

Generic Parental Information and Consent for Routine Visits

For visits of a routine nature, it is adequate to gain parental consent at enrolment for the duration of attendance at an establishment. Alternatively, establishments may decide to gain consent on an annual basis.

It is important to outline:

- The type of visit that consent is being given for
- The range of activities likely to be undertaken
- Supervision arrangements
- Insurance cover

An annual consent letter template is provided below.

Establishment

Address

ANNUAL CONSENT TEMPLATE FOR ROUTINE VISITS

Dear Parent/guardian,

Routine visits (insert details)

Range of activities (insert details)

Supervision arrangements (insert details)

Insurance cover (insert details)

Signed:

Headteacher/Manager

Please complete and return the attached consent form.

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- I have read the information provided regarding routine off- site visits.
- I give permission for my child to go off-site on a regular basis as part of the school curriculum and understand that this may involve them in a wide range of activities.
- I understand that my child will always be adequately supervised, as per establishment guidelines, and that whilst off-site they are covered by the (*insert details*) insurance.

Name of child:

Date of Birth:

Name of parent/guardian:

Relationship to pupil:

Signature:

Date: