

Generic Parental Information and consent for Adventure Activities

Establishments need to provide adequate information to parents about all off-site visits.

For any visit which involves Adventure Activities specific information has to be provided in writing to parents / guardians in order that they can adequately prepare their child. This information is normally provided in a letter.

Adventure Activities will often involve situations where a child may get cold and / or wet. Requirements for suitable clothing and footwear should be detailed in the letter. In addition, the letter should advise that a change of clothes should be brought by the child on the day.

The letter should include details about:

- The activities and the learning objectives
- The venue
- Medical provision
- Supervision arrangements
- Travel arrangements
- Insurance cover
- Requirements for suitable clothing and footwear
- Requirement to bring a change of clothes

Parental consent has to be obtained for any visit which involves adventure activities. Detailed information has to be provided regarding the visit in order to enable parents to give informed consent (see Section 12 of the 'Going Out There' guidance).

Below is a sample that can be adapted for specific trips. Worked examples can be found within the toolkit.

Please note: This is a specimen letter and should be modified to suit particular circumstances.

Generic Information Letter for an Adventure Activities Excursion

School name

Address

Date

Dear Parent / Guardian

Excursion to *(insert location)*

(Name of Organiser) plans to organise an educational adventure activities excursion to *(location)* on *(date)*. The purpose of the excursion is *(aim of excursion)*.

The excursion will involve *(provide brief details of activities, travel arrangements etc.)*

Your child will need to bring *(insert details including details of any clothing and footwear requirements)*.

In addition, your child may get cold and / or wet during the activities, so please ensure that they bring a change of clothing and footwear with them on the day.

The cost of the trip will be *(insert expected cost)*.

Whilst engaged in this activity your child will be covered by *(insert insurance details, e.g., LA excursion insurance)* details of which are available from the excursion organiser.

If you have any questions or concerns regarding the excursion please contact *(insert Excursion Leader's name)*.

Please complete the attached Parental Consent form* and return to *(insert details)*

Yours sincerely

Excursion Leader

* A sample form can be found in the toolkit but there are various ways that consent can be given, including online forms, ensure you check your organisation's requirements.