

## Chapter 13 – Parent/Guardian information and consent

### SUMMARY OF KEY POINTS – see rest of chapter below for full details

- **DfE Guidance issued in 2014 states: “Written consent from parents is not required for pupils to take part in the majority of off-site activities organised by a school (with the exception of nursery age children) as most of these activities take place during school hours and are a normal part of a child’s education at school.** However, parents should be told where their child will be at all times and of any extra safety measures required. Written consent is usually only requested for activities that need a higher level of risk management or those that take place outside school hours. Parents must be told in advance of each activity and must be given the opportunity to withdraw their child from any particular school trip or activity covered by the form.”

#### The LA recommends that:

- **Blanket consent is obtained (normally annually, but can be longer) for regular routine activities that take place in the local area.** For schools, these visits are generally linked to the curriculum and are organised during school hours. These local visits form part of the normal everyday life of the school/establishment. They might include swimming lessons, sports matches, visits to the local library or sports grounds, local shops/church, or local schools. They do not include activities involving remote supervision or significant hazards.
- **Parent/guardian consent is obtained (as a statutory requirement) for all offsite visits involving nursery age children.**
- **Parent/guardian consent is obtained for all other visits on an individual visit basis.** This can include a code of conduct and behaviour, with an agreement that their child might not be allowed to participate, or might be asked to return early from a visit, if the child’s behaviour is not acceptable.
- **Parents/guardians should be informed, and their consent normally obtained, for transporting young people in private vehicles or for participating in any activity which may be deemed hazardous.**
- **A suggested “model” parental consent form is available in Appendices VGA 13.2 (for frequent/recurring local activities) and VGA 13.3 (for specific visits), which can be adapted to individual needs.**
- **It is not a legal requirement in the UK to provide parent/guardian consent for emergency medical treatment on visits, as a doctor’s duty of care will require them to act upon each situation in the best interests of the patient.** Nonetheless, parents/guardians should be made aware of this, and asked to give their written consent.
- **Visit organisers provide parents/guardians with all relevant information about proposed offsite visits and activities,** so that they are aware of the purpose and value of the visit, and fully informed regarding the arrangements and expectations.
- **Parents/guardians and group members should be aware how contact can be made during the visit and in the event of an emergency.**
- **Parents/guardians are asked to provide up to date information regarding essential information - such as emergency contact names and numbers, and medical issues and allergies - and visit leaders are made aware of all relevant information.** It should be made clear that this information will be kept confidential (and destroyed afterwards), but that relevant details may need to be shared with other leaders and external staff.

#### 13.1 How and when should parents/guardians be informed about an offsite visit?

- The Overall Group Leader must ensure that parents/guardians are provided with appropriate and sufficient information about all visits. The amount of information and method of provision will depend upon the type of visit planned and the assessed level of risk involved.
- As a general guide, parents/guardians should be sufficiently informed so that, in the event of an incident or accident, there should be no justifiable grounds for them complaining that they would never have allowed their child to go/participate if they had known more about the proposed activities or arrangements beforehand.
- For young people who are fostered or in care, their Social Worker should first be consulted to ensure that appropriate consent is obtained.
- A school must always obtain written consent for Nursery aged children on offsite visits.
- For further information, see the following webpages from the Outdoor Education Adviser Panel national guidance:  
<http://oeapng.info/wp-content/uploads/downloads/2012/04/4.3d-Parental-Consent-1.pdf>
- The method(s) of communication with parents/guardians will vary according to the type of visit and the activities involved, and might be affected by other factors such as the location, frequency, and duration of the visit. There are 2 main levels of communication and consent required:

##### a). For frequently recurring and routine day visits in the local area (for schools, these visits normally occur during school hours)

