

Draft of a trip record sheet from use with the Children's fund trips

Individual workers could use these to record the details of the children they are responsible for. There is also a space for notes related to the trip, (e.g feeding times or how much pocket money each child brought) or to record minor incidents. (e.g. lost items)

Trip to:

Date:

Back on bus time:

Worker responsible for this group:	Worker responsible for overall trip:
	Emergency contact details:

Child's name	Parent/carer name	Emergency contact	"On the bus" check...				

Notes:

(for any important information or recording incidents on the day)