**[Text highlighted is instructional only and should be deleted from the final document]**

**Parent/Carer Excursion and Outings Consent**

All CAM parishes, agencies and entities need to provide sufficient information to parents and carers about excursions and outings being conducted as part of their programs, groups, activities or events. In order to obtain effective consent, the nature of and risks associated with excursions and outings must be disclosed.

After considering the risks associated with the excursion/outing, parents and carers must be able to give informed consent to their child’s participation. It is important to give parents and carers the opportunity to ask questions and to have full disclosure in relation to information about the excursion/outing.

Specific information about the excursion/outing may be included in this template or provided as a separate attachment to the parents and carers.

**Name of Program/Group/Ministry:**

e.g. Youth Group, Altar Server Program, Choir etc

**Title of excursion/outing:**

e.g. Youth Group Picnic, Altar Server Fun Day Out etc

**Date of excursion/outing:**

List here the date of the planned exursion/outing

**Purpose of the excursion/outing:**

What do you hope the children/young people will learn from the experience?

**Proposed activities:**

List all activities that will take place during the excursion/outing. Include any adventure activities eg. water based activities, bike riding etc

**Departure details**

Include the time, date and place where the excursion/outing will depart from.

**Return details**

Include the time, date and place for return from the excursion/outing.

**Proposed route:**

You can include an image of the route sourced online. If meeting at the location mention this here.

**Travel arrangements:**

E.g., public bus, private bus, private car, tram, consideration for seatbelts or safety restraints, families to drop off and pick up children from location.

**Details of supervising staff and volunteers:**

List here the number of responsible adults involved in this excursion/outing. Name all clergy, staff, volunteers and family members involved in the excursion/outing. Indicate who is the person-in-charge.

**Additional supervising staff with specialised skills:**

If any adults with specialised skills are required for this excursion list here. e.g. for children's individual needs.

**The (approximate) number of children involved in the excursion:**

Include the approximate number of children involved in the excursion/outing

**Costs (if applicable):**

Include all foreseeable program and incidental costs as well as the refund policy.

**Name and contact details of the parish, agency or entities’ emergency contact:**

This is for parents and carers who need to contact children during the excursion/outing. You can list more than one contact.

**A risk management plan for this program has been developed by the parish and is available for parents and carers to review on request.**

**Parent/Carer consent**

I have read all of the above information provided by [insert parish, agency or entity name here]in relation to the [insert program name here], including any attached material.

I give permission for my child/children \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (full name) to attend.

Parent/carer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (full name)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (signature) \_\_\_\_\_\_\_\_\_\_\_\_ (date)

In case of emergency I can be contacted on:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ OR:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Note:** Parents/carers should also complete a ‘Consent to participate’ form available from [insert parish, agency or entity name here] if they have not done so already. This form contains the child’s details, parent and/or carer contact information and medical and/or additional support information.

