

This information is issued annually and should be kept on record. It can also be found online at: http://www.aberdeencity.gov.uk/AdventureAberdeen/scc_visits.asp

Insurance information

Aberdeen City Council provides off-site activities travel insurance cover for all insured persons (pupils, teaching staff, youth workers, support staff, adult volunteers, helpers, assistants and other authorised children) of participating schools and community groups whilst on organised visits outside the designated school boundaries. Further details can be found within the policy summary (appendix 13 of the Educational Visits Policy) which can be found online at:

http://www.aberdeencity.gov.uk/AdventureAberdeen/scc_visits.asp

Participants wishing to obtain cover for personal accident and third party liability are advised to contact an insurance company or broker. If the Visit Leader takes out additional insurance, you will be informed. The following are the conditions of declaration by **parents/carers**.

I having parental rights and responsibilities towards my child/ward named on the consent form (V4):

- Understand that under the Act of Legal Capacity (Scotland) 1991, a young person (16-18 year old) may give consent for their involvement in the visit. However, it is encouraged that a counter-signature be provided by those with parental rights and responsibilities. A space is provided on the consent form (V4) for this.
- Have read the information issued concerning the visit and the statement of insurance.
- Understand the nature of the activity/activities to be undertaken and consider the above named person fit to take part.
- Understand that the visit has been risk assessed and every effort will be made to minimise risk. Nonetheless I acknowledge that a totally risk free environment is unrealistic and in signing the parental consent form I accept that a degree of risk remains.
- Will meet reasonable expenses incurred in replacing or repairing property, furnishings, goods or equipment damaged due to misbehaviour or disobedience which would not be covered by the Council's or the visit insurance.
- Will meet any costs for travel in the event of the above being taken home due to misbehaviour or disobedience.
- Understand that any deposit paid may not be returned should the above named be withdrawn from the visit for disciplinary reasons.
- Understand that if the above named is unsuccessful in securing a place on the visit, any deposit paid will be returned.
- Understand that the visit will take place according to Aberdeen City Council's educational visits policy, which can be found online at www.aberdeencity.gov.uk/AdventureAberdeen

Data Protection

The personal information collected on these forms is recorded on computer, stored securely and processed only for the purpose of educational visits. Aberdeen City Council (ACC) will process this information fairly and lawfully and in accordance with the Data Protection Act 1998.

For the purposes of processing the personal information ACC is the Data Controller. The nominated representative of the Data Controller is the City Solicitor. You have a right to obtain details of the personal information which ACC holds about you. Such a request should be made in writing and go to the Head of the Establishment organising the visit.