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# Bendigo Regional YMCA Children's Services – Excursions and Service Events Policy and Procedures

## Mandatory – Quality Area 2

<b>Policy Number</b>	<b>CS 2.18</b>	<b>Version</b>	<b>1</b>
<b>Drafted by</b>	<b>CSM</b>	<b>Approved by CEO on</b>	<b>06.04.2018</b>
<b>Responsible Person</b>	<b>CSM</b>	<b>Scheduled Review date</b>	<b>06.04.2019</b>

### 1. OBJECTIVE

This policy will provide the guidelines for BRYMCA Children's Services to plan and conduct safe and appropriate excursions and service events.

### 2. SCOPE

This policy applies to the Approved Provider, Nominated Supervisor, educators, staff, students on placement, volunteers, parents/guardians, children and others attending the programs and activities.

### 3. POLICY

BRYMCA is committed to:

- ensuring the health, safety and wellbeing of children at all times, including during excursions and service events
- providing adequate supervision of all children during excursions and service events
- providing opportunities through the educational program for children to explore and experience the wider environment and broader society
- ensuring that all excursions and service events are accessible, affordable and contribute to children's learning and development

### 4. PROCEDURES

BRYMCA is responsible for:

- developing an *Excursions and Service Events Policy* in consultation with the staff and parents/guardians at the service and ensuring that they know where to access the policy and comply with its requirements
- ensuring that all parents/guardians have completed, signed and dated their child's enrolment form including details of persons able to authorise an educator to take their child outside the service premises
- ensuring that parents/guardians or persons named in the enrolment record have provided written authorisation within the past 12 months where the service is to take the child on regular outings, and that this authorisation is kept in the child's enrolment record (Regulation 161) (refer to Attachment 1 – Developing an excursion/service event authorisation form)

- reviewing and approving risk assessments for excursions and service events
- considering the financial ability of families before deciding on an excursion/service event that would require an additional charge.
- ensuring strategies are in place to provide an accurate attendance record for children attending an excursion, and for children remaining at the service while an excursion is happening
- ensuring strategies are in place to ensure that there is an accurate list of all adults participating in an excursion, including parents/guardians, volunteers and students, with contact details for each individual
- providing and maintaining a portable first aid kit that can be taken on excursions and other offsite activities
- providing a mobile phone to enable contact with parents/guardians and emergency services in the event of an incident, injury, trauma or illness
- ensuring emergency contact details for each child and the contact details of their medical practitioner are taken on excursions for notification in the event of an incident, injury, trauma or illness.

**The ELC Director, OSHC Coordinator, Occasional Care Supervisor and OSHC Supervisors are responsible for:**

- ensuring educators, staff, parents/guardians, volunteers, students and others at the service know how to access this policy and comply with its requirements
- ensuring that a child does not leave the service premises on an excursion unless prior written authorisation has been provided by the parent/guardian or person named in the child's enrolment record, and that the authorisation includes all details required under Regulation 102(4) (refer to Attachment 1 – Developing an excursion/service event authorisation form)
- ensuring that the number of children attending an excursion does not exceed the number for which service approval has been granted on that day
- ensuring that children are adequately supervised at all times
- ensuring that educator-to-child ratios are maintained at all times, including during excursions and service events
- ensuring only educators who are working directly with children are included in educator-to-child ratios
- ensuring that parents/guardians, volunteers, students and all adults participating in an excursion are adequately supervised at all times and are not left with sole supervision of individual children or groups of children
- ensuring that a risk assessment is carried out for an excursion before authorisation is sought from parents/guardians
- ensuring the risk assessment identifies and assesses the risks, specifies how these will be managed and/or minimised, and includes all details required by Regulation 101
- ensuring that the *Incursion Provider Agreement* form is completed and returned with required documentation for each incursion (Refer Attachment 1 – *Incursion Provider Agreement*)
- ensuring that the *Excursion Permission Form* is completed, signed by parents/guardians and filed with the daily attendance record for each excursion (Refer Attachment 2 – *Excursion Permission Form*)
- ensuring that proposed excursions/service events are inclusive of all children regardless of their abilities, additional needs or medical conditions

