

PARENT/CARER CONSENT FORM FOR AN EDUCATIONAL VISIT**EDVIS 12**This form should be read with the accompanying information/letter about the visit - all sections **MUST** be completed.**GENERAL INFORMATION**

School/establishment: _____ Date(s) of visit on/from: _____ to _____

Proposed visit/activity: _____ Venue: _____

I wish my son/daughter: _____ Date of birth: _____

to be allowed to take part in the above-mentioned activity or visit and, having read the information sheet, agree to his/her taking part in any or all of the activities described.

I understand that, while the establishment staff in charge of the party will take all reasonable care of the young people, they cannot necessarily be held responsible for any loss or damage suffered by my son/daughter during the visit. All visits are covered by public liability insurance and trips outside the City are usually covered by comprehensive travel insurance. Details of cover are available from the establishment on request.

MEDICAL INFORMATION1. My child has a condition requiring regular medical treatment or medication. Yes No

If yes, give brief details: _____

2. My child needs to retain control of his/her medication. Yes No
(if your child uses an inhaler or epipen, please give a spare to the teacher)

3. The type of pain/flu relief medication your child may be given if necessary: _____

4. Any recent illness, accident or injury suffered by your child recently which staff should be aware of:

5. My child suffers from the following allergies: _____

6. My child has the following lifelong condition or disability: _____

7. I enclose a letter giving more details from the above answer(s) Yes No

8. Date of last anti-tetanus injection: _____

9. My child suffers from travel sickness. Yes No

10. Family doctor: _____ telephone: _____

Address: _____

11. My child's National Health Service Medical Card number is (residential visits only): _____
(continue on a separate sheet for any medical information which cannot fit in the spaces above and attach if necessary)**DIETARY INFORMATION (residential visits only)****Any other dietary requirements**

Does your child eat:-

	Turkey	Chicken	Beef	Pork	Pork Sausages	Fish /Fishfingers	Pizza
Yes/No							

EMERGENCY CONTACT

Name of parent/guardian: _____ Address: _____

Emergency telephone: daytime: _____ evening: _____ mobile: _____

Alternative emergency contact should parents/guardians not be available:

Name: _____ Relationship to child: _____

Address: _____

_____ telephone: _____ mobile: _____

Declaration

Having read the information sheet, and having understood the level of supervision to be provided, I agree to my child taking part.

I understand that all reasonable care will be taken of my child during the visit/activity and that he/she will be under an obligation to obey all directions and instructions given and observe all rules and regulations governing the visit/activity.

I understand that if my child seriously misbehaves or is a cause of danger to him/herself or to others, then he/she may be sent home early from the visit/activity. In such a situation there will be no obligation on the school/establishment to refund any money.

I agree to my son/daughter receiving medication as I have instructed in this form and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present. I understand the extent and limitations of the insurance cover provided.

Full name of parent or carer (print please): _____

Signed: _____ Date: _____

EXPLANATORY NOTES

This form serves several important functions.

1. It confirms your knowledge of and your agreement to your child's participation in the planned visit.
2. It advises you that the Children, Learning and Young People's Service will NOT necessarily be legally liable for every type of loss suffered by a child whilst on a visit.
3. It contains information about your child together with your consent to medical treatment if required.
4. It gives the supervising staff immediate information on how to contact you in an emergency.
5. If this form is not returned your child will **NOT** participate in the visit.
6. If you wish to discuss the contents please contact the child's Headteacher.
7. Data Protection. The data collected by establishments from Coventry Local Education Authority, and Coventry City Council as the data controller, will fulfil its data protection obligations by treating all personal data, held manually and on computerised administrative systems with due care and confidentiality. Personal data will only be disclosed in accordance with the Data Protection Act 1998, and the purposes registered by Coventry City Council.
Data collected is used for registration and monitoring purposes, and emergency contact information.
8. Photographs and/or short video may be taken of groups on activities for internal school/centre purposes only. Please contact the Centre if you do not wish your child to be photographed during their stay.



DYM 1:1

Plas Dol-y-Moch,
Outdoor Education Centre,

David Mobbs
Head of Centre,
Maentwrog,
Blaenau Ffestiniog,
Gwynedd. LL41 3YT

Telephone 01766 510 200
Fax 01766 762 438
admin@plasdolymoch.co.uk

Dear Parent / Carer

Please find below information about what personal equipment your son / daughter should and shouldn't bring to Plas Dol-y-Moch. Additional pages have information about the nature of activities and safety at Plas Dol-y-Moch. Please don't hesitate to call the Centre if you have any further questions or concern.

