



## Participant information

The gaining of parental consent and the gathering of information on visit participants has often been done at the same time using the same mechanism. This does not need to be the case. This document covers participant information. For guidance on consent see the document '*Parental Consent*' in section 4 of this guidance.

It is essential that the visit leadership team have access to up-to-date information in order to manage the welfare of young people. This typically includes emergency contact details and medical, dietary and other considerations such as confirmation of swimming ability.

Establishments must have a mechanism in place for obtaining this information, updating it, and communicating it to those who need it. Where such information is transcribed to a summary sheet or where the Student Information Management System (or similar) is used to provide a summary, then there must be a process to ensure the accuracy and currency of the information. Information may be gathered in any way that proves effective, such as an annual form, visit-specific form, tear off reply slip, website portal, email etc.

Parents should be made aware of the importance of disclosing information. They should be informed that disclosure is very unlikely to affect the opportunities for their child to participate in off-site visits and activities but that the information may be essential to allow the visit leaders, and possibly specialist activity leaders, to manage their child's participation safely.

## Data protection considerations

There must be a robust arrangement for keeping welfare, medical and emergency information up-to-date. Sensitive information should be accessible and understood by those who need it, including relevant leaders from other organisations. Consideration should be given to how that information is carried. This may include copies of medical forms, use of a printed summary sheet or electronic data storage. You should ensure that individuals' confidentiality can be protected and personal information securely disposed of when it is no longer needed. For guidance on the retention of information see '*Retention of documents*' in section 6 of this guidance.