

Generic Parental Information and consent for Residential Visits

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

For Residential Visits 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.

The letter should include details about:

- The activities and the learning objectives
- The venue
- Domestic and sleeping arrangements
- Medical provision
- Supervision arrangements
- Travel arrangements
- Insurance cover
- Behaviour code

In addition to written information, Heads of Establishment and Visit Leaders should consider holding a meeting where these points can be discussed. The nature of the visit, the age and experience of the participants and the length of visit will affect this decision.

Communication with parents should include making them aware of procedures for dealing with misbehaviour or behaviour that gives Visit Leaders cause for concern.

Parental consent has to be obtained for any Residential Visit. Detailed information has to be provided regarding the visit in order to enable parents to give informed consent (see Section 10 of the 'Going Out There' guidance).

Below are sample letters that can be adapted for specific trips – including one with a payment plan. 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 Residential Excursion

School name

Address

Date

Dear Parent / Guardian

Excursion to *(insert location)*

(Name of Organiser) plans to organise an educational residential excursion to *(location)* between *(dates)*. The purpose of the excursion is *(aim of excursion)*.

The excursion will involve *(provide brief details of activities, accommodation i.e., domestic and sleeping arrangements, travel arrangements etc.)*

The cost of the trip will be *(insert expected cost)* and more information about the payment plan will be available if you decide that you would like your child to participate.

Whilst engaged in an educational excursion participants will be covered by *(insert name of holder of excursion insurance policy, e.g., name of Local Authority)* insurance, details of which are available from the excursion organiser.

If you are interested in your child participating in this excursion, please *(insert relevant details*)* by *(insert date)*.

Yours sincerely

Excursion Leader

A sample consent 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.

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

Example 2: Generic Consent Letter for a Residential Excursion with details of payment plan

School name

Address

Date

Dear Parent / Guardian

Excursion to *(insert location)*

(Name of Organiser) plans to organise an educational residential excursion to *(location)* between *(dates)*. The purpose of the excursion is *(aim of excursion)*.

The excursion will involve *(provide details of activities, accommodation i.e. domestic and sleeping arrangements, travel arrangements etc.)*

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

The payment plan will be as follows:

- Deposit of *(insert amount of deposit)* will be due on *(insert date)*
- Second instalment of *(insert amount)* will be due on *(insert date)*
- Third instalment of *(insert amount)* will be due on *(insert date)*
- Fourth instalment of *(insert amount)* will be due on *(insert date)*

At all times participants will be under the control of a qualified member of staff.

*There will be periods when participants will not be directly supervised *(give examples)* but participants will be given clear instructions and boundaries for such occasions.

Participants will be given clear guidelines on standards of behaviour expected throughout the residential and it is important that these are fully understood by participants and parents. In extreme circumstances of misbehaviour participants may have to be returned home and parents / guardians will be responsible for any costs incurred.

Whilst engaged in an educational excursion participants will be covered by *(insert name of holder of excursion insurance policy, e.g. name of Local Authority)* insurance, details of which are available from the excursion organiser.

If you are interested in your child participating in this excursion, please *(insert relevant details**)* by *(insert date)*.

Yours sincerely

Excursion Leader

* Delete if not applicable

** 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.