



# Excursions – Parent or Carer Consent and Payment Policy

## **Purpose of this policy:**

To ensure that Bonbeach Primary School obtains informed consent from parents or carers, for their child to participate in an excursion.

## **Relationship to existing policy:**

This policy is to be read in conjunction with the Excursions – [Planning and Approvals](#) Policy.

## **Policy:**

The Principal must ensure that the school has obtained written consent from parents or carers for school excursions, for the school to:

- take the student out of the school environment for a day excursion;
- have the student in its care after normal school hours on an overnight excursion;
- obtain parent or carer authorisation:
  - for the financial costs of the excursion;
  - for any adventure activities that may be undertaken during the excursion;
  - for students to be sent home from an excursion in the event of serious misbehaviour and for the costs of the student's return to be the parent or carer's responsibility;
  - that if needed the school can consent to emergency medical treatment;
- enable the parent or carer to alert the school to any medical conditions or allergies.

## **Payment and consent forms:**

- Payment and consent forms must be received by the school no later than 10am the day before the excursion or at a time stipulated on the consent form;
- No payment will be accepted after this time due to the processing requirements for the following day;
- Failure to make payment by 10am the previous day will result in students not participating in the excursion, unless prior arrangements have been made;
- Money will not be accepted on the morning of the excursion; and
- Students without signed permission forms will not be taken on the excursion.

## **Requirements for informed consent:**

The Principal must:

- give parents or carers, who are to sign consent forms, sufficient information about the excursion to enable them to make an informed decision;
- tell the parent or carer the:
  - nature of the proposed activity;
  - degree of supervision;
  - risks involved;
- keep the consent forms at the school;
- ensure that the teacher in charge of the excursion takes a copy of each consent form on the excursion, for excursions requiring school council approval.

**Related school policies:**

- Excursions – Adventure Activities
- Excursions – Planning and Approvals
- Excursions – Safety, Emergency and Risk Management
- Excursions – Staffing and Supervision
- Excursions – Student Medical Information
- Excursions – Student Preparation and Behaviour
- Decision Making Responsibilities for Students

**Related Department policy:**

- Admission for informal carer arrangements.

**Related legislation:**

- *Children, Youth and Families Act 2005*
- *Crimes (Family Violence) Act 1987*
- *Education and Training Reform Act 2006*
- *Family Law Act 1975*

**Department resources:**

- For the parent consent form see: [Safety Guidelines for Education Outdoors - Forms](#)

**Evaluation**

This policy will be reviewed as part of the school's three-year review cycle.

**Approval:**

This policy was approved by School Council on 13 December 2016.