



UNPLANNED EXCURSIONS IN AND AROUND BURNHAVEN

During the school year Class Teachers periodically wish to take their class out of the school grounds to supplement classroom learning.

These activities may take place when weather is appropriate, meaning we may not have the opportunity or time to contact parents beforehand. With this in mind, I wish to ask you to read this letter and if you agree to your son/daughter taking part in these activities please complete the attached pro-forma and return to as soon as possible.

These excursions will take place according to Aberdeenshire Council's Excursion Policy and a copy of the policy is available at Burnhaven School or on the Council Web Site. The excursion will be risk assessed and every effort will be made to minimise risk. Nonetheless a totally risk free environment is unrealistic and in signing the parental consent form you are asked to acknowledge that a degree of residual risk remains. It is not anticipated that risks will exceed those incurred in normal day to day living.

The council does hold third party liability insurance, which indemnifies the council for claims from third parties (e.g. parents and pupils) who have suffered injury, loss or damage arising from the negligence of the Council or its employees. However, if there is no negligence, no claim would be acceptable by the council.

The following form is sent home in paper form at the beginning of the school session. Children may not leave site without its completion by a parent or guardian and this kept for a year.

Parental Consent Form for Excursions Within the UK

Parental Consent Form

Name of participant Age

I confirm that I am the Parent/Guardian with parental rights and responsibilities for the above named.

Initial here

Excursion Details

Excursion to: (location)
on: (dates)
Provided by: (establishment)
and Led by: (party leader)

I confirm that I have provided up-to-date details about my child/ward and understand that I must up-date this information should there be any last minute changes that may affect the excursion.

Initial here

I confirm that I have received the activity information details accompanying this form. I understand the nature of the activity(s) to be undertaken by my Child/Ward and consider Him/Her fit to take part.

Initial here

I confirm that I have provided active contact details and understand that I should be available if required to collect my child/ward from the excursion venue.

Initial here

I confirm that I give permission for my child to be transported to fixtures either by school minibus or by a member of staff's car.

Initial here

I understand "Aberdeenshire Council provides third party public liability insurance for all our excursions. Parents who require personal injury or accident cover for their child/children should organise this privately".

Initial here

I confirm that I have read and understood the statement about insurance.

Initial here

I understand "The planned excursion will take place according to Aberdeenshire Council's Excursion Policy and a copy of the policy is available for inspection at www.aberdeenshire.gov.uk The excursion has been risk assessed and every effort will be made to minimize risk. Nonetheless a totally risk free environment is unrealistic and in signing the parental consent form I am asked to acknowledge that a degree of residual risk remains. It is not anticipated that risks will exceed those incurred in normal day to day living."

I confirm that I have read and understood the statement about Residual Risk

Initial here

For water-based activities only:

I certify that my Child/Ward **is / is not* water confident and that he/she **can/cannot* swim up to 50 meters.

Delete as appropriate.

Initial here

Emergency contact Details

It is important that either yourself or another adult prepared to take temporary responsibility for your child/ward is contactable for the duration of the activity/event. Please give details:

Name of person to contact

Address

Home Tel No: Work Tel No:

Relationship to participant

Name of Parent/Guardian with parental rights and responsibilities:

(Block Capitals)

Relationship to participant

Address

Home Tel No:

Work Tel No:

Signature:

Date:

Medical Information and Consent:

In the event of an emergency, it is important that the person in charge of the group has the necessary information about any medical condition which could affect the care and treatment of your child/ward. All information requested will be treated in strict confidence and will not necessarily prejudice the inclusion of your child/ward in the activity. It is in the interests of your child/ward that full and accurate information be given.

Recent surgery for Date

Any known allergy to medicine (e.g. penicillin)

Is your child undergoing treatment by a doctor? (If so, please give details)
.....

Any medical condition which a doctor should know before carrying out treatment (e.g. Asthma)
.....

Please state any restrictions you wish to place on emergency medical treatment
.....

Please give details of any special diets e.g. vegetarian/diabetic/no specific "E" numbers etc.
.....

Details of any special cultural or religious considerations that you would wish to be made.
.....

Any additional information
.....

Name of Family Doctor
Address:

Tel No:

I hereby consent to the submission of the above-named to emergency medical or surgical treatment including the administration where necessary, of a local, general, or other anesthetic.

I understand that in terms of the Act of Legal Capacity (Scotland) Act 1991 my child/ward may also consent to his/her own medical treatment if the doctor attending is of the opinion that he/she understands the nature and consequences of such treatment.

Initial here

Declaration

I hereby give consent for my child/ward to take part in the above activity and confirm that my initials placed in the boxes above indicate that I fully understand the various implications of my consent. I also understand that it is my responsibility to inform the visit leader of any significant changes to the information I have provided about my child/ward between now and the excursions taking place.

Signature

Date:

NB If you are unable to initial any one or more of the boxes above but still wish your child/ward to take part, please contact the party leader.

If you are having difficulty with reading or translating this form and the information sent with it you should contact the visit leader.