



Cust School

PARENT CONSENT FOR EOTC ACTIVITIES

To be completed upon enrolment and/or annually at the start of the school year.

Education outside the classroom (EOTC) is the name given to all events and activities that occur outside the classroom, both on the school grounds and off-site.

Our students participate in a wide range of learning opportunities within and outside the school grounds. Students, especially senior students, may participate in a wide range of sporting events outside the school throughout the year. All class teachers are encouraged to provide extension and enrichment opportunities for their students. These learning opportunities sometimes require travel outside the school, and may extend outside school hours.

Our school uses a process, as suggested by The Ministry of Education EOTC Guidelines, which is monitored by the principal and board of trustees, to identify and manage risk for all activity types.

This EOTC form is to cover events which occur during the course of a school day and conclude prior to approximately 6.00pm. Where an event involves risk exposure greater than what would typically be the case at school, such as adventurous activities or hazardous environments or the event continues overnight, specific consent will be required. At the time of our seeking any further consents you will also be asked to update the health and contact information held by school.

It is important that this form is completed at the start of the year for all students who will be participating in EOTC events. Details on this form will remain confidential to school staff, contractors and volunteers associated with supervising activities on EOTC events. It is crucial that you provide us with up to date information, that is accurate and complete, to allow us to plan appropriately for EOTC events.

Staff analyse the risk associated with all EOTC activities, and identify strategies eliminate, isolate, and/or minimise the risks.

You can read more about our school's **EOTC policies and procedures** on our SchoolDocs site – there is information specifically for parents in a topic called Communicating with Parents.

Please note that is very important that student details such as health information and emergency contacts are kept up to date with the school office during the year.

Please ensure that all sections of this form are completed and it is returned to the school office by [Monday 17 February](#)

Privacy Statement:

Please note: the personal information being collected on this form is for the purpose of running EOTC events. It won't be used or disclosed for any other purpose except in accordance with the Privacy Act 1993. You have the right under that Act to access and seek correction of the information from the school.

	Low Risk	High Risk	Overnight
Activity type	Routine and expected activities and environments. May include: <ul style="list-style-type: none"> activities on school grounds supervised local visits. 	Where risk exposure is greater than what would typically be the case at school. May include: <ul style="list-style-type: none"> adventurous activities hazardous environments. 	Including domestic and overseas trips.
Examples of activity type	e.g. trip to supermarket, field trip to beach (sand dune study, no swimming), Friday Sports	e.g. day ski trip, Beach Ed - swimming	e.g. school camps
Planning and approval	<ul style="list-style-type: none"> Seek approval from the principal. <p>Blanket consent</p>	<ul style="list-style-type: none"> Seek approval from the principal and board. <p>Parental Notification and consent</p>	<ul style="list-style-type: none"> Seek approval from the principal and board. <p>Parental Notification and consent</p>

EOTC Communicating with Parents

Parental consent

The level of information provided to parents and requested from parents is proportionate to the risk associated with the activity.

At this school, parents complete a blanket consent form at enrolment or at the start of each year, which covers many low risk activities.

Where parental consent is required, we ask for this on a case-by-case basis. Students must bring a signed consent form before they can participate. For certain activities, we will also notify parents about any risks we have identified associated with the activity.

Low risk activities

Parental consent is not usually required for routine EOTC experiences on site or in the local community within school hours, which involve a low level of risk.

High risk and overnight activities

We seek separate parental consent for higher risk activities and overnight camps.

The content of a consent form may vary depending on the type of activity. Generally, it will describe the activities planned, their associated risks, and other logistical information. It may also ask for health information and emergency contacts. Each student must have signed consent from their parent/caregiver before they can participate in the activity.

If a parent withholds consent the student will not be taken on the EOTC event, but wherever possible, the learning outcomes of the visit will be delivered to the student in some other way.

Risk disclosure

Risk disclosure is particularly important for higher risk and overnight activities. We inform parents of any generic and specific risks associated with the event, and strategies proposed to mitigate these. Parents are asked to inform the school of any risks associated with their child's involvement. Parents and students are encouraged to ask questions, and activities are entered into voluntarily (challenge by choice).

