Guidance for Excursion Permission Form Routine (regular outing)

Excursion Permission Form – Routine (regular outing)

**Please note: *This form is to be used for a child if the excursion you take them on is a regular outing, for example an excursion to the library, park or playgroup.*** The permission is only required to be obtained once in a 12 month period or when circumstances of the outing may have changed.

This routine excursion permission form can be used for a non-school age child who travels with you on a school drop off prior to going on a routine excursion such as to playgroup. In this circumstance, the form will outline the route that you will be taking on that outing and will include the school drop off prior to the routine excursion.

All sections of the Excursion Permission Form – Routine **must** be completed for **each** routine excursion destination. Up to 4 destinations can be used on this permission form. For example you can describe the details to support a routine excursion to the park as destination 1, the library as destination 2 and playgroup as destination 3.

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| **EDUCATOR TO COMPLETE** | | |
| **Name of child/ren** | | **Date of birth** |
| **Date of routine excursion permission** | **Agreement commences** | Enter the date the routine excursion agreement begins |
| **Agreement ends** | Enter the date the routine excursion agreement finishes. This agreement can only be in place for a maximum of 12 months. If there are any changes to the circumstances of the routine excursion within the time of this agreement, you must complete a new authorisation. |
|  | **Destination 1** | **Destination 2** |
| **Destination location** | Name of location eg marshmallow playground and address | If you regularly visit other locations- add second location here. You can add up to 4 different destinations on this form. Details for each location must be completed on this form. |

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| **Reason for routine excursion** | Why you are attending/travelling outside of your service |  |
| **The proposed activities to be undertaken by the child/ren during the routine excursion**  **(link to EYLF and MTOP)** | You must describe the learning and benefits that link to child development and learning outcomes (ELYF, MTOP) |  |
| **How often will the routine excursion occur?**  **Daily, weekly etc** | State how often you will/may take children on this excursion  To support routine excursion flexibility you will need to record how you will inform parents to ensure they know where their child  is at any time during the day |  |
| **Day/s the routine excursion will occur** | State which day or days you will/may take children on this excursion |  |
| **Description of details per day:**   * **start time and finish time/period of time child will be away** * **pick up location/starting point** * **Proposed route** | State the time you start and finish this excursion  Or  State the possible time range of the start and finish of this excursion  Describe your route which includes any stops this could be  Pick up of child on way to routine destination  School/Kindy drop off/pick up and continuing to routine destination  Describe the planned route of travel or attach a google map that outlines your travel route |  |

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| **The method and details of transport to be used for the routine excursion** | Describe the type of transport to be used eg car, walk, bus, ride bike, pram, train etc.  If not traveling in your vehicle provide information on how you will safely transport the child/ren eg holding hands, bike helmets, pram  Public transport should include how they are seated and supervised while waiting and traveling  Further details for managing the the group should be in your risk assesement |  |
| **Anticipated number of children attending the routine excursion** | Consider the number of children you are able to take to this destination, considering:  Number of car restraints  Service restrictions Supervision safety and policy  requirements for the destination |  |
| **Anticipated ratio** | Consider the type of excursion and any risks that may change the required ratio eg water, public transport |  |
|  | **Destination 3** | **Destination 4** |
| **Destination location** | Complete destination location and details below | Complete destination location and details below |
| **Reason for routine excursion** |  |  |
| **The proposed activities to be undertaken by the child/ren during the routine excursion**  **(link to EYLF and MTOP)** |  |  |
| **How often will the routine excursion occur?**  **Daily, weekly etc** |  |  |

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| **Day/s the routine excursion will occur** |  | |  | |
| **Description of details per day:**   * **start time and finish time/period of time child will be away** * **pick up location/starting point** * **Proposed route** |  | |  | |
| **The method and details of all transport to be used for the routine excursion** |  | |  | |
| **Anticipated number of children attending the routine excursion** |  | |  | |
| **Anticipated ratio** |  | |  | |
| **Details of the requirements for seat belts and safety restraints to be met**  **Include the type of child restraint available to suit size and age of child, and if the parent will be providing the restraint** | If the child could be seated in a number of different car restraints you will need to list the details for each car restraint to be used which includes:  Make and model of car restraint Age range  Forward or rear facing  Date of manufacture and/or expiry date Meets AZ/NZS 1754  If a parent is providing their child’s own car restraint the above information should be documented here. | | | |
| **Full names of adults who will accompany and/or be supervising the children on the routine excursions** | State in any destinations on this permission form where an adult may accompany you  If you use another adult who attends occasionally list them here and inform parents when they are attending  If you have an educator assistant who attends, include their details here | | | |
| A risk assessment for each routine excursion has been prepared and sighted by the parent/authorised person | | | |  |
| **Educator name** | | Enter Educator details here and sign/date in boxes below | | |
| **Educator signature** | |  | | |

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| **Date** |  |
| **Scheme** |  |

**PARENT or AUTHORISED PERSON TO COMPLETE**



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| I give my permission for my child/ren to participate in the routine excursions according to the details above.  I have sighted the risk assessment for each routine excursion. | Destination 1  Destination 2  Destination 3  Destination 4 |
| **Parent/authorised person name** |  |

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| **Parent/authorised person signature** | Parent enters this information, reads the risk assessment and signs/dates if they agree to the educator transporting their child/ren for each destination |
| **Date** |  |
| **Contact phone number** |  |
| In the case of an emergency, this person will be available if I am unable to be contacted | |
| **Name** | **Must Be Completed** Note: Please check if this emergency contact is new or needs to be added/updated on other authorisation forms |
| **Contact phone number** |  |