

Signing- out sheet for ad-hoc activities in the DLD Learning Area, where the college policy addresses the generic risk management issues.

Leave this completed form at reception when you go out.

Date	
Visit Leader	
Accompanying Staff	
Volunteers	
Group/Class/Form/List of students – if long, write them on the back of this form or attach a printed list	
Activity	
Destination/Venue details	
First Aid kit taken?	
Trip phone taken? Number?	
Time out	
Time back	
Contact number – staff mobile	
Any other relevant details/issues (eg pupil medical/behavioural needs)	

Keep a record of this sheet.