**Appendix D. TEMPLATE INFORMED CONSENT FORM (ANNUAL)**

*[print on letterhead]*

**Leisure activities information**

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| **PARENT CONSENT FORM**  |
| **Child’s name:** |  |
| **Year:** |  |

Student experiences of boarding at *[insert college name]* can be enhanced by participating in a range of leisure, recreational, cultural and sporting activities which are a key part of boarding life. Wherever possible, our aim is for your child to take part in the same activities while boarding with us as they would when living at home.

Leisure activities are not connected to the school curriculum and do not include educational excursions arranged by school, or the continuation of school activities by a student after school hours.

These events may be arranged at any time throughout the year, unless specifically indicated. We endeavour to notify parents of all planned leisure activities, but please note that it may not be practical on every occasion for routine recurring activities.

The following information is provided to enable you to make an informed decision as to your child’s participation in these various activities.

Our staff ‘have a duty of care to protect students from risk of harm that can reasonably be foreseen’. These leisure activities will be assessed for risk prior to commencement and will not proceed if we consider the activity to be ‘high’ risk. We employ a number of strategies to reduce the likelihood of risks occurring and the consequences should they eventuate. However, it should be noted that engaging in any recreational activity will carry some risk exposure that cannot be eliminated.

Please complete and return this form to the College. Our staff can provide you with a copy for your records if you request it.

Attached is a selection of potential leisure activities\* that will or may be organised throughout the year. Please indicate, by ticking (ü) the box, which of these activities you consent to your child participating in, or you may choose the option to consent to all activities listed.

Activities are grouped into 3 categories:

* Supervised activities away from the college
* Unsupervised student-led activities away from the college
* On-site activities

You can withdraw your consent at any time. Please contact our staff should you grant ongoing consent for your child to participate that you later wish to review or alter.

\* We will ask for separate consent for all other organised activities as and when organised.

*These examples are provided as a guide only on how to complete the annual informed consent form. It is not intended to be an exhaustive list.*

*Include* ***every*** *leisure activity so that parents have a full and clear understanding of what their children might be participating in. Tailor to your colleges’ unique circumstances – specify the actual beaches, fairs, parks etc. and describe all activities that will take place*

**Supervised** activities away from the college

|  |  |
| --- | --- |
| o | ALL supervised activities away from college grounds listed below.  |

Or please select the specific activities detailed below:

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| --- | --- | --- |
| o | Activity: | Sightseeing; shopping; going to the salon; ‘hanging out’,  |
| Location: | Local town/shopping mall |
| Details: | Students will be escorted to the town centre by bus or by foot and staff will remain in the general vicinity  |
|  |  |  |
| o | Activity: | Sightseeing; picnic/BBQ; ball sports, nature walk; hiking  |
| Location: | ABC Park, XYZ Oval, John Citizen National Park, John Citizen Nature Reserve |
| Details: | Staff take students on a short trip to see the sights and explore nature, or to kick a ball on the oval. www.johncitizennationalpark.com.au |
|  |  |  |
| o | Activity: | Swimming; surfing; boogie boarding; snorkelling; paddle-boarding; kayaking; fishing  |
| Location: | ABC Beach, XYZ Bay, John Citizen Lake, Joe Public River  |
| Details: | We make regular trips to the beach and all our supervisors hold surf rescue qualifications. Students are asked to stay within eyesight of staff and to swim between the flags. Students may fish from the jetty or beach only – fishing from the rocks is strictly prohibited.www.localbeach.com.au |
|  |  |  |
| o | Activity: | Swimming; workout in the gym; basketball; ‘hang out’ |
| Location: | ABC Recreation Centre; XYZ Aquatic Centre; Joe Bloggs Swimming Pool |
| Details: | Our students enjoy regular trips to the Joe Bloggs Pool, which is staffed by a lifeguard during all opening hours. www.joebloggsswimmingpool.com.au |
|  |  |  |
| o | Activity: | Movies; ten-pin bowling; arcade games |
| Location: | ABC Cinema complex; XYZ Bowl; Timezone |
| Details: | Staff will take students to see a movie, go bowling etc. Staff may not always stay with the students but will remain in the general vicinity. |
|  |  |  |
| o | Activity: | Cycle; skate; scooter; rollerblade  |
| Location: | ABC Skate Park; Town Oval; esplanade/foreshore |
| Details: | Students must wear helmets at all times and are encouraged to wear other protective gear such as knee and elbow pads.  |
|  |  |  |
| o | Activity: | Attend (as a spectator) local organised sporting events e.g. football, netball, hockey, basketball. |
| Location: | ABC Oval, XYZ Recreation Centre;  |
| Details: | Students are encouraged to support their team and staff are always happy to take them to watch the local games. |
|  |  |  |
| o | Activity: | Local Agricultural Show; Local Fair  |
| Location: | Local showgrounds; Town park and gardens  |
| Details: | The Local Ag Show is always a big event on the calendar and students enjoy a wide choice of displays, games; show rides; sideshow alley; shopping etc.www.localagshow.com |
|  |  |  |
| o | Activity: | Day trip to Perth/surrounding town |
| Location: | Perth; Northam; Kulin; Mt Barker; Katanning  |
| Details: | Students are taken to Perth/surrounding town in our college bus/buses for a day to see the sights and go shopping. |
|  |  |  |
| o | Activity: |  |
| Location: |  |
| Details: |  |

**Unsupervised** student-led activities away from the college

With your consent, your child may be permitted to exit college grounds unsupervised to take part in various leisure activities on their own or with friends. Students are expected to return to the college by an agreed time. On occasion, staff may be available to drive and/or collect students using college vehicles.

