



Parental Information Checklist

This checklist is designed to be used by the Group Leader to check that parents have been provided with all relevant information. Some activities which take place within school hours may not require attention to all sections.

Details of Visit

Dates of visit	
Visit to	
Group Leader	

Element	Action	Yes/ no	Action required
Written Information	Camping Permit and other authorisations?		
	District Commissioner(s) aware		
	Information sent to parents		
	Follow up information to be sent		
	Parental consent / signatures received for all the group		
Medication	Members of the group identified as requiring medication?		
	Any further information required?		
Staffing	Have deputy, sub group leaders, other supervisors and helpers been identified?		
	Are staff appropriately qualified and experienced?		
	Have written details been given to adults concerned		
	Have written details been given to DC/GSL/Home Contact		
	Have any problems been identified?		
	Has information given to parents?		

Element	Action	Yes/ no	Action required
Discipline	Has a Code of Behaviour been given to and explained to parents and adults concerned?		
	Have sanctions been explained and agreed with parents and adults?		
Meetings with staff	Have meetings been arranged between all adults taking part in the visit to ensure that everyone understands and agrees to their responsibilities?		
	Has a meeting been arranged between Leaders and Assistants & helpers?		
	Has a parent's evening been organised?		
Meetings with parents	Are there arrangements to record which parents have attended, which have asked questions and any questions that are yet to be answered?		
	Are there arrangements to fully inform parents unable to make the above meeting?		
	Has all information been given to all parents?		
Finance	Do parents understand the financial commitments into which they are entering?		
	Is financial support available from elsewhere – if so has this been checked for the current activity		
	Have appropriate persons been informed of the above?		
	When is the point of no return?		
	Are there any hidden factors?		

Element	Action	Yes/ no	Action required
Pocket Money	What is the policy on pocket money?		
	Who is responsible for keeping it?		
	How is it accessed?		
	Have all parents and young members been informed of this?		
Insurance	Have Parents been informed of insurance cover?		
	Does cover include Illness during visit?		
	Does it include an accident to a member of the party during visit?		
	Is there any insurance for personal belongings taken on the visit in case of damage or loss		
Travel company / commercial centre	Have parents been given information about the travel company / commercial centre		
	The address of the activity centre		
Contact	Have parents been informed of the visit organiser and who will be responsible for the party during the visit?		
	Have parents been informed of who the emergency contact person is?		
	Have parents been given an out of hours telephone number in the event of an emergency		

Element	Action	Yes/ no	Action required
Religious & cultural issues	Are there any issues that need to be considered?		
	Are there arrangements to ensure that religious and cultural beliefs and practices can be followed;		
	Are there any specific gender issues due to cultures and beliefs?		
	Are accommodation facilities suitable for mixed groups?		
	Are there issues regarding safety equipment such as the fitting of safety helmets or the fitting and checking of safety harnesses		