

## YMCA Geelong- Excursion and Routine Outing Policy



### OFFICE USE ONLY

Procedure Number	Date Approved	Date Last Amended	Status
YG 146-O	26/06/2012	15/03/2017	APPROVED

### 1. EXCURSION AND ROUTINE OUTING POLICY

#### 2. INTRODUCTION

To ensure that all YMCA excursions and routine outings are conducted in a manner that is safe and without risks to all Educators and participants whilst still offering educational value in accordance with relevant curriculum requirements and requirements of the Education and Care National Act and Regulations, 2011.

#### 3. POLICY EXCURSIONS

##### 3.1. Pre planning

Planning must be undertaken prior to any YMCA excursion. The planning process must ensure the following:

1. Excursions maximise both children's developmental experiences and their safety.
2. Reflect the age, capability and developmental interests of all the children.
3. Ensure adequate supervision in accordance with licensing requirements and consider any additional needs for individual children.
4. Cater to possible changes in weather e.g. rain, very high or low temperatures.
5. Cater to possible last minute cancellations due to unforeseen circumstances.
6. Consideration given to the cost of excursion and if within the budget of the program.
7. Once an excursion has been proposed for a YMCA centre or program, the Pre-Excursion Risk Assessment must be undertaken in order to determine the suitability of the location and the nature of the venue.
8. It is the responsibility of the Community Programs Co-ordinator to ensure that this process has been undertaken prior to any excursions occurring. The Community Programs Co-ordinator may engage the assistance of other suitably qualified staff to undertake the assessment.
9. The assessment shall determine the suitability of the venue. If identified risks cannot be controlled or reduced, then an alternative location shall be sought.
10. All excursions must be approved by the Community Programs Coordinator/Centre Manager prior to being organised and booked.

11. The Community Programs Co-ordinator must sign the risk assessment form to document the approval of the excursion.
12. All staff rostered on the day of an excursion must read and sign the relevant risk assessment prior to starting their shift.

### **3.2. Completing the Pre-Excursion Risk Assessment:**

In accordance with the Pre-excursion Risk Assessment tool, the Certified or Nominated Supervisor must be able to answer all applicable questions relating to:

- the excursion location
  - assessment of any activities to be undertaken at the venue
  - travel to and from the venue and parking arrangements
  - high risk activities
  - supervision
  - toilet and handwash amenities
  - environmental elements and exposures
  - child illness and injury
  - communication
  - essential safety information
  - food safety
  - equipment safety
  - weather conditions
  - back up plans
  - communication with children
  - cancellations
  - responsibilities on the day
  - any other relevant considerations
  - transport, transport safety and transport alternatives
- It is the expectation that the staff member who is undertaking the assessment, attends the venue for the purpose of undertaking the assessment where this is reasonably practicable.
  - Where attendance at the venue is not viable for the purpose of undertaking an excursion risk assessment, then information must be sought through other means (websites, phone contact with venue, through prior visits and known information from previous visits).

### **3.3. Determining excursion location suitability**

1. Once the Pre Excursion risk assessment has been undertaken, the responsible person/s must then make a determination as to whether the venue is suitable and does not pose a risk to the staff and children in attendance.
2. The YMCA will not engage in any activities where there is an unacceptable level of risk to any person.

### **3.4. Authorisation for Excursions**

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1. Education and Care National Regulations require that consent is given by the person named in the child's enrolment form as an 'authorised person'.
2. A booking form must be signed by the authorised person for excursions.
3. The excursion / routine outing communication plan must be made available to authorised persons for each excursion and routine outing and must include the following:
  - Parental / guardian consent for each child attending the excursion / routine outing
  - The reason the child is to be taken outside of the premises
  - The date of the excursion
  - Times of departure and return to the centre
  - Proposed destination
  - Method and details of transport including information on safety restraints if necessary
  - Activities involved
  - YMCA staff accompanying children on excursion (including the number of staff who will accompany and supervise)
  - Contingency plan for inclement weather
  - Any specific clothing, food or equipment needs for the child
  - Emergency contact numbers
4. Where practical a minimum of 24 hours notice will be given to families regarding any excursions or changes to excursions. This may not be possible if an excursion is cancelled due to weather conditions on the day.
5. Communication with families. Risk assessment templates for each excursion are to be displayed on the OSHC noticeboard or parent sign-in area.

### **3.5. Staff Responsibilities:**

A designated supervisor in charge must be identified as having overall responsibility for coordinating the excursion. This person will not be responsible for direct supervision of children, whilst they are coordinating the excursion. They will ensure:

1. There is no significant deviation from the excursion itinerary and timetable.
2. Children have all specific clothing and equipment needs prior to departure.
3. They carry a list of all children on the excursion and their emergency contact numbers, including their Medical Practitioner.
4. They carry a list of all staff members on the excursion.
5. They leave original copies of the children's enrolment forms at the service. Enrolment forms contain medical information about the child, emergency contact details.
6. They carry a mobile phone with emergency contact numbers for Centre Manager, YMCA Victoria, staff rostered to attend the excursion.
7. They re-confirm any transport arrangements prior to the excursion.
8. The senior staff person is the designated First Aid Officer and is clearly identified for the excursion.
9. A full First Aid Kit is carried on all excursions by the First Aid Officer. All other staff must carry or have ready access to a first aid pack including gloves, tissues, first aid forms, band aids, pen and paper.
10. The First Aid Officer must ensure that first aid procedures are documented.