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| --- | --- |
| o | ALL unsupervised student-led activities away from college grounds listed below.  |

Or please select the specific activities detailed below:

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| o | Activity: | Walking |
| Location: | Outside college grounds |
| Details: | Your child may walk to approved locations to take part in various leisure activities. This includes running and jogging for exercise. |
|  |  |  |
| o | Activity: | Cycling |
| Location: | Outside college grounds |
| Details: | Your child may cycle to approved locations to take part in various leisure activities.  |
|  |  |  |
| o | Activity: | Sightseeing; shopping; going to the salon; ‘hanging out’,  |
| Location: | Local town/shopping mall |
| Details: | Students make their own way to the town centre/mall.  |
|  |  |  |
| o | Activity: | Sports, exercise, ‘hanging out’  |
| Location: | ABC Park, XYZ Oval,  |
| Details: | Students make their own way to the local park/oval. |
|  |  |  |
| o | Activity: | Sports, exercise, ‘hanging out’  |
| Location: | ABC Beaches, Local Rivers, Esplanade/foreshore  |
| Details: | Students make their own way to the beach or foreshore but are not permitted to enter the water under any circumstances. |
|  |  |  |
| o | Activity: | Movies; ten-pin bowling; arcade games |
| Location: | ABC Cinema complex; XYZ Bowl; Timezone  |
| Details: | Students can go to the movies on weekends at their own cost.  |
|  |  |  |
| o | Activity: | Cycle; skate; scooter; rollerblade  |
| Location: | ABC Skate Park; Town Oval; esplanade/foreshore |
| Details: | Students are encouraged to wear protective gear such as helmets, knee and elbow pads at all times while undertaking these activities.  |
|  |  |  |
| o | Activity: | Attend (as a spectator) local organised sporting events for example, football, netball, hockey, basketball. |
| Location: | ABC Oval, XYZ Recreation Centre;  |
| Details: | Students can make their own way to the ground to support their team. |
|  |  |  |
| o | Activity: |  |
| Location: |  |
| Details: |  |

**On-site** activities

Students are encouraged to participate in organised on-site activities. The following activities require your consent for your child to participate should they choose.

|  |  |
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| o | ALL on-site activities listed below.  |

Or please select the specific activities detailed below:

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| o | Activity: | Use of college gym equipment e.g. weights; treadmill; cross-trainer; |
| Location: | College gym/weights room; outdoor equipment |
| Details: | Students may be permitted to use the gym equipment provided they adhere to the conditions of use. |
|  |  |  |
| o | Activity: | Swimming |
| Location: | College pool |
| Details: | Students can enjoy the pool provided they adhere to the conditions of use. The College pool can only be used when supervisors are present within the pool enclosure. |
|  |  |  |
| o | Activity: | Camp fire; fire pit; bonfire |
| Location: | College gardens/grounds |
| Details: | Students always enjoy toasting marshmallows by the fire. Supervisors are present and students are required to act responsibly at all times. |
|  |  |  |
| o | Activity: | Spotlighting |
| Location: | College grounds;  |
| Details: | Generally a fun and safe game for children of all ages, students have been known to trip or fall given it is played in the dark. |
|  |  |  |
| o | Activity: |  |
| Location: |  |
| Details: |  |

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| **Parent Declaration**I declare I have read and understand the information outlined in this form and give consent for my child to participate in the activities as indicated throughout the year. I am aware that my specific permission is not required on every occasion my child elects to participate in these activities and that I can withdraw this consent at any time.I acknowledge that even with my permission, the College Manager / Residential manager may withdraw the permission for my child to undertake an activity. The reason behind this decision will be communicated to me promptly.I understand I have an obligation to inform college staff if I have concerns around my child’s capacity to engage in particular activities and will inform college staff of my child’s swimming ability.I will notify *[insert college name]* in writing of any relevant additional medical information not already held by the college and/or if my child’s medical condition changes. I am aware that the College and its employees are not responsible for personal injuries or property damage that may occur during a leisure activity unless the College or its employees are proven to be negligent.  |
| **Parent name:** |  |
| **Parent signature:** |  |
| **Date:** |  |

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| **Student Declaration**I declare I have read the information outlined in this form and I understand my obligation to uphold the *[delete as required]* Residential College Code of Conduct / behaviours expected of students of *[insert WACOA name]* while engaging in all leisure activities.  |
| **Student signature:** |  |
| **Date:** |  |

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| **Water based or swimming activities** |
| *Please indicate your child’s current swimming ability:*  |
| Department of Education swimming stage achieved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date achieved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| I am unsure: [ ]  (The college may contact you to discuss your child’s swimming ability) |
| **Swimming ability:**  |
|  |
| Stage 1 Beginner  | Stage 7 Intermediate  |
| Stage 2 Water Discovery  | Stage 8 Water Wise  |
| Stage 3 Preliminary  | Stage 9 Senior  |
| Stage 4 Water Awareness  | Stage 10 Junior Swim and Survive\*  |
| Stage 5 Water Sense  | Stage 11 Swim and Survive\*  |
| Stage 6 Junior  | Stage 12 Senior Swim and Survive\*  |
|  |  |
| \*Stages 10 to 12 are Royal Life Saving Society of Australia awards. Stage 10 focuses on safety and survival abilities including clothed survival and personal fitness for survival and extends the student’s range of swimming skills. Stages 11 and 12 involve further development of survival and swimming skills and endurance. Stage 12 provides a foundation for rescue awards.  |
|  |
| I give permission for my child to participate in the water based or swimming activities as indicated. |
| Parent Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |