form a compact line of two by two, leaving the Church by the Plumb gate (next to the deli/estate agent), all wearing a Hi Viz jacket.

1. Under 6-year olds must be held by the hand.
2. The **lead adult** in a Hi Viz jacket, walks ahead of the group.
3. The **second adult**, also in Hi Viz clad must head up and stay with the line of children must AT ALL TIMES.
4. It is important that the group keeps close together at all times.
5. The **third adult** wears a Hi Viz jacket comes up in the very rear of the group, keeping the group together.
6. The **lead adult** will check for traffic on the slip road and indicate when clear. He/she will then stand in the centre of the Zebra Crossing.
7. The **second adult** leads the children across.
8. At Silver hill:
Lead adult walks up to the bend of Silver Hill and watches for traffic. Signalling when the road is clear.
9. The **third adult** in Hi Viz will position themselves well out from Silver Hill in main road so traffic can see them from both ways. Arms up to make it clear to traffic.
10. The **second adult** will remain in front of the children, keep them bunched and cross them when told it is clear.
11. The **second adult** will remain in front of the children, keep them bunched and cross them when told it is clear.
12. Please ensure that the children follow this pattern even for small numbers as habit will make this easier to enforce and safer.

July 2017 KS

Accident and Incident Form

A book should be kept in a place accessible to all staff, so they can record any accident or incident that might occur. Such information may be required in the event of enquiries by a doctor (about how the accident happened) or as accurate evidence in the event of anyone asking questions about what happened. This book should be retained in a safe place.



This form should be completed immediately after any accident or significant incident. The parent or carer and incumbent should be informed as soon as possible. Any follow up action should be discussed with the incumbent and/or the leader.

Name of Parish: *Chalfont St Giles Church*

Name of Group _____

Date & Time	Accident/Incident Include details of all directly involved and any witnesses (normally only two are required). Indicate where the incident took place, whether there were any injuries, and any first aid or medical treatment given and by whom.	List of Staff on duty	Staff/Leader filing report	
			Name	Signature

Registration and Consent: Children

Church Groups (including Bell Ringing), Day Visits, Camps, residential Holidays
(to be completed as appropriate by the adult, or parent/carer of the child, annually for church groups)

Chalfont St Giles Parish Church



Name of Group /Activity.....

Family contact details:

Adult/Child's full name.....Date of birth

Full name of parent/guardian.....

Home address.....Home Tel No.....

Parent's/guardian's mobileParent's/guardian's e-mail.....

Family doctorSchool..... School year

About you/your child:

Do you/Does your child have any food allergies? (please specify).....

Do you/Does your child have any medical conditions? (please specify).....

Are you/is your child on any medication? (please specify).....

NHS No:.....Details of last anti-tetanus injection.....(Day Visits, Camps, Res Hols)

Does your child have any special needs? (please specify).....

Is there anything else you would like us to know about you/your child?

Emergency contact details for parents/guardians:

Contact tel. no during group or activity time:

Contact name for carer/ an alternative adult in case of emergencies:

Tel no Relationship to you/your child

Arrangements for collection: church groups (please delete as appropriate)

I/My child will be brought and collected from the group **Yes/No**

I/my child/will be collected by.....Relationship to you/your child.....

Name of anyone **NOT** allowed to collect my childRelationship to child.....

My child has permission to travel to and from the group without me (*children over 11years*) **Yes/No**

Consent for Use of Photos and Images

We sometimes take photographs or film videos of the children.

We use these images in a variety of ways particularly to celebrate the success of the Holiday Club or to communicate with parents / carers.

We would like your consent to take images of your child and use them in the ways described below.

Please tick the relevant boxes:

I am happy for Chalfont St Giles church to take images of my child	
I am happy for images of my child to be used on the church website	
I am happy for images of my child to be used in the church newsletter	
I am NOT happy for Chalfont St Giles church to take images of my child	

Consent to Keep in Touch

We operate a text messaging service to parents informing you of future events that might be of interest to your child.

	Yes	No
I am happy for Chalfont St Giles church to send me texts about future activities.		

If you change your mind at any time, you can let us know by calling the church, emailing or just popping into the Parish Office

Declaration

I give permission for..... (child) to attend and take part in the specified activities.

In an emergency and/or if I am not contactable, **I am/I am not** (delete as appropriate) willing for my child to receive doctor, hospital or dental treatment including an anaesthetic.(Day Visits, Camps, Res

I give consent to my child being escorted under Church regulations (available to see), from the Church to the reading room, (which is across the road), on a *Sunday morning*.

Signed (adult/parent/guardian) Date

The information requested on this form can be completed by a carer, but only those with parental responsibility can sign the consent (NB: This may not include a foster carer).

✂-----

For the information of the Parent/Carer

Name of group _____

Leader _____ ☎ _____

Minister in Charge _____ ☎ _____

The group meets at (time) _____ on (day(s)) _____

At (venue) _____