11. Emergency information is carried for each child including allergies, medication, and contact numbers.
12. If any child has a Medical Action plan, then these and their medications are to be carried on the excursion. Eg: If diagnosed with anaphylaxis, their action plan and EpiPen/Anapen must be taken on the excursion.
13. If there are prescribed medication requirements that will occur during the excursion then the medication and authority to give medication forms must be carried by the staff member responsible for caring for that particular child.
14. Any child with specific dietary requirements is catered for or requested to bring their own food.
15. Children have access to drinking water whilst on the excursion.
16. All staff are fully informed of all details relating to the excursion, prior to commencement.

### **3.6. Before Leaving the Centre:**

1. Designated senior staff person to delegate staff to call rolls to confirm children's attendance.
2. Senior staff person responsible for arranging children into groups and nominating a staff person to look after each group.
3. All children are to be split into appropriate group sizes as per the staff ratio for the relevant activity/excursion (see excursion risk assessment) Staff members are to stay with their group at all times. If a child is required to change groups during the day, staff members need to document this in writing on their excursion group roll. Please note, aquatic activities require ratios of 1 staff member to 5 children.
4. A separate risk assessment is required prior to undertaking aquatic excursions.
5. Senior staff person to ensure that staff conduct and record head counts throughout the day. Staff are responsible for the supervision of their own group of children, and not the entire excursion group.
6. Children are to wear identification t-shirts / wrist bands or badges that relate to their group leader if required. Identification to include name of YMCA Children's Service, phone number of service and excursion mobile phone number. Do not include the child's name on the identification.
7. Senior Staff person to call roll and account for all staff before leaving the venue.
8. Appropriate equipment and materials to be collected and checked prior to leaving.
9. If travelling by public transport children to board group by group with their designated staff person, whilst being counted by another staff person. A final count or roll call to be conducted once everyone is on the bus.
10. If the entire group is attending the excursion, signage must be displayed to indicate that the children are attending an excursion, expected departure and arrival time, contact phone name and phone number. This signage is to be displayed at the entrance to the children's service, and at frontline service (if appropriate). The Duty Manager / Manager / Director are to be briefed to advice of the excursion details.
11. Prior to departure staff will discuss with children expectations of behaviour on the excursion and what to do if they are separated from the group.

### **3.7 . Supervision on Excursions**

1. The Senior Staff Person or delegated program leader for that day must ensure as a minimum hourly group rolls are completed and documented. The OSHC Coordinator or delegated program leader, in addition to hourly roll counts, must ensure, no child is to board/disembark public or private

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transport, enter/leave a venue, transfer or move from one activity to another, until the group rolls have been completed.

2. Head counts will be taken at least every 30 minutes and roll calls must be taken at key times throughout the excursion where children are moving from one location to another e.g. prior to boarding the bus, once on the bus, assembling at the excursion venue, walking to the meal break area. Head counts and roll calls must be more frequent in greater risk situations such as venues with crowds. Utilise the QikKids excursion roll for excursion sign in out sheets that permit this documentation.
3. Children are to be assembled in small groups prior to boarding transport.
4. Identification tags must be worn by all children attending the OSHC program. The identification tag will ensure the branch is contacted in the event of a missing child being found by a member of the community, reducing response time and improving capacity for retrieval of the child.
5. When moving as a large group, the group must be organized as a minimum to ensure there is a leader at the front and rear of the group. If the group is larger than 16 children then a leader(s) should be placed in the middle or spread throughout the group. This also applies within venues where there may be large crowds.
6. When moving in small groups between locations or activities within an excursion venue the leader should ensure they can constantly see all members of their group. For example, they should walk towards the rear of their group of 8, hence keeping all children in sight. The group of eight should remain close together, constantly within easy voice control.
7. During the excursion children to be given clear rules and boundaries.
8. Children to stay with their group and group leader at all times.
9. All staff and others responsible for supervising children must stay in close proximity to the activity of the children at all times.
10. Staff: child ratios for all excursions will be as specified under the Children's Services Regulations 2009, regulation 54 and the Education and Care National regulations. This requires 1 Diploma Qualified staff member for every 30 children or fraction of that number. The requirement for Diploma Qualified staff is the same for both excursions and programs conducted within the Children's service.
11. YMCA Policy requires a child staff ratio to be based on risk assessments and meet the minimum requirements as determined in the Education and Care National Regulations. YMCA excursion staff ratios may vary between 1:5 and 1:15 based on the individual undertaken risk assessment, however for all aquatic excursions there will be a 1: 5 child staff ratio.
12. In the event of a missing child the senior staff person shall delegate a staff member to carry out a search of the area. If a child cannot be immediately located, the Director/Manager/Executive Manager to be informed immediately.

