

Internship Program Consent Form

RATIONALE:

This template is designed to help you create an Internship Program Consent Form for your interns. This form is for all activities and trips that take place as part of the internship (e.g. day trips or multi-day camping trips). You can fill the form out for all trips at once or use this on a trip-by-trip basis.

INSTRUCTIONS:

- 1.** Review the template. Adjust the content as needed to better reflect your specific context and needs. Consult with independent legal counsel and your school board to ensure these forms adequately protect you and your students. These forms have NOT been legally reviewed. At a minimum, be sure to make changes where indicated.
- 2.** Create supporting materials, such as:
 - a.** A detailed description of the types of activities and trips that will likely take place as part of the internship, including their purpose
 - b.** A detailed itinerary of when activities and trips will occur, and information about transportation, accommodation, and learning activities
 - c.** Supplies needed for internship and packing list for any trips
 - d.** Information about any costs that interns are expected to cover
- 3.** Attach the supporting materials to the form and send copies home with your interns at least 2-3 weeks prior to the start of the internship. Inform your interns that if they do not get the form signed by a parent or guardian before the start of the internship, they won't be able to partake in trips and certain activities.
- 4.** Collect the forms and make sure that you have received a completed form from every intern.



Description and purpose of Internship Activities and Trips: *Please attach this document separately*

Internship Position:

Internship Partner Organization:

Internship Provider Contact Name:

Internship Provider Phone Number:

Internship Location:

Internship Duration:

Detailed Description of Internship Itinerary: *Include mode of transportation, accommodation, any costs, and learning activities. Please attach this document separately*

Supplies and packing list: *Please attach this document separately*

(Internship Host Organization Name)

(Internship Coordinator – please print)

Intern Name:

Care Card #:

Special Considerations for Intern (diet, allergies, medication, etc):

INTERNS AGE 18 AND ABOVE:

I have read this document and agree to participate in this internship.

Intern's Name:

Signature:

Phone Number:

Emergency Contact Name:

Emergency Contact Phone #:

Date:

INTERNS UNDER AGE 18

(to be filled out by parent/guardian):

I give permission for my child to participate in this internship.

Parent/Guardian Name:

Signature:

Parent/Guardian Phone #:

Alternate Phone #:

Second Contact Name:

Second Contact Phone #:

Date:

PLEASE RETURN THIS FORM TO THE INTERNSHIP COORDINATOR BY:



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PLAN FOR SAFETY AND RISK MANAGEMENT

SEAS activities often involve getting young people out on the land and water. This is a big part of what makes SEAS programs so special, but it also means that SEAS coordinators have to deal with risk management, youth safety, and liability issues on a regular basis.

What this looks like for you will depend on the environment you're working in. For example, if you're working in a school setting, you'll likely need to comply with an existing set of safety policies and procedures, such as getting signed consent forms from parents before you can take students out on field trips. On the other hand, if you're working for a SEAS summer internship program, it's possible that no formal policies or procedures will have been developed yet.

In either case, the first step is to figure out what your responsibilities are. In the school program context, start by talking to school administrators to find out if there are existing procedures you need to follow. Some questions to explore include:

- *Do you need to get parents to sign consent forms before you can take students on outings beyond school grounds?*
- *Does the school have existing forms that you can use for this purpose? If so, are any adjustments needed*

to make them more relevant to the SEAS program? If not, can you adapt the templates in this chapter for this purpose?

- *What else do you need to do to demonstrate that you've considered the potential risks involved in undertaking each trip, and planned accordingly?*

In the internship context, it's less likely that there will be an existing set of policies in place, particularly if you're in the process of setting up a SEAS internship program for the first time. If you're starting from scratch, it may be useful to begin by reaching out to other youth organizations (including other SEAS programs) that you're familiar with to learn more about their approach to safety and risk management. You may find that they are able to share tools, policies and procedures that you can adapt for your program. In addition, this toolkit includes three consent form templates that you can draw from and work with your own legal counsel and school board to create tools that work for your specific context:

- **Tool 5C: School Program Field Trip Consent Form (Day Trip)**
- **Tool 5D: School Program Field Trip Consent Form (Overnight)**
- **Tool 5E: Internship Program Consent Form**



TOOL 5C:
School Program
Field Trip
Consent Form
(Day Trip)



TOOL 5D:
School Program
Field Trip
Consent Form
(Overnight)



TOOL 5E:
Internship
Program
Consent Form



If you plan to use these templates, be sure to have them reviewed by someone who is in a position to help you understand if they are sufficient from a legal perspective, should an incident occur (e.g., a lawyer or your community's Band administrator).



Some general tips for field-trip risk management:

- *Have enough people with you to ensure proper supervision*
- *Plan age- and ability-appropriate activities*
- *Communicate your expectations for youth behaviour beforehand*
- *Use approved consent forms*
- *Have a defined itinerary*
- *Host a planning meeting with parents and/or other volunteers prior to the trip (this is more relevant for larger-scale activities like multi-day camping trips)*
- *Make sure you have first aid supplies and adequate first aid training*
- *Make sure that students have packed what they need (appropriate clothing and footwear, sunscreen, hats, etc.)*
- *File a comprehensive trip plan and leave it behind with the school, Band, etc.*

... and if you're going out on a boat:

- *Know student skill levels ahead of time (e.g., swimming, small craft vessel operation)*
- *Ensure that students are taught boat safety skills*
- *Make proper use of lifejackets*

Beyond consent forms, there are several additional aspects of risk management to consider as you develop safety policies and procedures for your program. Here are some topic areas and questions to get you thinking about different components:

- **Organizational liability and insurance:** *Does your program have appropriate liability insurance? If not, is this something that you need to look into?*
- **Equipment maintenance and checks:** *Are you responsible for maintaining any equipment that has the potential to impact student safety (e.g., a boat)? If so, do you have the training needed to properly maintain this equipment? Do you have a system in place to ensure that you are doing so regularly?*
- **Student supervision:** *Do you have policies for student supervision? If not, what standards, procedures or policies would help you ensure that students receive adequate supervision when you take them on field trips?*
- **Safe transport:** *Do you have policies for safe transport? If not, what standards, procedures or policies would help you ensure that students are transported safely on field trips, either by boat or by land?*
- **First aid (training and supplies):** *Do you have first aid training? Is your first aid kit up to date? What is your procedure for ensuring that your first aid kit gets maintained over time?*
- **Emergency procedures:** *Do you have procedures in place for handling a serious injury or illness?*