- ensuring that excursions and service events are based on an approved learning framework, the developmental needs, interests and experiences of each child, and take into account the individual differences of each child
- ensuring the purpose and educational value of each excursion or service event is communicated to parents/guardians
- ensuring an accurate attendance record is kept for children attending an excursion, and for children remaining at the service while an excursion is happening
- ensuring that there is an accurate list of all adults participating in an excursion, including parents/guardians, volunteers and students, with contact details for each individual
- ensuring that each child's personal medication and current medical management plan is taken on excursions and other offsite activities
- ensuring that a portable first aid kit (including required medication for dealing with medical conditions) is taken on excursions and other offsite activities
- ensuring a mobile phone, the emergency contact details for each child and the contact details of their medical practitioner are taken on excursions for notification in the event of an incident, injury, trauma or illness
- ensuring sunscreen (if required) is taken on excursions and is available as required for service events and that outdoor excursion venues provide adequate shade
- displaying a notice at the service indicating that children are on an excursion, and including the location of the excursion and expected time of return to the service.

**All Educators are responsible for:**

- contributing to the development of an *Excursions and Service Events Policy* reading and complying with the requirements of the *Excursions and Service Events Policy*
- providing adequate supervision at all times
- providing parents/guardians or a person named in the child's enrolment record with an excursion/service event authorisation form
- checking that a parent/guardian or person named in the child's enrolment record has completed, signed and dated the excursion/service event authorisation form prior to the excursion
- allowing a child to participate in an excursion or service event only with the written authorisation of a parent/guardian or person named in the child's enrolment record
- maintaining the required educator-to-child ratios at all times, and adequately supervising children during excursions and service events
- adequately supervising parents/guardians, volunteers, students and all adults participating in an excursion, and ensuring that they are not left with sole supervision of individual children or groups of children
- understanding the risk assessment for an excursion or service event as part of the planning for the event
- supporting all children to participate in excursions and service events regardless of their abilities, additional needs or medical conditions
- taking each child's personal medication and current medical management plan on excursions and other offsite activities
- taking a portable first aid kit (including required medication for dealing with medical conditions) on excursions and other offsite activities

- keeping an accurate attendance record of children attending excursions, and for children remaining at the service while an excursion is happening
- discussing the aims and objectives of the excursion or service event, and items of special interest, with children prior to undertaking the activity
- informing parents/guardians of items required by children for the excursion or service event e.g. snack/lunch, sunscreen, coat etc.

## 5. LEGISLATION AND STANDARDS

Relevant legislation and standards include but are not limited to:

*Education and Care Services National Law Act 2010*

*Education and Care Services National Regulations 2011*

*National Quality Standard*, including Quality Area 1: Educational Program and Practice and Quality Area 2: Children's Health and Safety

Child Safe Standards

YMCA Safeguarding Children and Young People Policy

## 6. DEFINITIONS

The terms defined in this section relate specifically to this policy.

<b>Adequate Supervision</b>	(In relation to this policy) Supervision entails all children in all areas of the service, being in sight and/or hearing of an educator at all times including during toileting, sleep, rest and transition routines.
<b>Excursion</b>	An outing organised by the education and care service. Under the National Regulations, the definition of 'excursion' does not include an outing organised by services operating from a school site, where the child/ren leave the service premises with an educator/staff member, but do not leave the school site'.
<b>Risk Assessment</b>	(In the context of this policy) a risk assessment must identify and assess any hazard that poses a risk to a child's health, safety and/or wellbeing while on an excursion, and specify how these risks will be managed and/or minimised (Regulation 101)
<b>Regular Outing</b>	(In relation to education and care services) means an excursion such as a walk, drive or trip to/from a location that the service visits regularly as part of its educational program, and where the circumstances covered by the risk assessment are the same on each trip. If an excursion is a regular outing, an authorisation from parents/guardians is only required to be obtained once every 12 months. A new authorisation is required if there is any change to the circumstances of the regular outing.

**Service Event**

A special activity, event, visitor or entertainment organised by the education and care service that may be conducted as part of a regular session at the service premises or as an excursion..

**7. ROLES AND RESPONSIBILITIES**

**Department/Area**

**Role/Responsibility**

Educators, Supervisors,  
Directors and Coordinators

- Supervisors, Directors and Coordinators will oversee the implementation and service adherence to this policy
- All Educators and are responsible for the daily implementation of the policy when directly supervising children.

Community Services  
Manager

- 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. Seek individual community feedback and facilitate an active consultation process with service users as appropriate.