### **3.8 Conclusion of the excursion**

1. Senior staff person to organize all children and staff together for roll call. If it is impractical for a whole group roll call to be permitted, each staff member will conduct a recorded roll call of their own group for which they are immediately accountable.
2. If a child is missing, senior staff person to instruct another staff person to conduct a search.
3. If a child cannot be immediately located, the Director/Manager/Executive Manager to be informed immediately. Emergency services will be contacted and families notified if a staff search does not end in locating the child.

4. If all children are accounted for, the group will proceed to exit the excursion facility and enter the bus/mode of transport.
5. All children will then be counted on to the transport as they are boarding the bus/mode of transport.
6. Prior to the bus departing a final roll call will be taken before departure.
7. Senior staff member to ensure all children get off at the correct destination and walk with their group leader back into the service.
8. All medication should be replaced in the designated location immediately upon approval back at the Centre.
9. Upon arrival back at the service, a final excursion roll call must be taken.
10. The Senior staff person must do a written evaluation of the excursion, including any issues. This is to be documented on the risk assessment.
11. Excursion observations are to be included in the curriculum planning for the OSHC service, as per the procedure for OSHC on non excursion periods.
12. Senior staff member to collect all documentation relating to the excursion (first aid reports, actions plans, head check documentation) and file accordingly.

#### **4. RELATED LEGISLATION, REGULATIONS**

Education and Care Services National Regulations (2011)

##### **Division 6—Collection of children from premises and excursions**

- 99 Children leaving the education and care service premises
- 100 Risk assessments must be conducted before excursion
- 101 Conduct of risk assessment for excursion
- 102 Authorisation for excursions

#### **5. RELATED STANDARDS or GUIDELINES/PROTOCOLS**

YMCA Extreme Heat Policy  
 Water Safety in Children’s Services Policy  
 Arrival and Departure in Children’s Services Policy  
 Orientation and Enrolment in Children’s Services Policy

#### **6. SCOPE & PURPOSE**

This policy applies to all employees, volunteers and contractors of YMCA Geelong Inc. and associated clubs.

#### **7. ROLES AND RESPONSIBILITIES**

<b>Department/Area</b>	<b>Role/Responsibility</b>
Operations	All Educators will be provided with this policy annually and are responsible for the daily implementation of the policy when directly supervising children.
Community Programs Co-ordinator	Is responsible for ensuring suitable resources and support systems to enable compliance with this policy.  Drive the consultation process and provide leadership and advice on the continuous improvement of the policy.

Community Programs Co-ordinator	The Community Programs Co-ordinator is responsible for the development, monitoring and review of the Policy and related systems, ensuring all content meets all legislated requirements.  Facilitate annual policy training to Children’s Services Educators on the appropriate implementation and use of policy.
CEO	Approve the Policy and Provide official sign off on the Policy

**8. MONITORING, EVALUATION AND REVIEW**

The ongoing monitoring and compliance to this policy will be overseen by Community Programs Co-ordinator. Each program will complete an annual self-assessment against this procedure, associated policy and the legislated standards from which it was drawn. The National Quality Framework Ratings and Assessment process, and Service Approval conditions, will also assist in the external audit and monitoring of the policy, by delegates of the Department of Education and Early Childhood Development.

The evaluation of the policy will be facilitated by the Children’s Services Taskforce using stakeholder feedback to drive continuous improvement and reflect service users’ comments where practical.

**9. CONSULTATION**

Children’s Services Policy Focus group Feedback period of December 2011- February 2012  
CEO/COO Consultation Amendments

Approved by: CEO

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Amendment history:

Version	Date	Author	Change Description
V1	July 2011	Kimberley Maher	Policy document created
V2	04/04/2014	Shona Eland	Update the template
V3	15/03/2017	Kimberley Maher	<p>Updated section 3.1 point 10: All excursions must be approved by the <b>Community Programs Coordinator/Centre Manager</b> prior to being organised and booked.</p> <p>Added section 3.1 point 12: <i>All staff rostered on the day of an excursion must read and sign the relevant risk assessment prior to starting their shift.</i></p> <p>Added transport, transport safety and transport alternatives to section 3.2</p> <p>Updated section 3.6 point 3: <i>all children are to be split into appropriate group sizes as per the staff ratio for the relevant activity/excursion (see excursion risk assessment)</i></p> <p>Updated section 3.7 point 11 – staff ratios</p> <p>Update section 3.8 – points 1, 3, 4 &amp; 5</p>

As Adopted by the YMCA Geelong on 04/04/2014



Chief Executive Officer YMCA Geelong Inc

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