- These local visits form part of the normal everyday life of the school/establishment (for schools, these visits are normally linked to the curriculum). They might include swimming lessons, sports matches, visits to the local library, nearby park or sports grounds, local shops/church, or local schools. They do not include activities that involve remote supervision arrangements or significant hazards.
- For schools, consent for these local, curriculum-linked visits is not strictly required legally, but it is recommended good practice to obtain a “blanket” general consent from parents/guardians to cover the whole of the following term or year or school career. It is also helpful to use this opportunity to explain to parents/guardians about the value and importance of these educational visits, and to reassure them such experiences are a vital part of their child’s education, especially as they help to extend knowledge and enhance understanding. A suggested “model” parental consent form is available in Appendix VGA 13.2 (for frequent/recurring local activities) which can be adapted to individual needs.
- For these visits, Managers/Headteachers/EVCs and Visit Organisers should:
  - ✓ inform parents/guardians by letter, or through the school/establishment prospectus, that these activities take place frequently as part of the normal life of the school/establishment. This can be done once when they start at the school/establishment, or annually or termly as appropriate;
  - ✓ for schools, if the offsite visits/activities take place outside normal school hours (e.g. sports matches), parents/guardians should be informed in writing about specific dates and times, and given full details of the proposed arrangements (including transport and drop off/pick up issues);
  - ✓ make a decision about the level and frequency of parental/guardian consent required.

##### b). For all other categories of visit

- These are visits that are not routinely conducted by the school/establishment, and include residential, overseas and high-risk visits (e.g. those involving adventurous activities, hazardous outdoor environments, or remote supervision).
- For these visits, Managers/Headteachers/EVCs and Visit Organisers should:
  - ✓ provide detailed information about the offsite visit/activity to parents/guardians, and obtain specific written parental/guardian consent for each visit or activity;
  - ✓ if plans for the visit or activity change significantly after parental/guardian consent has been obtained, inform parents/guardians of such changes, and provide them with the opportunity to respond;
- For residential visits (in UK or overseas), Managers/Headteachers/EVCs and Visit Organisers should:

- ✓ normally arrange a briefing meeting where parents/guardians can meet the leaders, discuss all aspects of the visit, and address any concerns (there should be alternative arrangements made for informing parents/guardians who cannot attend, or who have difficulty with communication in English) – a suggested checklist for a ' meeting with parents/guardians is available in Appendix VGA 13.1 – “Parent/Guardian information checklist”
- For all visits, a record should be kept, along with documentation, of what information was given to and received from parents/guardians (including information provided at any meetings with parents/guardians).
- It is sensible also to record those present at any meetings, and to ensure that any absentees are fully briefed at another time, or by other suitable means.
- Parents/guardians should be asked to provide specific written consent for these visits. A suggested “model” parental consent form is available in Appendix VGA 13.3 (for specific visits), which can be adapted to individual needs.

#### 13.2 What information needs to be provided to parents/guardians?

- The following information should be clearly given to parents/guardians, preferably in writing, so there can be no misunderstanding:
  - ✓ dates of the visit;
  - ✓ visit's purpose and aims;
  - ✓ times, location and arrangements for departure and return;
  - ✓ transport arrangements including the name of any travel company;
  - ✓ size of the group and level and nature of supervision (including staffing ratios, and any times when remote supervision might take place);
  - ✓ details of accommodation with security and supervisory arrangements on site;
  - ✓ details of provision for special educational or medical needs;
  - ✓ procedures for group members who become ill (including location of nearest doctor/hospital);
  - ✓ names of leader, of other staff and of other accompanying adults (and relevant qualifications, training and experience);
  - ✓ details of the programme and activities planned, and of how the assessed risks will be managed;
  - ✓ expected standards of behaviour, and consequences of misbehaviour;
  - ✓ group discipline, including prohibited items and activities;
  - ✓ repatriation arrangements if a group member needs to return home, either through illness or unacceptable behaviour;
  - ✓ details of insurance (including extent of cover and any exclusions);
  - ✓ clothing and equipment to be taken (and any specific items that should not be taken);
  - ✓ money to be taken and how it will be looked after;
  - ✓ on exchange visits, details of host families and suitability checks which have been made;
  - ✓ details regarding costs and payment arrangements for the visit (including cancellation/refund arrangements). A distinction should be made between charges and voluntary contributions, and it should be clear what financial support is available to those on benefits.

