

NEW Digital Consent form instructions for parents/caregivers of the ASMS

ASMS is moving our excursion consent form process to an online program from the Department for Education called *EdSmart*, as opposed to the previous paper-based process. The school needs to have appropriate documentation of Parent/Caregiver consent to enable students to attend offsite excursion opportunities. This digital consent form will make the administration process more efficient from both the Parent/Caregiver and administration perspectives.

When a **digital consent form** is sent to you (for your child), you will receive an excursion slip via email to the **primary contact** email address that you have provided to the school. See *Figure 1* below for an example of the emailed excursion slip that you will receive in your email inbox.

A separate excursion letter will continue to be given to your child in hardcopy form. This letter will contain details of the excursions and the payment details (where applicable) which can still be made in the same way, e.g., in person, cash, credit card or by bank transfer. Always keep the excursion letter as a reference for all excursion details.

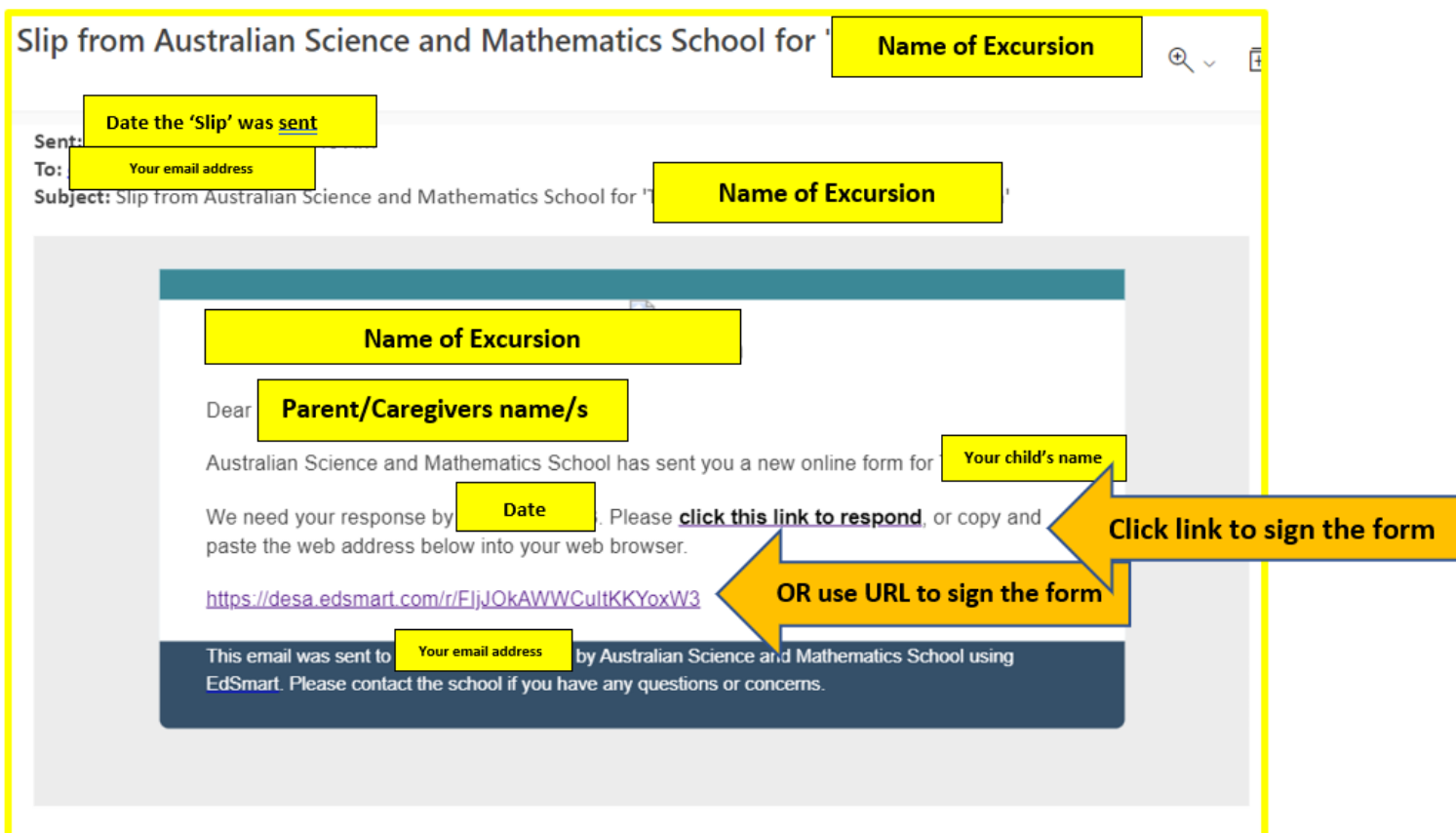


Figure 1, Example of the email notification you will receive from *EdSmart* to sign the Digital consent form.

See the following page for more information.

Once you have clicked the link provided to you in the email (*Figure 1 previous page*) you will be directed to a *Department of Education* program called **EdSmart**. The excursion consent form will be available for you to read and digitally sign if you provide consent for your child.

