EXCURSION FORM
[Reference: Centre Based Care Standards 2011: Standards 4.1c & 15.3b)]

Where is the location of the excursion?
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

Why are we going? What will we be doing? (Purpose and aims of this excursion)
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

When is the excursion?
Date: __________ Time of departure: __________ Expected time of arrival back in the centre: __________

How will we get there? (Method of transport)
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

Who will be coming with us? (Staff, additional adults, volunteers) What will the adult to child ratios be? (Refer to CBC Standard 4)
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

☐ Staff have assessed the excursion in order to identify, assess and manage any hazards associated with the excursion. Please speak with the staff if you wish to discuss this further.

I give permission for my child ____________________________________________ to attend the excursion to
(name of child)
__________________________________________ on ____________________.
(place of excursion) (date)

Name of parent/guardian: ____________________________________________
Signature of parent/guardian: _________________________________ Date: _____________________