

# Parental Consent Guidance for off-site visits and activities

## 1. Consent and participant information.

- 1.1. Consent forms for visits are often used to gain information about participants so that the visit leader can manage the welfare of children and young people. This typically includes emergency contact details, medical and dietary requirements and confirmation of swimming ability or water confidence.
- 1.2. This information can be obtained separately prior to any visit and be kept in a central information management system; however parents must be given regular opportunities to enable the club to keep this information up to date.
- 1.3. There is no requirement to carry copies of consent forms on visits within the UK; however the visit leaders must have access to the 'need to know' information. Where information is transcribed to a summary sheet or a report is generated from an information management system we will implement a process to ensure the information is accurate and up to date.

## 2. Individual and 'blanket' consent (if applicable)

- 2.1. The club will obtain written parental consent on enrolment of a child or young person on routine local visits and activities which are a normal part of the activities at the club. This can include visits and activities beyond the normal operating time e.g. school holidays and weekends.
- 2.2. The club will inform parents of the range of visits and activities which are likely to fall under this initial consent.
- 2.3. The club will fully inform parents by whichever written method they deem appropriate of the nature of each visit, activity or series of a similar nature, remind parents that they have already consented, and give opportunity to update information and emergency contact details.
- 2.4. The club will obtain written consent for every individual visit, activity or series of a similar nature which involve a higher level of risk including but not limited to longer journeys, residential visits and adventurous activities, those which fall outside of normal hours and non-routine activities which are not a normal part of club provision.
- 2.5. Where the visit or activity involves a higher level of risk parents will be given the opportunity to provide specific medical and welfare details. It may be appropriate for parents to complete a medical consent form provided by the club or service or by an external provider.
- 2.6. Visits and activities which involve a charge or contribution, or that include agreement to any payment or cancellation terms will need individual consent by parents to the financial arrangement.
- 2.7. Where the participant is over 18yrs of age and living independently, the club may accept consent directly from the participant, but will still require an emergency contact who is aware they are taking part in the activity.

### **3. Data protection**

3.1. The club will comply with data protection legislation. Sensitive information will be accessible and understood by those who need it including relevant leaders from other organisations. Consideration will be given to how that information is carried. This may include copies of consent forms, use of a printed summary sheet or electronic data storage. The Club will ensure that individuals' confidentiality can be protected and personal information securely disposed of when it is no longer needed.

### **4. Examples of visits and activities which may fall under 'blanket' or individual consent**

These lists are not exhaustive and the club will need to determine what is appropriate for their circumstances with regard to the type of activity and the extent of the local area.

#### 4.1. 'Blanket' consent

- Local walks
- Local sports fixtures
- Woodland activities
- Swimming lessons
- Bike ability training
- Day visits within the local area
- Local theatre trips beyond the school day as part of the curriculum

#### 4.2. Individual consent forms required

- Sports activities beyond the local area
- Day visits beyond the vicinity of the club or service involving longer journeys
- Visits and activities falling outside the normal hours of the clubs operation
- Non-routine visits or activities which are not part of normal delivery
- Adventurous activities led by an external provider either on or off-site
- Residential visits
- Visits abroad

### **5.0. Data Retention**

5.1. Blanket consent & medical forms will be securely retained by the club for the duration of the participant's involvement and renewed each year with the opportunity for parents to update the information as and when required during the year. Consent & medical forms over written by new ones, will be securely disposed of. Unless, there has been an incident/accident involving the young person during that period, in which case the form will be retained for 6 months following the date of the incident/accident.

5.2. Individual consent forms will be retained for the duration of the activity and for 6 months following, unless, there has been an incident/accident involving the young person during the activity, in which case the form will be retained for 6 months following the date of the incident/accident.