See images below for an example of the full consent form that you will receive.

TEST Consent form for ASMS Excursion

Student name	Your child's name.
Slip due date	21 Mar 2023
Response	Consent
Response date	17 Mar 2023 @ 05:47 PM
Completed by	Parent name

Name of Camp/Excursion/Sporting or Adventure Activity	TEST ASMS Excursion
Location	Location of the excursion
Date From	22 Mar 2023
Date To	22 Mar 2023

ACTIVITY INFORMATION SHEET

(Note: for a series of activities that take place on a regular basis (including regular outings), list all individual activities, dates, locations, cost, transport, supervision arrangements and start and dismissal times)

Transport arrangements – including description of destination and pick up location, method, means and any specific requirements for seatbelts or safety restraints
 Students will catch the Adelaide Metro bus to Marion at 10am and return by 1:30pm

Sleeping Arrangements (Where Applicable)
 N/A

Number of Student/Children Attending	1
Number Of Supervising Teachers, Instructors And Adults Attending	1
For Education And Care Services – The Educator To Child Ratio	1:15
Cost - Including Details of any Financial Assistance available	N/A (Students to bring their Metro Card & Lunch \$)

Contingency Plans – Including Alternative Programs (Where Applicable)
 If students miss the 10am bus they need to wait for the 10:11am bus.

Site based contact person and telephone number and site contact details
 Kellie Cassidy 8201 5686

*This form complies with the Education and Care Services National Regulations – Authorisation for excursions

Student/Child's Name	Your child's name.
Parent Name	Parent name
Does your child have any health support, or medication administration needs that should be considered for camps, excursions etc?	
Any other matters that may impact your child's	

Enter Medical details if applicable.

Agreement

- I agree to delegate my authority to supervise teachers/instructors. Such supervisors may take whatever disciplinary action they deem necessary to ensure the safety, well-being and successful conduct of the students as a group and individually.
- In the event of an accident or illness and contact with me being impracticable or impossible, I authorise the teacher-in-charge to arrange whatever medical or surgical treatment a registered medical practitioner considers necessary. I will pay all medical and dental expenses incurred on behalf of my child. I understand that I may seek payment of an ambulance invoice.

?

- Where appropriate I have also attached additional or updated health care information, including details of any additional health support he/she requires to undertake the above activities safely.
- The information given is accurate to the best of my knowledge.
- I acknowledge that a risk management form is available upon request for my inspection at the site.

I agree to the above and I give consent for my child to participate in this activity Consent

Religious activities I do not give my consent for my student to participate in any religious activities outlined above (if applicable)

Parent (In Case of emergency)

Name

Relationship to Child

Telephone (1)

Telephone (2)

Mobile

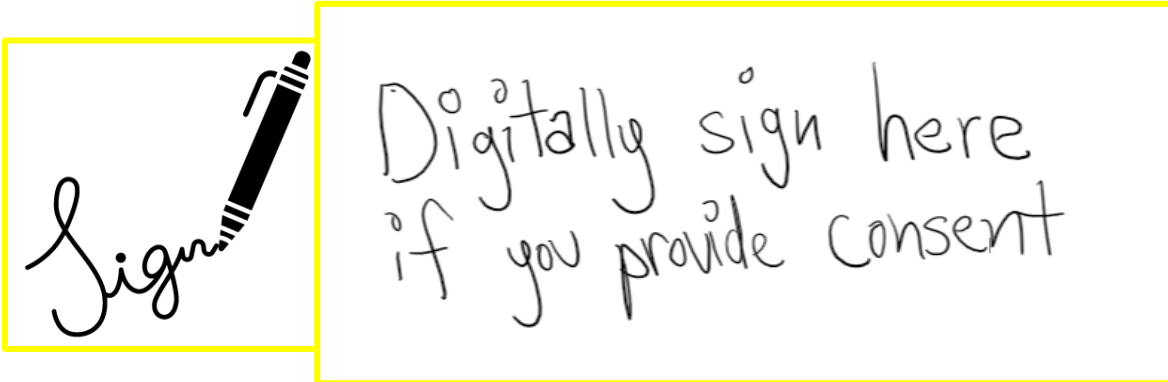
Student Medic Alert Number (If Applicable)

Please fill in:

- Parent name
- Relationship to child
- Your contact details.

Enter information here if applicable.

*Any health care information provided is not intended to prevent your child participating unless specific medical advice warrants exclusion. The health care information you supply to the school/preschool will be treated confidentially. Such information is sought in order to protect and assist the student so the activity may be a safe and enjoyable experience. Please contact the teacher-in-charge if you wish to discuss any health care problems.
*This form complies with the Education and Care Services National Regulations – Authorisation for excursions



Once you have completed the form, EdSmart will notify you to tell you that the consent form has been successfully submitted, and there is a print option available. You can then exit the EdSmart window.

You **do not need to return any physical paperwork** to the school (e.g., the hard copy excursion letter).

If you have any questions about the EdSmart digital excursion consent form process, please contact the school on **8201 5686**.