

Visit Approval, Medical Information and Parental Consent						
Type of visit	Information provided to parents	Medical information	Arrangement for consent	Authorisation of visit	Moray Council form to be used (in Appendix 2 of excursions policy)	Risk Assessment required
Routine and local visits	Information provided to parents: <ul style="list-style-type: none"> <li>• During induction meetings</li> <li>• Yearly parents' meetings</li> <li>• Or in school handbook</li> </ul>	Annual update obtained from parents and retained in school	Consent given by parents using a consent form, which is completed at induction or annually	Head of Establishment	Appendix 2.1 (for accompanied visits)  Appendix 2.2 (for unaccompanied visits – secondary schools, if relevant)	Blanket RA for places being visited, plus dynamic assessment relating to conditions, travel and group.
Day visits	Specific information supplied in writing	Annual update obtained from parents and retained in school	Trip specific consent form required	Head of Establishment	Appendix 2.3 OR Appendix 2.4 if preferred	Specific RA for day, considering places, conditions, activities, travel and group make up.
Residential visits	Specific information supplied in writing and meeting with parents if required	Provided as an integral part of the consent form	Trip specific consent form required	Head of Establishment	Appendix 2.4	Specific RA for visit, considering places, conditions, activities, travel and group make up
Overseas Visits	Specific information supplied in writing and meeting with parents	Provided as an integral part of the consent form	Trip specific consent form required	Head of Establishment and inform LA	Appendix 2.4	Visit-specific RA considering all aspects of the visit
Visits which include activities with special planning considerations <ul style="list-style-type: none"> <li>• Adventurous activities</li> <li>• Hazardous environments</li> </ul>	Specific information supplied in writing as determined by visit type	Provided as determined by visit type	Consent determined by visit type	Head of Establishment after advice from adventurous activities consultants (currently Adventure Scotland Training)	Appendix 5 (OE/01)	RA for each adventurous activity and hazardous environment as well as for the visit as a whole.

Please note, approvals system is now online using the Evolve system. Risk assessment should take into consideration the benefits of the activity / excursion.