

School Program Field Trip Consent Form (Day Trip)

RATIONALE:

This template is designed to help you create a Field Trip Consent Form for your students. This form is for day trips. For overnight trips, please use Tool 5D: School Program Field Trip Consent Form (Overnight Trip).

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.** Send the form home with your students at least 2-3 weeks prior to the trip. Inform your students that if they do not get the form signed by a parent or guardian before the day of the trip, they won't be able to attend.
- 3.** Collect the forms and make sure that you have received a completed form from every student.



Full Trip Details and Rationale for Fieldtrip: *Please attach this "comprehensive information document for parents and guardians" separately*

Educational Goals of Trip:

Supervising Teacher(s)/Chaperone(s):

Supervising Teacher/Chaperone Emergency Contact Phone Number:

Destination:

Transportation provided by:

Date/Time:

Description of Fieldtrip Itinerary*:

**Please attach as a separate document details with regard to cost per student, transportation, other relevant details*

Packing list:

(School Administrator or School Board Signature)

(Teacher- or Leader-in-charge, please print)

Student Name:

Care Card #

Special Considerations for my child (diet, allergies, medication, etc):

I am interested in attending this fieldtrip if space permits. Check one: **Yes** **No**

I give permission for my child to participate in this school fieldtrip.

Parent/Guardian Name:

Signature:

Parent/Guardian Phone #:

Alternate Phone #:

Second Contact Name:

Second Contact Phone #:

PLEASE RETURN THIS FORM TO THE SCHOOL BY:



Photo: © Phil Charles

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?*