



National Federation of Young Farmers' Clubs

(England & Wales)

YFC Centre Stoneleigh Park Kenilworth Warwickshire CV8 2LG
Tel: 024 7685 7200 Fax: 024 7685 7229
E-mail: post@nfyfc.org.uk

NFYFC Parental and Medical Consent Form - Guidance Notes

Example parental consent and medical forms have been devised for club meetings, club trips and residentials. These forms have been developed with the input from County staff and NCVYS to ensure that they cover all necessary areas and are practical. Parental guardian signature is required for young people under 18.

The use of consent forms is not new and many parents may already expect them as they are required by schools. Whilst initially a small amount of paperwork may be generated, the forms are there to safeguard members and help club officers.

These forms have been sent to you in electronic format so that you can add/amend as necessary to suit your members' needs. It is very important that you read and understand these forms and change them as necessary. Some membership forms may already contain some of the information in which case the forms can be reduced.

Guidelines for using the Club Meeting Form

This consent form will collect all the information the club will need. It will be up to individual clubs to choose who will look after this information. E.g it could be the secretary or club leader. The consent forms are confidential, so they will need to be kept in a file and be taken to each meeting for reference in case of an incident. It is sensible for the information holder to read through the forms once received so that they are aware of any medical issues.

The form at present covers the club programme (and a copy of the programme should be attached when it is given to the parent/guardian to sign) so that parental consent can be given en-block for the activities. Clubs may want to include county events in this as well. In the case of those clubs who do not have club programmes, it is sensible to work with them and help them develop a club programme as in the long run it will save a great deal of time and hassle as club officers will not have to chase members or cancel meetings if consent forms have not been completed.

Medical history: Some forms ask 'when did the participant have their last tetanus injection?' you may wish to include this on your form.

Declarations: The NFYFC insurance policy should be available for parents/guardians. Obtaining consent for photographs is not a legal obligation however it is recognised good practice and is commonly found on consent forms.

Guidelines for using the Trips and Residential Form

These two forms are very similar, however, the covering letter to go with the forms will be different as the residential will require more information. The 'trips' form also contain a

paragraph regarding travel. You may or may not feel this appropriate and may also wish to write in the name of the driver who will be driving. It is important to remember that whilst members may have been fully informed about a trip this information may not have been passed on to a parent or guardian. Having a separate parental consent form will inform parents/guardians about the trip/residential especially as the venue and time may be different to normal club nights. Parents/guardians also need to give their consent for their son/daughter to take part in an activity.

As this form is similar to the club meeting form, you may feel that a shorter form may be appropriate as long as the longer parental consent forms are taken on the trip as well.

When organising a trip it is important that the trip organiser has a copy of all the consent forms and that a copy remains with the local key contact e.g club leader, president. It is also important that parents are given a copy of the trip details and a key contact for them to ring if they need to get hold of their child.

Emergency contact information and Summary of information for a trip – Examples have been included for club leaders/officers. The emergency contact sheet is for the local key contact in case a problem arises and need to contact the venue, club leader or other.