

SEELB Outdoor Education Centres'

Parental Consent/Medical Form

To be completed by the person with parental responsibility for young people under 18 yrs of age participating in a programme at a SEELB Outdoor Education Centre
(Completed forms should be returned to the teacher/leader in charge of the visit)

School/Youth Organisation: _____ Date of Course _____

Student's Name: _____ Date of Birth: _____

Parent/Legal Guardian: _____

Address: _____

Post code: _____

Telephone No: Home _____ Work/Mobile _____

Telephone number where parents may be contacted during participant's course if not at any of the above:

Please Tick Appropriate Box

Can your son/daughter swim? Yes No

Do you allow your son/daughter to take part in water activities? Yes No

Does your son/daughter suffer from any medical conditions? Yes No

Does your son/daughter suffer from any serious allergy? Yes No

Has your son/daughter had any recent illness or injury? Yes No

If you answered yes to any of the above, please give details of medication and/or treatment currently being undertaken and include the name and telephone number of their doctor.

In the event of an illness or accident, I authorise the Group Leader or other member of Staff to give, on my behalf, consent for any urgent or surgical treatment (including the use of anaesthetics) Yes No

Does your son/daughter have any special dietary requirements? Yes No

If Yes, please give details:

I agree to my son/daughter taking part in activities arranged by the Centre but which are normally supervised by the visiting Teachers/Leaders e.g. Swimming Pool, Horse Riding, Recreational and Educational visits. Yes No

The Centre will on occasions use digital and video photography as a means of recording young peoples' participation in organised activities. The Centre, the SEELB and/or the School may wish to retain copies of the photographs for displays, presentations or Promotional publications. I agree to my son's/daughter's photograph being taken and retained by:- (please tick)

A: School only B: School and Killyleagh OEC/SEELB

C: I do not wish to have my son/daughter's photograph taken or retained

I permit my son/daughter to use Centre computer equipment including the internet/email in compliance with the SEELB's ICT guidelines. Yes No

Centre Guidelines for Participants

The Centre guidelines are there in an effort to ensure the safety, wellbeing and privacy of all those who attend Centre courses. They are complementary to the visiting group's established guidelines for educational visits and will be explained in more detail to participants on their arrival. A résumé of the guidelines which we expect participants to adhere to during their time at the Centre are listed below:-

General

Participants:-

Should behave in a sensible manner around the Centre at all times

Must follow Centre staff's instructions/directions during activities

Must remain within the Centre grounds unless given specific permission to do otherwise

Should adhere to the agreed lights out/bedtime

Should refrain from opening external doors or venturing outside after the agreed lockup time

Should respect others belongings and privacy

Will be required to assist with maintaining the Centre's cleanliness ie. keeping common areas & dormitories clean & tidy, assisting with some basic Centre chores

Must not use Centre apparatus which requires specialist supervision/instruction

Fire

Smoking is not permitted anywhere inside the Centre, those who are of the legal age to smoke must do so in the designated area

Participants must not interfere with fire safety equipment ie. Fire alarm/detectors or Fire extinguishers

Participants will be made familiar with fire exits, alarm siren, fire assembly point and the action to be taken in the event of the alarm activating

Assist with fire prevention by not wedging fire doors, including dormitory doors open at any time

Mobile Phones

All participants are requested to leave Mobile Phones at home. Resident visitors can be contacted through the Office at the Centre. Where participants insist on bringing Mobile Phones the following will apply.

Participants will be requested to hand over their Phones to their teachers/leaders to be kept securely and issued at agreed prescribed times

Participants will not be allowed to take Phones on outdoor activities unless given specific permission to do so by Centre staff

Data Protection Statement for the SEELB

The information on this form is required for the purposes of managing the risk associated with participants attending a Centre course. The information is covered by the provisions of the Data Protection Act 1998. Your signature to the form is deemed to be an authorisation by you to allow the Board to process and retain the information for the purpose(s) stated.

I have read and completed all sections of this consent form, forwarded all relevant details as requested and hereby agree to my son/daughter participating in all the activities (when and where appropriate safety equipment will be worn) organised at Killyleagh Outdoor Education Centre. I have read, understood and accept the Centre guidelines as a reasonable approach to assist the safe management of participants attending Centre programmes.

Signature: _____

(Parent or Guardian)

Date: _____