#### 13.3 What information needs to be obtained from parents/guardians?

- The following information should be requested from parents/guardians, preferably in writing:
  - ✓ any special/medical/additional needs or disabilities that should be taken into consideration and that might affect the health, safety or welfare of their child (or others in the group), or that could foreseeably impact upon the visit arrangements in some way;
  - ✓ allergies/phobias/illnesses their child may have, or be prone to;
  - ✓ details of any medication their child will be taking (including dosage), and how this is to be carried, stored and administered (and by whom);
  - ✓ any contagious or infectious diseases suffered within the family during the preceding 4 weeks, and any other recent illnesses suffered by the pupil;
  - ✓ the name, address and phone number of the group member's GP;
  - ✓ any special/medical dietary requirements;

- ✓ whether the young person suffers from travel sickness;
- ✓ information on any toileting difficulties;
- ✓ whether the young person has any night time tendencies such as sleepwalking (for residential visits);
- ✓ the young person's ability and confidence to swim in the pool or open water, and their level of safety awareness;
- ✓ the parental/guardian home and daytime phone numbers (including mobile numbers, where appropriate) and addresses;
- ✓ an alternative contact, with their phone number(s) and address;
- ✓ any other relevant information which the parent/guardian thinks should be known;

#### 13.4 Access to information

- It should be made clear to parents/guardians that this information will be kept confidential, but that relevant information may need to be shared, in the interests of health and safety, with other leaders and external staff (e.g. from a residential centre or outdoor activity provider).
- It may be important to obtain similar information from the other group leaders about themselves, as this might also have an impact upon the arrangements for the visits. This information should be held by the Overall Group Leader, and only passed on to others when appropriate, and only with the consent of the individuals concerned.
- It is important that all appropriate leaders and external staff are briefed regarding any relevant special/medical needs of group members/staff, and the need for confidentiality and sensitivity.
- It is also important that any relevant information is passed on to the tour operator and insurance companies. Pre-existing illnesses or medical conditions must be declared the insurance company beforehand so that suitable cover can be arranged. Any significant information that is not provided can invalidate future claims and this might also impact upon other group members.
- Visit Organisers should ensure that all sensitive and confidential information is destroyed after the visit.

#### 13.5 General consent issues

- Consent should be based upon a clear understanding of what the visit involves, as indicated by the information provided.
- If a young person is fostered/in care/looked after, the young person's Social Worker should first be consulted to discuss who is legally responsible for giving consent.
- Letters sent to parents/guardians frequently get lost, so it is important to leave sufficient time in order to follow up any parent/guardian who does not reply.
- If parents/guardians initially withhold consent, the Group Leader or Manager/Headteacher should discuss issues of concern with the parents/guardians, and try to resolve any difficulties.
- If parents/guardians give conditional consent, the Manager/Headteacher will need to discuss the issues with all involved, and consider whether the young person may be taken on the visit or not.
- If parents/guardians do not give consent for a particular activity, or aspect of the visit, in which they do not wish their children to participate, it might be possible to adapt the programme accordingly.
- If after further consultation, parents/guardians still withhold consent, the young person should not be taken on the visit, and the aims of the visit should be delivered to the young person in another way, if possible.
- Visit Organisers should do all they reasonably can to obtain written parental/guardian consent, but there may be exceptional occasions when this has proved impossible. In such circumstances, managers should carefully consider the risks and benefits involved before deciding whether to allow the young person to participate. A full explanation of the legal position and insurance arrangements should be given.

#### 13.6 Consent for medical treatment

- Forms for residential and overseas visits should also normally include parental/guardian consent for any emergency/urgent medical treatment, including anaesthetic or blood transfusion, which may be considered necessary by the medical authorities. This may be

particularly relevant if urgent hospital treatment for a young person is required but the parents/guardians cannot be contacted. (see appendix VGA 13.3 which can be viewed at the end of this chapter).

