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| **Information for Parents and Caregivers Guidelines** |
| *Parents should be sent information about EOTC events especially in the ‘higher-risk’ categories. This will usually include a cover letter, the parental consent and health forms.* |
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| **1. Cover letter** Following is a checklist of items to consider including in the cover letter. Not all items may be relevant for all events:* learning outcomes;
* event dates;
* departure and return times and location/s;
* clothing and equipment required;
* dates to return consent and health forms;
* cost details;
* transport arrangements;
* venue/accommodation details, including address and phone number;
* security and supervision arrangements including any times when remote supervision may take place (ie adults not actually with students);
* the nature and size of the group;
* emergency and contingency plans;
* details of first aid cover and provision for additional support for medical needs;
* procedures if anyone becomes ill;
* staffing including relevant experience and qualifications related to activity;
* activities and of how significant risks will be managed;
* school rules, event rules (code of conduct) and discipline procedures (eg, smoking, alcohol, illegal drugs, unsafe behaviour policies);
* what not to take or bring back;
* money to be taken, arrangements for safekeeping and pocket money (primary schools);
* on exchange visits, host school approval of the host families;
* insurance details and whether parents need to arrange additional cover; and
* policy on the use of phones, both mobile and landline, during events.

It is important that the **Parental consent and risk disclosure** and **Health profile and medical consent** forms are completed by all adult and student participants in the EOTC event, to meet school health and safety responsibilities. The purpose of the forms is to enable the school to ensure that optimal staffing levels are provided, the specific needs of participants are met, and the educational value and safety of events is maximised.Details on these forms will remain confidential to school staff, contractors and volunteers associated with supervising activities on the EOTC event.For safety reasons, please provide us with information that is accurate and complete. |
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| Please return these forms to the school by: |  | / |  | / |  |  |
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**Consent Form Template**

1. My child has permission to attend *(name of event)*
2. I consent to any medical treatment required by my child during the course of *(name of event)*
3. I confirm that my child is in good health and I consider them fit to participate within the scope of *(name of event)*
4. I hereby release, hold harmless, indemnify, and defend Ao Tawhiti Unlimited Discovery, and its Board of Trustees, officers, agents, directors, employees, and volunteers from any and all liability and legal or equitable claims of any kind related to participation in events covered by this consent form.

I/We agree to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ participating in *(name of event).*

I/We have provided the school with up-to-date medical and other relevant information.

**Parent**

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| Signed |  | Date |  |