

Two forms, EX D1 (Excursion Consent) and EX D2 (Medical Information), are used for Parental or Guardian Consent.

Whilst Periodic or Annual consent for some Level 3 activity may be permitted (the specific activity **MUST first be approved by the Service), it is primarily for levels 1 and 2 only.**

Periodic or Annual consent for Levels 1 and 2 Excursions

The form EX D1 must be used to obtain general parent / guardian consent for levels 1 and 2 excursions. It may be used once during the School or Youth Service year.

The form, or accompanying letter to parents / guardians, should give general information about the range of activity and excursions, together with any specific information needed by them to make an informed decision.

Consent for Levels 3 and 4 Excursions

The same form (EX D1) must also be used for levels 3 and 4 excursions. It must be used for every individual excursion, owing to the fact that these excursions are usually away from home and of a more serious nature. An accompanying letter to parents / guardians should detail the excursion plans and itinerary, enabling them to understand any additional hazards faced by party members.

Before each Level 1 or 2 excursions or others given specific Service approval for periodic consent, a note or letter with a tear-off slip will be sent to the parent / guardian, reminding them of some detail and giving an opportunity to withdraw their consent for that particular excursion or any aspect of it. This letter or note should make an essential reference to the need for parents / guardians to revise any names, addresses, telephone numbers and to update relevant medical information. This saves circulating EX D1 and D2 again. Information gained in this way **MUST** be transferred, by the excursion leader or some other nominated person, to a *travelling summary* (perhaps EX D4) or the original form. It is crucial that the tear off slip is worded in such a way that it is always returned, thus proving that the parent / guardian did have the opportunity to update medical information.

Checking Forms

When reading the returned forms, excursion leaders will look for any written annotation, so that enquiries can be made or comment copied to all excursion leaders' information sheets. Forms without a signature and appropriate boxes left un-ticked **MUST** be followed up.

It is not necessary for the Excursion Consent Form to be carried by leaders during level 1 or 2 excursions, but essential information must be copied to the **Emergency Contact Information Form EX D4** as it is for this purpose.

Privacy and sensitivity of information

Heads, excursion leaders and any others responsible for these documents, must take great care to maintain the privacy of information on both the General Consent and Medical Information Forms.

Out Of Date Forms

Originals of both EX D1 and EX D2 are to be held by the Establishment. In compliance with 2.20 of Part One of the policy all out-of-date forms should be retained by the establishment for seven years after the pupil leaves secondary school.

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EDUCATION & LEISURE SERVICES

EXCURSION CONSENT FORM EX D1
Periodic or annual consent

FORM EX D1
WHITE 2 sides
Side 1 of 2

For Levels 1& 2 excursions this form must be issued annually by Schools (Jan/Feb) and for must be issued annually by Schools (Jan/Feb) and for Youth Groups (Sept/Oct)
A tear-off slip will accompany a letter to legal guardians before each individual excursion.

For Level 3 o& 4 excursions, this form must be completed each time – unless specific and recorded arrangements have been made with the Service.

THIS BOX IS COMPLETED BY THE ESTABLISHMENT

School/Establishment/Group:

Journey/visit details:

Excursions start (date) finish (date)

Please circle as appropriate for this trip: Level 1/2 Level 3/4

General objectives:

1

I, being the parent / guardian of -

(Child's Name) (Date of Birth)

agree that HE/SHE may take part in the above mentioned, or listed, excursion(s) and, having read the information sheet(s), agree to HIS/HER participation in the activities described EXCEPT-

(state which or write NONE)

2 The following statements must be read and fully understood before declaration Box 4 is ticked, signed and dated

- I give consent for him/her to travel in private vehicles which are approved by the Head of Establishment
I give consent for him/her to appear in photographs published by the Establishment or Service.
I acknowledge the need for him/her to behave responsibly at all times.
I agree to inform the party leader as soon as possible about any change of circumstances after this form has been signed.

>>>>> Over

- If he/she withdraws from the excursion for unacceptable reasons I accept that, as parent / guardian, I may be expected to pay the excursion organiser for any financial loss which may be incurred.
- If he/she causes any damage or injury during the excursion I accept that I may be held directly responsible.
- I accept that should he/she need to be sent home for discipline reasons, I will be responsible for all additional costs incurred.
- I accept I must return the relevant Medical Information 'slips' for individual excursions and inform the establishment of any changes in medical circumstances.
- I understand the extent of the insurance cover provided.

3 Contact Information (please complete)

Parent / Guardian's name: _____

Address: _____ Home telephone number: _____

_____ Mobile telephone number: _____

If not available, please **first** contact:

Additional contact:

Name: _____ Name: _____

Address: _____ Address: _____

Home telephone number: _____ Home telephone number: _____

Mobile telephone number: _____ Mobile telephone number: _____

4

DECLARATION BOX

I / we fully understand and agree to the above statements and have filled in the relevant details which are required

Yes

Signed (parent/guardian) _____ Date / /

If there are there conditions to any the above statements, or additional information you'd like to add (*please write these here*)

Checked by Excursion Leader
Sign and date