



Newington Early Learning Centre

ELC EXCURSION/OFF-SITE AUTHORISATION FORM

Children enrolled at Newington Early Learning Centre will participate in regular excursions and off-site activities throughout the year.

Excursion venues children will walk to:

Venue	Address	Staff to child ratio
Wyvern House School outdoor and indoor spaces (e.g., playground, library, assembly hall etc.)	115 Cambridge Street, Stanmore	1:10
Concordia Gallery	221-235 Stanmore Road, Stanmore	3:20
Newington College	200 Stanmore Road, Stanmore	3:20
Local Community	ELC surrounding areas (parks, shops etc.)	1:4

Off-site locations children will walk to, for evacuation purposes:

Venue	Address	Staff to child ratio
Wyvern House front playground	115 Cambridge Street, Stanmore	1:10
Wyvern House Cricket Pitch	115 Cambridge Street, Stanmore	1:10
Montague Gardens	80 Cambridge St, Stanmore.	1:10

The safety and supervision of children will be of the highest priority during excursions and off-site visits. All educators are equipped to prepare and respond to potential first-aid incidents. Risk assessments for the above list of venues have been conducted and management plans are available on request or in New Spaces.

Please note there will be a separate authorisation form provided to families for any excursions children will attend, beyond the above locations.

Authorisation for child to participate in excursions and off-site activities.

I give permission for (child's name) _____
to attend the excursion venues and off-site locations listed above, throughout the course of 2025.

Parent Name: _____ Parent Signature: _____

Parent Contact Number: _____ Date: _____

In the event of an accident or illness, I give permission, where it is impractical to communicate with me, to the teacher in charge of the excursion to consent to my son/daughter receiving medical treatment as considered appropriate by a qualified medical practitioner.

YES / NO

If authority is **NOT** given, please provide the name, relationship to the child and phone number of a person to contact in the event of an emergency.

Name: _____ Phone: _____

Relationship to the Child: _____