

EXCURSION PREPARATION FORM

Excursion Details			
Excursion Title:		Date:	
Destination Address:		Is there water or other significant hazard? YES / NO (circle one)	
Contact Person at Destination:		Booking Made?	<input type="checkbox"/>
Phone Details at Destination:	Phone: Mobile:	Booking Confirmed?	<input type="checkbox"/>
Transport Details			
Mode of Transport:		Departure Time:	:
Transport Company Phone:		Return Time:	:
Booking Made? <input type="checkbox"/>	Booking reference:	Contingency Plan Attached: <input type="checkbox"/>	
Booking Confirmed? <input type="checkbox"/>		Mini First Aid Kit Packed: <input type="checkbox"/>	
Attending Staff Members			First Aid Cert. (tick)
1			
2			
3			
4			
5			
Attending Parents/Carers			Information Sheet
1			
2			
3			
4			
5			
Children/Adult Ratio Requirement	Age of Child	Hazard	
4 children : 1 adult	All Ages	None	
1 adult : 2 children 1 adult : 1 child	Over 3 years Under 3 Years	Water or Other	

Attending Children	Permission Form Returned
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