

Appendix 6

Trip Consent Form for frequent or local trips

Note to parents:

1. The Department of Education is required to seek informed consent from parent/legal guardians or legal guardians for all field trips and offsite activities.
2. Informed consent means that all permission slips sent home requesting parent/legal guardian or guardian approval must provide full details of the trips or activity being planned, identify any risks or dangers associated with the activity and include all measures that are being taken to address those known risks.

Brief Description of the planned activity:

Method of Transportation:

- | | | |
|---|--|---|
| <input type="checkbox"/> Walking | <input type="checkbox"/> By service provider | <input type="checkbox"/> Volunteer driver |
| <input type="checkbox"/> School-owned bus/van | <input type="checkbox"/> Charter bus | <input type="checkbox"/> Other |
| <input type="checkbox"/> Public Transport | <input type="checkbox"/> Rental van | |

List of Volunteer Drivers and Vehicle Types (if applicable):

Names and roles /responsibilities of Volunteers:

Staff Member in Charge: (signature)

Date: _____

Appendix 6

Overnight Trip Consent Form

Note to parents:

3. The Department of Education is required to seek informed consent from parent/legal guardians or legal guardians for all field trips and offsite activities.
4. Informed consent means that all permission slips sent home requesting parent/legal guardian or guardian approval must provide full details of the trips or activity being planned, identify any risks or dangers associated with the activity and include all measures that are being taken to address those known risks.
5. A completed Medical Form, attached, must be submitted for each student.

Brief Description of the planned activity:

Planned Itinerary : (Detailed description of planned schedule for each day of the trip)

Venue for each of the planned activities:

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Overnight Trip Consent Form

Method of Transportation:

- | | | |
|---|--|---|
| <input type="checkbox"/> Walking | <input type="checkbox"/> By service provider | <input type="checkbox"/> Volunteer driver |
| <input type="checkbox"/> School-owned bus/van | <input type="checkbox"/> Charter bus | <input type="checkbox"/> Other |
| <input type="checkbox"/> Public Transport | <input type="checkbox"/> Rental van | |

List of Volunteer Drivers and Vehicle Types (if applicable):

Method and Levels of Supervision:

Method: Constant Visual In Area

Supervision ratios required for activity as specified in Field Trip Policy:

Is a higher level of supervision required for the planned activity? Yes No

If so, Why?

Names and roles /responsibilities of Volunteers:

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Risk Management Strategies (per attached, Per Appendix 18)

The attached Risk Management Strategies have been completed for this trip and the following risks have been identified as being inherent in this trip: (fill in or attach)

The risks will be mitigated in the following ways:

A parent/guardian information meeting is _____ is not _____ deemed to be required for this trip.

Date and Place of Meeting: _____

Staff Member in Charge: (signature)

Date: _____