



Diocese of Steubenville Safe Environment Program

FIELD TRIP CONSENT FORM GUIDELINES

The **Parental/Guardian Consent Form and Liability Waiver** must be utilized by parish schools, religious education and youth ministry programs for the following types of activities:

1. Day and overnight field trips
2. Class graduation trips
3. Day and overnight retreats
4. Youth athletic participation
5. Field trips involving daycare programs

The Parental/Guardian Consent Form and Liability Waiver is a legal contract between the parent or guardian who signs the consent form and your parish. In most cases, the consent form prohibits a parent from making a claim for damages against the parish in the event that his/her child is injured. **It is very important that this consent form not be altered, as an alteration may change the legality of the agreement.**

Original copies of the signed Parental/Guardian Consent Form and Liability Waiver should be maintained in the parish/school offices for **at least two years**. Injuries and accidents are often not reported promptly, so it is important that the signed consent form be retained for an adequate time period to ensure that the agreement is not lost should claim be made.

As a supplement to the consent form, it is an excellent idea to **provide additional information** which gives a detailed description of the activity in which the students will be participating. One of the most common accusations made by a parent when a child is injured is that the parent did not fully understand the nature of the activity in which his/her child was participating.