

**Email to Confirm Activity Dates & Risk Assessments (send after week 1 of project delivery)**

*Edit the highlighted text as appropriate*

**Subject:** KEY+ Challenge Activity Dates

**Attachment:** N/A (send Risk Assessments once completed)

Good morning/afternoon [name],

It was great to meet the young people yesterday/last week! They are engaging well and looking forward to planning their activities.

To ensure the programme runs smoothly and in accordance with the Partnership Agreement, it is essential that we agree dates for the activities as soon as possible.

The activities will involve the young people leaving the school site for at least a morning or afternoon and potentially a full day. It is important for a member of school staff to accompany the facilitator and young people on their activity – a named person should be identified as soon as possible.

The dates I have available are as follows:

*Try to offer at least one, but no more than three dates more than the number of outings you will do*

- Day/Date
- Day/Date
- Day/Date

Please confirm which dates you would like to book in by day & date of second session.

[Organisation] will complete risk assessments for activities as well as seeking risk assessments from the venues and share these with you at least two weeks before the activities take place. While [organisation] has gained consent for all young people taking part, school will be responsible for their own risk assessments and any additional consent they might require for the outings. Please ensure these are completed in good time to ensure the Partnership Agreement is adhered to and to avoid any disappointment.

I look forward to hearing from you with the confirmation of dates.

Thanks,