

Guidance - Health and Consent Forms

Written consent must be obtained from the participant, and if they are under 18, their parent/carer. The consent must be informed consent, i.e. they must be fully aware what they are consenting to. In order that this can be achieved, they must be able to have access to any risk assessment relating to the activity.

The consent form must contain details of pre-existing medical conditions, medication and special needs. These details must be carefully considered before allowing the person to take part, as they are potentially more vulnerable. Wherever practicable, the needs of individuals should be addressed to enable them to participate, e.g. the activity should be adjusted to ensure the safe participation of persons with particular needs.

It is suggested that a full health and permission form should be completed annually for each cadet. This is to cover them taking part in the weekly cadet meetings and other planned activities within their local area for the next 12 months. This form should be held in the cadet's personal file, ideally on their Marshall Volunteer Portal account.

For each non-weekly meeting event a cadet is involved in within their area, a supplementary health and permission form may also be used. This is to allow parents/carers to be informed of the particular activity and allow any changes from the annual health and permission form to be picked up – with particular reference to medical/dietary conditions.

For all other cadet activities, which take place outside their area, a new health and permission form must be completed in each instance: e.g. camps, competitions, activity weekends, and centrally organised policing events. This is so local cadet leaders know they have up to date details for cadets with them on events outside their area and for them to be available for those responsible for organising such events. These supplementary health and permission forms should be kept with the event/activity paperwork.

Pre - existing medical conditions or disability

When a pre-existing medical condition or disability (including SEN) is notified to the person planning the event/activity, action must be taken to decide whether the person concerned is able to take part. Consultation with parents/carers must be considered.

If it is a minor ailment, then suitable control measures can be put in place and documented on the risk assessment. If it is a more serious condition, then it is essential to obtain medical advice/confirmation that the person is fit or well enough to take part.

A letter should be addressed to the person's doctor, outlining what the extent of the activity is, asking for confirmation that they consider the person able to take part. Advice can also be sought from local occupational health departments, Chief Medical Officers and Health and Safety Departments.

The risk assessment must show what control measures are to be taken to minimise the risk to any person who has declared a medical condition.