- It is not a legal requirement in the UK to provide parental/guardian consent for emergency/urgent medical treatment on visits, as a doctor's professional duty of care will require them to judge and act upon each situation in the best interests of the patient. Nonetheless, parents/guardians should be made aware of this, and asked to give their written consent in advance of a visit. The Overall Group Leader should take the original consent forms on the visit, as there have been cases when medical treatment has been refused (especially on visits abroad) due to the lack of these.
- Some parents/guardians may object on religious grounds to their children undergoing certain medical treatments – especially involving blood transfusions - whilst away on a visit. This issue should be discussed and resolved by all parties concerned well in advance of the visit. If parents/guardians have cultural or religious objections to any medical treatment, leaders should be aware of this, and should bring it to the attention of the medical practitioner.
- If parents/guardians do not agree to give consent for medical treatment, Managers/Headteachers may decide to withdraw the young person from the visit, due to the additional responsibility this would entail for the Group Leaders, but this is not usually necessary as, after discussion, a satisfactory resolution can usually be found.
- For further advice on this, contact the LA Educational Visits Officer (01482 392417).

#### **13.7 Consent for transporting young people in private vehicles (see also section in chapter 12)**

- Parents/guardians should be informed, and their consent normally obtained, for transporting young people in private vehicles. This is particularly important if the driver is a non staff member or another young person.
- It is helpful to be able to reassure parents/guardians that reasonable checks have been carried out to establish that the driver and vehicle are safe, and that the driver has been suitably briefed regarding their responsibilities (for details on how this can be achieved, see section in Transport chapter 12).
- Managers/Headteachers should consider whether consent should be obtained before young people can be transported by a staff member in their own private vehicle.

#### **13.8 Consent for disciplinary measures (including the return of a young person home due to misconduct)**

- If the misbehaviour of a young person before or during a visit is deemed to jeopardise the health, safety or welfare of themselves or others on the visit, schools/establishments may wish to reserve their right to:
  - refuse the young person a place on the visit;
  - cancel the young person's booked place on a visit;
  - request that the pupil returns home early from the visit (parents/guardians are normally expected to collect pupils themselves, wherever possible).
- It is prudent to pre-empt difficulties that might arise from such circumstances by informing and gaining the prior written consent of parents/guardians (and the group members themselves) regarding behavioural expectations, and possible disciplinary measures. A written agreement may be helpful in some circumstances - see Appendix VGA 13.4 "Good behaviour contract."
- Parents/guardians should also be clearly informed who would be responsible in such circumstances for collecting the young person or for the cost of returning them home.

#### **13.9 Arrangements for parents/guardians to contact their children during a visit**

- Visit leaders should ensure that parents/guardians can contact their child via the Home Contact and the visit leader in the event of a home emergency, and that they have a number to ring for information in the event of an incident during the visit or a late arrival home.
- Parents/guardians should:
  - ✓ know the visit location details;
  - ✓ be aware of the emergency contact details;
  - ✓ provide contact numbers for day and night use in case of emergency.
- This is best done by means of the parent/guardian letter/consent form.

#### 13.10 Arrangements for young people to make contact with parents/guardians during a visit

- Visit leaders often arrange for parents to be told by the school/establishment of the group's safe arrival. One way of doing this is by a "telephone tree" – in which one parent/guardian contacts an agreed group of parents/guardians who then contact a further group.
- Most schools/establishments discourage direct communication with parents/guardians whilst young people are away during a visit, and the use of mobile phones is often not permitted.
- If young people wish to speak to their parents/guardians individually, arrangements should be agreed with parents/guardians and individuals concerned before the visit takes place.