Yours Sincerely

David Mobbs
Head of Centre

PLAS DOL-Y-MOCH PERSONAL EQUIPMENT, CLOTHING AND INFORMATION

A. THESE ITEMS WILL BE PROVIDED BY THE CENTRE

Boots	Rucksacks
Waterproofs	Specialist Equipment (for climbing, canoeing, etc.)

B. ESSENTIAL ITEMS FOR TRAVELLING, EVENING AND GENERAL USE

Coat	Socks - bring plenty
1 set casual clothes	Underclothes (bring plenty!)
Shoes / Trainers	Nightwear
2 Towels (1 large)	Plastic carrier bag for dirty washing.
	Personal Washing Gear (including soap, toothpaste, shampoo)

Field Studies – Pens, pencils, notepaper

Please bring a soft holdall or a **small** suitcase, as we do not have room for large suitcases, especially rigid or "hard cases".



C. **ESSENTIAL ITEMS FOR ALL COURSES**

The nature of the activities may be hard wearing on students' clothes so they are advised to bring old items from the following list.

2 pairs of Trainers (including 1 old pair)	Warm Hat
Minimum - 3 pairs trousers/tracksuit bottoms	Gloves
Minimum - 3 long sleeved fleeces	T Shirts (plenty)
Minimum - 3 pairs of thick socks	Torch and Battery

D. **OPTIONAL ITEMS**

Books	Swimming Costumes
Water Bottle	Notebook
Calculator (for Field Studies)	Pens / Pencils
Wellingtons	Travel and Board Games
Camera	

E. **ITEMS TO BE LEFT AT HOME**

For health and safety reasons you must NOT bring –

Any mains electrical equipment including hairdryers, CD / tape players, kettles, plug in razors, irons, heaters, mobile phone chargers etc. The Centre can provide hairdryers.

Chewing gum / Food supplies - The Centre provides all food and there is a tuck shop.

Any medicine (including painkillers like paracetamol). Inform your teacher if you need to bring medicines and they will make arrangements.

Mobile phones should not be brought, they are unnecessary, disruptive, unsafe and could hinder an emergency (Dol-y-Moch staff carry mobile phones). The Centre has a strict code of use for mobile phones and reserves the right to confiscate phones and return them to parents.

F. **SPENDING MONEY**

Not much spending money is needed.

£2 per day is considered adequate for purchasing chocolates, drinks, etc.

Please ensure all purses / wallets have a contact name inside.

Souvenirs - Examples of souvenirs we sell include

Rubbers	Purse/Wallets	Key Rings
Pencil Sharpeners	Tea Towels	Pottery Mugs
Biros	Pencils	Cuddly Toys
Playing Cards	Fridge Magnets	Notepads

Prices vary in price from approximately £1 to £5.

T Shirts - £7.00

Disposable Cameras - £3.00

It would help the shop if money is brought in a variety of coins and notes as change is limited.

G. **TELEPHONE**

There is one public telephone at the Centre for pupils' use but it can be difficult for them to get time or a turn to use it. Please don't worry if you don't hear from them - no news is good news. We also advise you against phoning them as it can be difficult to get hold of them as they are kept busy. In emergency parents should telephone the Office number. Assume that no news is good news if you do not hear from your child - we will contact you if anything is wrong.

ACTIVITIES AND SAFETY AT PLAS DOL-Y-MOCH

INFORMATION FOR PARENTS

FREQUENTLY ASKED QUESTIONS

1. What are the activities my child will be taking part in?

Plas Dol-y-Moch is an Outdoor **Education** Centre and all its courses are linked to the school curriculum i.e we use adventure activities and field studies experiences to enhance the learning that goes on in school

Every course is different, and nobody does all the activities we offer at Dol-y-Moch. Some courses are field study orientated, others are adventure based. Your child's teacher will be able to tell you the planned programme near to the date of the visit.

The **most popular adventure activities** are as follows :

Kayaking / Canoeing	The Centre has 4 fleets of boats. Some are single seat kayaks and some are open boats that can carry more than one person. We mostly use these on the small centre lake or on a slow flowing river. Sometimes the kayaks are used on the sea. Children always wear buoyancy aids, and if appropriate helmets.
Climbing / Abseiling	the centre has a small climbing wall and uses nearby rock slabs with a range of routes. Children are safeguarded by ropes, harnesses and helmets.
Gorge Activity	this involves group challenges in a steep sided river valley. This involves scrambling over rocks, along ledges and crossing the river. The water is generally shallow and children are issued with helmets, boots and if appropriate, harnesses.
Mountain Journey	a journey on foot through one of the mountain ranges in Snowdonia National Park. Usually involves reaching a summit and scrambling over rocky terrain.
Mine Adventure	involves going underground into a disused mine, that has been inspected under a scheme approved by the Health and Safety Executive. Inside, mines are often spacious caverns which can be reached by straightforward walking, sometimes scrambling over rocks or wading through water. Children are issued with helmets, lamp and protected by rope and harness if appropriate.
Orienteering / Wayfinding	Children find their way, in small groups, using maps, through local woodlands with adult supervision.

