



Victoria College Day Care

Consent Policy – referencing Standard 3

June 2023

Policy Date – 09/06/2023
Agreed by Governors – 16/06/2023
Review Date – January 2024
Drafted by – E Wilson

Updated June 2023

1. Rationale:

Victoria College Day Care is committed to promoting high quality education by employing and supporting staff who will work with a high degree of commitment and professionalism in a healthy and safe environment. The purpose of this policy and accompanying procedures is to establish a clear framework for consent to going on trips within the Day Care Setting.

2. Aims and Objectives:

1. To inform parents and carers about the consent requirements for any trips that Victoria College Day Care will be organising.
2. To ensure that each child within Victoria College's Day Care has written consent for any trip in which they participate and that the details of the trip have been made clear eg contact with animals (Standard 3).

3. Procedures:

Victoria College Day Care endeavours to provide a safe and well supervised environment for every child. The following procedures will be followed:

1. The Day Care Manager or Deputy Manager will write to parents and carers outlining the details of the proposed trip. Parents/ carers will be asked to complete a consent form to allow their child to participate in the trip. Full trip details will be included.
2. A risk assessment will be completed by staff members.
3. Only children with a completed consent form will be taken out of school by Victoria College Day Care staff.

4. Review and Evaluation:

The policy will be reviewed every six months by the Day Care manager and at least once a year by the Board of Governors. The policy will be kept under review by senior members of staff who will keep Governors informed of any difficulties that may arise.