

Visit Approval, Medical Information and Parental Consent

Type of visit	Information provided to parents	Medical information	Arrangement for consent	Authorisation of visit
Routine and Expected visits	Information provided to parents: <ul style="list-style-type: none"> • During induction meetings • Yearly parents' meetings • Or in school handbook 	Annual update obtained from parents and retained in school	Consent given by parents using a consent form, which is completed at induction or annually (Specific consent is required if the visits/programme will involve adventure or coastal activities)	Head of Establishment (Local Authority approval is also required if the visit will involve adventure or coastal activities)
Day visits	Specific information supplied in writing	Annual update obtained from parents and retained in school	Consent given by parents using annual consent form or a trip specific form (Specific trip consent is required if the visit will involve adventure or coastal activities or will return out-with normal hours)	Head of Establishment (Local Authority approval is also required if the visit will involve adventure or coastal activities)
Residential visits	Specific information supplied in writing and meeting with parents if required	Provided as an integral part of the consent form	Trip specific consent form required	Head of Establishment and notification to the LA (Local Authority approval is also required if the visit will involve adventure or coastal activities)
Overseas Visits	Specific information supplied in writing and meeting with parents	Provided as an integral part of the consent form	Trip specific consent form required	Head of Establishment and specific LA requirements (Local Authority approval is also required if the visit will involve adventure or coastal activities)
Visits which include activities with special planning considerations <ul style="list-style-type: none"> • Adventurous activities • Hazardous environments 	Specific information supplied in writing as determined by visit type	Provided as determined by visit type	Consent determined by visit type	Approval by the Local Authority must be obtained