2. What are the staffs' qualifications ?

All permanent Dol-y-Moch staff are **qualified teachers** and are **highly experienced** in adventurous activities. All have **extensive local knowledge** of the areas around Dol-y-Moch used for activities. All staff are qualified first aiders.

3. **Who checks the staff and activities ?**

Plas Dol-y-Moch is registered with the Adventure Activities Licensing Authority (AALA) as licensed to provide activities under the headings of caving, climbing, trekking and watersports. Details can be confirmed by calling The Licensing Authority, telephone 02920 755 715.

AALA check qualifications, management, safety policies, risk assessments of the Centre's activities.

Plas Dol-y-Moch is owned by Coventry City Council and run by the Children, Learning and Young People's Directorate (CLYPD). CLYPD has an Outdoor Education Steering Group with elected members, Headteachers, school governors and others, who act as a Governing Body and watchdog to the Centre. The Centre is non profit making and is actually subsidised by the LA and schools.

4. **Does this mean my child is safe on activities?**

Safety is first and foremost in everything we do at Plas Dol-y-Moch. We give children adventurous experiences in a real environment and we reduce the likelihood of accidents, by carrying out and reviewing risk assessments for each activity. No one can guarantee accidents won't happen, but we do follow best practice in providing the activities.

5. **What makes up best practice in adventurous activities?**

- **Quality of staff** - see question 2
 - a. **Monitoring** – staff, incidents, accidents, near misses and sharing this information.
 - b. **Training** – regular training to ensure staff are up to date with good practice
 - c. **Management** – provide a policy for safe working and practice it
 - d. **Decision making** – the ability to change venues / activities depending on environmental hazards (weather, water levels etc) and the nature and ability of the group.

6. **What if my child is scared or doesn't want to do an activity?**

We do not force pupils to do things they don't want to. However, we only do activities that all children in the group are capable of doing. We encourage everyone to have a go as we know they feel so proud when they do, especially if they have overcome a fear.

7. **Do you cancel activities if the weather is bad?**

We give all children appropriate protective clothing for each activity and every child is given quality waterproofs and boots so if it rains we still go out.

However, the qualifications and experience of our teaching staff do mean that they have the ability to assess if it is too windy, too cold, too wet or the rivers are too high for an activity. We then change location or the activity for safety reasons.

8. **What if my child is ill or just unhappy at Dol-y-Moch?**

Don't phone us – we'll phone you if there is a cause for concern. We contact parents if children are ill, but not necessarily if they are homesick, they usually get over that in a couple of hours. No news is good news.

9. **My child is not a confident swimmer, will he/she be safe?**

Children don't need to be able to swim to take a full part in all the activities. For canoeing and kayaking, children wear buoyancy aids and the beginners kayaks have a large cockpit for ease of entry and exit.

There are strict codes of practice for other situations which involve water so that children are safeguarded from getting into difficulties.

PLAS DOL-Y-MOCH OUTDOOR EDUCATION CENTRE

TEACHERS AND ADULTS PERSONAL AND MEDICAL INFORMATION

In the event of emergencies, it is important that the Centre has your personal information. This will be treated confidentially in accordance with Data Protection legislation.

NAME _____	DATE OF BIRTH _____
SCHOOL _____	STATUS IN SCHOOL _____
ADDRESS _____	TELEPHONE _____

MEDICAL	N.H.S. Medical Card No _____
	Family Doctor Name and address _____
	Telephone _____ Last Tetanus injection : Date _____
	If you suffer illness, disability, allergy, lifelong condition or taking medication please tick the box and give a brief description below or enclose a note from the doctor. <input style="float:right;" type="checkbox"/>

EMERGENCY CONTACT	
Name and Address	_____
Telephone	_____
Relationship	_____

DIETARY							
	Beef	Chicken / Turkey	Lamb	Pork	Sausages	Fish	Cheese
YES / NO							
Any other dietary requirements							
N.B. nuts are not served at Dol-y-Moch except muesli in sealed packets is a cereal choice and there may be traces of nuts in other cereals.							

I am physically fit to carry out my responsibilities (DYM 2:5) and fulfil a supporting role in the planned activities (if unsure, please contact David Mobbs at the Centre)

I consent to any medical treatment necessary SignedDate