#### 13.11 What extra measures need to be taken to include those with special or medical needs?

- It may be necessary to consider additional measures to fully include and support young people with special or medical needs during a visit.
- The Equality Act also lays down clearly the importance of the legal responsibilities for providing equal opportunities for all young people, regardless of ability or disability.
- Careful consideration should be given to each individual's needs, and guidance should be obtained from the individual(s) concerned, their parents, and others with appropriate knowledge and experience (e.g. SENCO, GP etc).
- Extra preparation time may be needed to visit proposed destinations and to check on access or other relevant issues.
- Depending upon each individual's needs, some or all of the following issues may need to be addressed:
  - ✓ Staffing levels, skills, experience and support
  - ✓ Staff training – e.g. manual handling course
  - ✓ Staff briefing – aware of abilities, needs, resources and responsibilities
  - ✓ Medication requirements, storage and procedures
  - ✓ Specialist equipment
  - ✓ Emergency procedures
  - ✓ Access to external medical services
  - ✓ Overnight supervision and cover
  - ✓ Physical and disabled access – transport, buildings/different floors, bathrooms, toilets/showers, activities etc.
  - ✓ Other relevant access issues – for sensory and physical impairments, mental illness, and learning disabilities
  - ✓ Facilities and signage
  - ✓ Dietary needs
  - ✓ Insurance – pre-existing medical conditions
  - ✓ Liaison with external service providers
  - ✓ Specific risk assessment
- For further guidance, see Chapter 3 – "Selection of Young People".

## **Parent/Guardian Information checklist**

**Parents/guardians should be given the following information:**

- Date of visit
- Visit's objectives
- Times of departure and return
- The location where the group members will be collected and returned
- Communication arrangements e.g. if there is a delay (consider parent "telephone tree")
- Travel arrangements, including the name of any travel company
- Group size and level of supervision, including any times when remote supervision may take place
- Details of accommodation (including address) with security and supervisory arrangements on site
- Details of provision for any special/medical needs
- Procedures for group members who become ill or need to return home
- Names of leaders, other staff and any other accompanying adults – including relevant leadership qualifications, experience etc.
- Details of the programme and activities planned and of how the assessed risks will be managed
- Code of Conduct and discipline - including pick-up/travel arrangements if group members need to be sent home for unacceptable behaviour
- What group members should not take on the visit or bring back
- Details of the cost of the visit, including deposit and payment arrangements, and cancellation costs
- Details of insurance taken out, including exclusions/conditions (N.B. pre-existing medical conditions)
- Clothing or equipment required and money to be taken
- The date of any parents meeting(s) and alternative means of obtaining information if unavailable
- Information required of parents and what they will be asked to consent to
- Emergency Contact numbers
- Overseas visits – passport/visa/EHIC/foreign currency requirements
- Overseas visits – names of tour operator/travel company
- Overseas visits – potential health risks and risk management
- Overseas exchange visits - details of the host families and vetting arrangements
- Overseas exchange visits – expectations/requirements
- Overseas exchange visits – emergency and contact arrangements



## PARENT/GUARDIAN CONSENT FORM C1 FOR REGULAR OUT-OF-SCHOOL VISITS/ACTIVITIES

**School:** \_\_\_\_\_

**Child:** \_\_\_\_\_

I hereby agree to my child participating in recognised activities that are organised by the school off the site, but within the county or neighbouring area, for example, environmental studies, swimming, sports matches, joint activities with other schools, visits to local church/library/theatre etc.

**I understand that:**

- such activities will not normally extend beyond the school day, but on occasions that they are likely to do so, adequate advance notice will be given by the school so that I can make appropriate arrangements for my child's safe return home;
- my specific permission will be sought for any out-of-school visits and activities beyond those outlined above, which could involve overnight stays, journeys beyond the local area, visits which involve high risk activities environments;
- all reasonable care will be taken of my child during all offsite visits and activities, but that absolute safety can never be guaranteed;
- my child will be under an obligation to obey all directions given and observe all rules and regulations governing the visit/activity and will be subject to all normal school discipline during the visit/activity;
- the school will be notified and kept updated of any medical condition, disability, or special need which staff should reasonably be aware of, and which might affect the safety and welfare of my child or other group members during an offsite visit;
- all pupils are covered by the Council's third party public liability insurance in respect of any claim arising from an accident caused by the negligence of the Council or one of their employees. (Council insurance does not automatically include cover for personal accidents or personal belongings).