CEO

- Policy Approval

## **8. MONITORING, EVALUATION AND REVIEW**

BRYMCA management team is responsible for formally reviewing and updating this policy every twelve months, in consultation with representatives from key stakeholder groups and in accordance with current legislation, research, policy and best practice. Small changes and additions may be made outside of the formal review to ensure the policy remains relevant and current. We retain records of each review undertaken. Such records may include minutes of meetings and documentation of changes to policies and procedures that result from a review.

### **ATTACHMENTS**

Attachment 1      Incursion Provider Agreement

Attachment 2      Excursion Permission Form



## BRYMCA Outside School Hours Care Incursion Provider Agreement Form

Dear Incursion Provider,

We looking forward to welcoming you to our Summer School Holiday Program.

Bendigo Regional YMCA is committed to the safety of children and young people attending our programs. As such, BRYMCA holds external accreditation with the Australian Childhood Foundation.

Whilst you are working with the children in our programs we ask that you abide by the following:

- Always follow the direction of the BRYMCA Supervisor on Duty
- Use language and tone of voice which provides clear direction, boosts confidence and encourages the children
- Ensure that any physical contact with children is appropriate to the delivery of the program
- Ensure clothing and footwear is appropriate for the activity being provided.
- Avoid being alone with any children at any time
- Avoid using your mobile phone, Ipad or personal camera whilst working with the children
- Advise the Supervisor on Duty if you have any concerns about the safety and wellbeing of any child attending

Please sign the attached form acknowledging your understanding and agreement to the above behaviours and return to us with copies of the following:

- Certificate of Currency of Public Liability Insurance
- Copy of Working With Children's Check for every adult who will be attending our program
- Any Risk Assessments you have documented in relation to the activities you will provide

Thank you for working with us to ensure that we are able to provide a positive and enriching educational experience for the children whilst also ensuring that they feel and are safe in our care.

Regards

Julie Bowe  
Community Services Manager

**Bendigo Regional YMCA**  
**YMCA House - Administration**

67 185 515 538 **ABN**

PO Box 232, Bendigo Central  
Bendigo VIC 3550

(03) 5444 3360

bendigo.ymcahouse@ymca.org.au

[www.bendigo.ymca.org.au](http://www.bendigo.ymca.org.au)



## BRYMCA Outside School Hours Care Incursion Provider Agreement Form

Business Name.....

I understand and agree to the conditions outlined in the BRYMCA Incursion Agreement Form. I will ensure that my interactions with the children and young people will be positive and conducted in a safe environment.

Signature.....

Name.....

Date.....

Please sign and return with copies of documents as requested to [nikki.purtill@ymca.org.au](mailto:nikki.purtill@ymca.org.au) by xx.xx.xx


### Documents attached

- Certificate of Currency of Public Liability Insurance
- Copy of Working With Children's Check for every adult who will be attending our program
- Any Risk Assessments you have documented in relation to the activities you will provide

### **Bendigo Regional YMCA** **YMCA House - Administration**

67 185 515 538 **ABN**

PO Box 232, Bendigo Central   
Bendigo VIC 3550

(03) 5444 3360 

[bendigo.ymcahouse@ymca.org.au](mailto:bendigo.ymcahouse@ymca.org.au) 

[www.bendigo.ymca.org.au](http://www.bendigo.ymca.org.au)



# Bendigo YMCA



## Excursion Permission Form

I give permission for my child/ren to attend an excursion to (insert destination and address)

\_\_\_\_\_

The purpose of this excursion is to

\_\_\_\_\_.

Date of excursion: \_\_\_\_\_ Time (departure) \_\_\_\_\_ (return) \_\_\_\_\_

Method of transport will be \_\_\_\_\_

The anticipated number of children attending this excursion is \_\_\_\_\_.

There will be \_\_\_\_\_ staff members attending ensuring a child / staff ratio of \_\_\_\_\_.

\_\_\_\_\_ parents/volunteers will also attend ensuring an overall adult/child ratio of \_\_\_\_\_

Activities and learning at this excursion include

\_\_\_\_\_.

A risk assessment for this excursion has been prepared by staff and is available for viewing beside the sign in book at the centre.

No.	Child's Name	Parent/Guardian Name	I have checked the emergency contact's on my enrolment and the information is accurate	Parent/Guardian Signature
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