Health information

We ask for medical and health information from all participants involved in an EOTC event as appropriate for that event so we can effectively manage any health issues that arise.

Parents agree to their child receiving any medical treatment, including anaesthetic or blood transfusion, that is considered necessary by medical authorities in the event of an incident. If parents do not agree to this, their child may not be able to attend the EOTC event.

Transport consent and safety

The options for transport vary with the activity. See [EOTC Transport](#).

Parent help

Parent volunteers may be required for any level activity. Volunteers are sought as required and follow the guidelines

in [EOTC Parent Help](#).

Emergency contact

As appropriate, the school provides contact details for parents to use in the event of an emergency at home. Parents provide contact numbers (day and night as appropriate) for use in an emergency.

Contact with parents

If a student wishes to have contact with their parents while away on an EOTC event this will be agreed with the student, family, and school before the event takes place.

Early return

If a student's behaviour on an EOTC activity is unacceptable, they may be returned to school. The person in charge of the EOTC activity must document the incidents/behaviour and contact the principal before taking any action.

The principal informs the student's parents of the unacceptable behaviour and the arrangements for bringing the student back. Parents may be liable for the costs of a student's early return.

BLANKET CONSENT FOR EOTC ACTIVITIES

FAMILY NAME:..... Home phone No.....

Email address:.....

Caregivers Cell phone No #1.....Cell phone No #2.....

Residential Address:.....

Postal Address:.....

Other Emergency Contact:.....

Medical Consent

- In an emergency school may act on my behalf
- School may administer pain relief
- I agree that if prescribed medication needs to be administered, a designated adult will be assigned to do this. I will ensure that prescribed medication is clearly labelled, securely fastened and handed to the designated adult with instructions on its administration.
- I will inform Cust School as soon as possible of any changes in the medical or other circumstances.
- I agree to my child receiving any emergency medical, dental, or surgical treatment, including anaesthetic or blood transfusion, as considered by the medical authorities present.
- Any medical costs not covered by ACC or a community service card will be paid by me.
- If my child involved in a serious disciplinary problem, including the use of illegal substances and/or alcohol, or actions that threaten the safety of others, he/she will be sent home at my expense.

Student Contract

To be read and signed by all participating students.

- I understand that any EOTC event is an opportunity for me to learn, practise skills and gain attitudes and values in an environment outside the classroom.
 - I realise that this requires me to take on genuine responsibility for my own learning and the safety and that of myself and others.
- I agree to do the following to make this happen:
 - Show courtesy and consideration for others; Follow the rules and instructions of staff and other supervisors at any event; Take part in all activities within challenge-by-choice options; Look after myself and my personal belongings; Declare medical conditions that could affect participation in the event; Accept the rules set by the school for any event, even if they are different from what is accepted at home.
- I understand that my parent/caregivers will be contacted and I may be sent home at their expense if:
 - My actions are considered unacceptable by staff; I break the school drugs and alcohol policy; My actions put me or others in any danger.

Signed (by student):Date/...../.....

Parental Consent

- I agree to my child taking part in EOTC events. I acknowledge the need for them to behave responsibly.
- I understand that there are risks associated with involvement in Cust School's EOTC events and that these risks cannot be completely eliminated.
- I understand Cust School will identify any foreseeable risks or hazards and implement correct management procedures to eliminate or minimise those risks.
- I understand that my child will be involved in the development of safety procedures. I will do my best to ensure that my child follows these procedures.
- I acknowledge that in order to gain a better understanding of the risks involved I am able to ask any questions of Cust school about the activities in which my child will be involved. I recognise that participation in such activities is voluntary and not mandatory. My child and I both understand that they may withdraw from the activity if they feel at risk. This must be done in consultation with the person in charge.
- I understand that Cust school does not accept responsibility for loss or damage to personal property (either my child's property or damage to other's property caused by my child) and that it is my responsibility to check my own insurance policy.

Signed:Date/...../.....
(Full name of parent/Caregiver)

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