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| **EXCURSION / NON – ROUTINE PERMISSION FORM**  Version 4 (March 2018) |

**Educator’s Name:………………….………………………Date:……………………………..**

**Educator’s Signature………………………………………………………………..…………**

*In compliance with The National Quality Framework – Chapter 4 Operational Requirements Part 4.2 Children’s Health and Safety Division 6. If there is a change to your routine excursion, parents/ guardians MUST be informed, and MUST sign a new reviewed Routine Excursion Form.*

*This form is for* ***NON****-****ROUTINE EXCURSIONS ONLY. ROUTINE EXCURSIONS*** *require a Routine Excursion Form.*

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| **LOCATION OF NON - ROUTINE EXCURSION:** |  |
| **DATE AND DAY OF EXURSION:** |  |
| **TIME AWAY FROM RESIDENCE / VENUE:** |  |
| **PURPOSE OF EXCURSION FOR THE CHILDREN:** |  |
| **NUMBER OF CHILDREN ATTENDING EXCURSION:** | **ADULT / CHILD RATIO:** |  |
| **TRANSPORT USED:** |  |
| **DATE RISK ASSESSMENT COMPLETED:** |  |
| **NAME AND DATE RISK ASSESSMENT APPROVED BY:**  |  |
| **RISK ASSESSMENT SIGHTED BY PARENTS / GUARDIANS SHOWING ROUTE TAKEN:** |  |
| **CONTACT NUMBER OF THE LOCATION:** |  |

**PARENT SIGNATURE FOR CONSENT TO NON ROUTINE EXCURSION**

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| **CHILD NAME:** | **PARENT /GUARDIAN NAME:** |  **PARENT SIGNATURE:** | ***DATE:*** |
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