**Signature of Parent/Guardian(s):**.....

**Relationship to child (Parent/Guardian/Carer)** .....

**Address:**.....  
 .....  
 .....  
 .....  
 .....

**Tel:**.....

**Mobile**.....

**Date of signature:**.....



## Specific Visit Consent Form (C2) and Emergency Contact details

(to be distributed with full details of the visit)

### 1. DETAILS OF CHILD AND VISIT

Name of Child: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Visit to: \_\_\_\_\_

Date(s)/Times: From: \_\_\_\_\_ To: \_\_\_\_\_

### 2. EMERGENCY CONTACT NUMBERS

**I may be contacted on the following telephone numbers:**

Name: \_\_\_\_\_ Relationship to child: \_\_\_\_\_

Work: _____	Home: _____	Mobile: _____
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Home Address: \_\_\_\_\_

**If I am not available, please contact:**

Name: \_\_\_\_\_ Relationship to child: \_\_\_\_\_

Work: _____	Home: _____	Mobile: _____
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Home Address: \_\_\_\_\_

### 3. PROGRAMME ACTIVITIES

<b>Are there any particular activities on the visit that you do not wish your child to participate in?</b> (please circle answer)	<b>Yes</b>	<b>No</b>
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**If yes, please give details below:**

### 4. WATER ACTIVITIES (if applicable)

<b>Are you willing for your son/daughter to participate in water sports?</b> N.B. Most water sports can still be suitable and safe for non-swimmers.	<b>Yes</b>	<b>No</b>
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<b>Swimming ability in swimming pool conditions</b> (please tick level of ability)	Non-swimmer	
	25 metres +	

<b>Is your child generally confident in water?</b> (please circle answer)	<b>Yes</b>	<b>No</b>
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### 5. PARENTAL/GUARDIAN CONSENT

**I have read the information about the above-mentioned visit.**

**I agree** to my son/daughter (named above) taking part in the visit.

**I agree** to his/her participation in all of the activities, unless otherwise stated above.

**I acknowledge** the need for obedience and responsible behavior on his/her part, and accept that any serious misbehavior that could put others at risk may result in him/her being withdrawn or returned from the visit.

**I understand and accept** that there is some level of risk in every activity, but that all reasonable measures will be taken to minimize the risks involved.

**I understand and accept** the extent and limitations of the insurance cover provided.

Signed: _____	Name: _____
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Date: _____	Relationship: Parent/Carer/Guardian (delete)
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Signed: _____	Name: _____
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Date: _____	Relationship: Parent/Carer/Guardian (delete)
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## Offsite Visits – Personal and Medical Information and Consent Form (C3)

### INFORMATION FOR PARENTS/GUARDIANS/CARERS

Please complete the questions below and sign the consent. The personal and medical information requested is vital to ensure that appropriate care and support is available for each child. Visit leaders must be made aware of anything that might affect the safety/welfare of your child or others in the group. Please consult your GP if you are unsure about the suitability of an offsite visit or activity.

PERSONAL DETAILS			
CHILD INFORMATION		PARENT/GUARDIAN/CARER INFORMATION	
Surname		Surname	
First Name		First Name	
Date of Birth		Relationship to child	
Address		Address	
Postcode		Postcode	
		Work telephone	
Doctor		Home telephone	
Surgery Address		Mobile telephone	
		ADDITIONAL EMERGENCY CONTACT	
		Surname	
Telephone No		First Name	
		Relationship to child	
		Address	
		Postcode	
		Work telephone	
		Home telephone	
		Mobile telephone	

### DIETARY INFORMATION

If this child has any specific dietary needs (e.g. vegetarian), please give details here:

### MEDICAL or SPECIAL NEEDS

Please provide all relevant information which will enable Leaders to safely care for this child (please circle answers):

Does this child have any significant allergies (including to medication)?	Yes	No
Does this child have any medical conditions, impairments, or disabilities?	Yes	No
Has this child had any recent significant illnesses or injuries?	Yes	No
If a residential visit, does this child have any night-time tendencies (e.g. sleepwalking, nightmares, bed-wetting) which might cause concern?	Yes	No

If the answer is "yes" to any of these questions, please give full details below (use an additional sheet if necessary):

**PERSONAL MEDICATION**

It is important that this child is accompanied by any medication necessary, and that leaders are fully informed. Please make sure that there is sufficient medication, and that it is clearly labelled.

