**EXCURSION PREPARATION FORM**

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| **Excursion Details** | | | | | | | | |
| Excursion Title: | |  | | | Date**:** | |  | |
| Destination  Address: | |  | | | Is there water or other significant hazard? | | | |
|  | | **YES / NO**  (circle one) | | | |
| Contact Person at Destination: | |  | | | Booking Made? | | |  |
| Phone Details at Destination: | | Phone:  Mobile: | | | Booking Confirmed? | | |  |
| **Transport Details** | | | | | | | | |
| Mode of Transport: | |  | | Departure Time: | | : | | |
| Transport Company Phone: | |  | | Return Time: | | : | | |
| Booking Made? |  | Booking reference: | | Contingency Plan Attached: | | | |  |
| Booking Confirmed? |  |  | | Mini First Aid Kit Packed: | | | |  |
| **Attending Staff Members** | | | | | **First Aid Cert. (tick)** | | | |
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| **Attending Parents/Carers** | | | | | **Information Sheet** | | | |
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| **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 | | | |

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| **Attending Children** | | Permission Form Returned |
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