

16/03/16

GSUS Live booking procedure flow diagram – blue shows documentation

Initial enquiry from an area comes to Co-ordinator, who may also visit the church if this helps them decide.

Initial enquiry from an area comes to Office (Co-ordinator is notified). May be phoned back.

Resources Officer (RO) sends out first booking information, by letter if enquiry by letter or phone, or by email if enquiry was by email: **Enquiry letter, Brochure, Booking Form**

Application received, information shared, and applicant is proposed to Steering Group. Provisional date penciled into diary. Date proposed.

Interview panel with selected members of Steering Group as close as possible to the start of the process, to determine suitability of the person and their group. This may be a conference call, but only if there has already been a face-to-face meeting. Discuss **Roles and Responsibilities** Discuss **Contract** and hand over to be signed and returned. Give copy of **Child Protection Guidelines**. Can they arrange local haulier for sub-moves? **If** interview is successful, date agreed and confirmed by letter from RO once contract returned – see box below. **Contract** returned to office. RO sends **letter** to confirm booking.

Everything above this line happens at least 6 months prior to booking date.

6 months prior to booking: Co-ordinator sends local organiser copies of school **letters**, teacher **packs** and head teacher packs. Local organiser visits their schools.

4 months (20 weeks) prior to booking: local organiser tells Co-ordinator which schools are booked for which weeks, this **must** be done so that moves can be booked with haulier. If this is not done, co-ordinator to chase, and if still not done, the booking may be postponed.

3 months (15 weeks) before arrival: local organiser books a team of presenters and arranges a set-up crew, has them DBS checked. Sends information for **prayer cards** to be printed and distributes widely to as many local churches as possible in the catchment areas of the schools.

6-8 weeks prior to booking: co-ordinator arranges Site Visits (**Risk assessment checklist**) to each school, writes up site reports, and books date for Training Day. Copies of paperwork to be sent over to the local organiser **2 weeks** prior to the Training Day.

Training Day - Co-ordinator reminds the local team of their **contract** obligations. Explains **entry/exit checklists, stores checklist, weekly report sheet and half-term record sheet**. Hands out **Child protection guidelines**. Hands out **Training Manuals** and **roles and responsibilities sheets**.

During the booking: Local organiser sends regular feedback and report forms, numbers of visitors etc. Keeps log of any issues arising. Works collaboratively with each school.

After the booking: Local organiser to consider re-booking in (minimum) 3 years' time? To provide feedback via the **half-term record sheet**, and send final numbers to *Counties*. To offer host schools follow-up lessons, lunchtime clubs and assemblies, where appropriate.