**EXCURSION PREPARATION FORM**

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| **Excursion Details** |
| Excursion Title: |  | Date**:** |  |
| DestinationAddress: |  | 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 yearsUnder 3 Years | Water or Other |

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