

Generic Parental Information and consent for Day Visits

Establishments need to provide adequate information to parents about all off-site visits. In the case of Day Visits (which are not 'Routine') parents/guardians must be provided with information about the specific visit in order that they can adequately prepare their child. This information is normally provided in a letter. The information provided should include details about:

- The activity (including aims)
- The venue
- Travel arrangements
- Insurance cover
- Supervision arrangements
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It is recommended that parental consent for the majority of off-site visits is gained at induction or annually. This can include One-off Day Visits.

The exceptions to this are One-off Day Visits that include adventure activities or visits to hazardous environments (see Chapter 13) or when the visit would not be concluded within normal hours.

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.

Example 1: Generic Information Letter for a Day Visit

Establishment Name
Address

Dear Parent/guardian

(insert group/class name) trip to (Insert location)

As part of (insert aims of visit) we have organised a visit to (insert location) on (insert date)

Travel will be by (insert details) leaving at (insert details) and returning at (insert details)

Your child will need to bring (insert details)

During the visit your child will be (provide details about activities)

At all times your child will be supervised as per (insert details i.e. local authority, group or school) guidelines and will be covered by (insert details about insurance)

Add further details as required (costs etc.)

If you have any questions or concerns regarding the visit, please get in touch.

We already have annual consent for offsite visits and will use the medical and emergency contact information we have on file for your child unless you inform us otherwise. However please ensure you provide us with any updated information or emergency contact numbers if appropriate.

OR

Please give consent for the trip (insert details)

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.

Signed

Head of Establishment