Name of Medication	Dosage	Time and Frequency or circumstances to be given	Method of Administration

Please state any special precautions, side effects of medication (if applicable):

**I give my consent\*\*** for a member of staff to administer the above medication which I will deliver to the Group Leader before the visit, together with clear labels and instructions. I understand that the staff leading the visit are not qualified medical practitioners, but that they will take reasonable care in the administration of the medication.

**I give my consent\*\*** for this child to self-administer the above medication.  
**(\*\*delete if not applicable)**

To the best of your knowledge, has this child been in contact with any contagious or infectious diseases or suffered from anything in the last four weeks that may be, or become, contagious or infectious? (please circle answer)	<b>Yes</b>	<b>No</b>
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If YES, please give brief details:

Does this child have up to date protection against tetanus (normally an injection within the past 10 years)?	<b>Yes</b>	<b>No</b>
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**MINOR MEDICAL TREATMENT DURING VISITS**

Young people sometimes need minor medical treatment for conditions such as headaches, rashes, coughs & colds, insect bites, etc. If necessary, with your permission, staff will treat these ailments with the following "off the shelf" products which are commonly available from most chemists:

Paracetamol, throat lozenges, cough mixture, antiseptic cream, calamine lotion, antiseptic wipes, hypoallergenic adhesive plasters, witch hazel, insect bite antihistamine, sunscreen.

Please state clearly below if you do not wish this child to be given any of the products mentioned above (or if other alternatives are acceptable or preferred instead):

Are you willing for this child to be given these products, if required? (circle answer)	<b>Yes</b>	<b>No</b>
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**EMERGENCY MEDICAL TREATMENT DURING VISITS**

Do you <b>agree</b> to this child receiving emergency medical or dental treatment if it is considered necessary by the medical authorities present, and if it has not been possible to contact you beforehand? In such extreme and unlikely circumstances, the Overall Group Leader would be authorized on your behalf to give consent to any emergency treatment. (please circle answer)	<b>Yes</b>	<b>No</b>
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If this is not acceptable, please state clearly your preferred alternative:

**PARENT/CARER/GUARDIAN DECLARATIONS and CONSENT**

- **I am legally responsible for the care of the child mentioned above.**
- **I have listed all relevant medical or other conditions** concerning this child that might affect the duty of care expected during an offsite visit.
- **I undertake** to inform the Visit Organiser (in writing) of any significant changes in the medical or other circumstances of this child before the date of departure.

Signed:	Name:
Date:	Relationship: Parent/Carer/Guardian (delete)

Signed:	Name:
Date:	Relationship: Parent/Carer/Guardian (delete)

## Good Behaviour Contract – sample declaration/consent form

I,.....(name of group member) understand and agree that good behaviour, trust, and respect for others is vital during a visit, and that if I behave badly before or during a visit, and the leaders consider my presence to be a possible threat to the health, safety or welfare of others, then the visit organisers have the right to:

- refuse to allow me a place on a visit
- cancel my place on a visit that is already booked (in most situations, money already paid will be returned, but this cannot be guaranteed if deposits are non - refundable)
- request that I return early from a visit (parents/guardians will normally be expected to collect students themselves, wherever possible)

Young person's signature .....

Date.....

"I/we understand that if my son/daughter does not display acceptable behaviour before the a visit, he/she may have his/her place on a visit refused or cancelled, and any monies paid may not be refundable. I/we also understand and accept that in the case of a serious breach of discipline during a visit, and does not comply with the code of conduct that has been agreed for the visit (\*), my son/daughter may be asked to return home early, and I/we may be held responsible for making and financing arrangements for this to happen"

Parent/Guardian signature(s).....

Date.....

\*N.B. Visit Leaders are advised to agree a code of conduct with the group members before a visit – details of this can be included below as a reminder for parents/guardians and group members: