

Educator Name			
Excursion type	<input type="checkbox"/> Regular <input type="checkbox"/> Irregular		
Date completed			
<p>Regular outing (excursion): means a walk, drive or trip to and from a destination that the service visits regularly as part of its educational program, and where the circumstances relevant to the risk assessment are substantially the same on each outing.</p> <p>Note: If the excursion is a regular outing, the authorisation is only required to be obtained once in a 12 month period</p>			
Irregular excursion date			
For regular excursions day of the week A separate authorisation for each day of the week is required	<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday		
Frequency of Excursion If this is fortnightly or monthly excursion please attach a calendar of excursion dates	<input type="checkbox"/> Weekly <input type="checkbox"/> Fortnightly <input type="checkbox"/> Monthly <input type="checkbox"/> Term time only		
Destination and address			
Proposed activities to be undertaken by the child during the excursion			
Estimated departure time to the destination:	Estimated arrival time:		
Estimated departure time from the destination:	Estimated arrival time:		
Means of transport			
Total number of children involved in the excursion			
Have requirements for seatbelts or child restraints been met for each child?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
The number of educators / responsible adults, appropriate to provide supervision, and whether any adults with specialised skills are required.			
Educator to child ratio			
CHILDREN ATTENDING			
CHILDS NAME	CHILD RESTRAINT USED	NAME OF PARENT	PARENT SIGNATURE
A risk assessment has been prepared and is available at the service upon request			