

# YMCA Geelong- Excursion and Routine Outing Policy



**OFFICE USE ONLY**

Procedure Number	Date Approved	Date Last Amended	Status
YG 146-O	14/03/2024	19/02/2024	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

#### 3.1. Pre planning

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

- 3.1.1 Excursions maximise both children's developmental experiences and their safety.
- 3.1.2 Reflect the age, capability and developmental interests of all the children.
- 3.1.3 Ensure adequate active supervision in accordance with licensing requirements and consider any additional needs for individual children.
- 3.1.4 Cater to possible changes in weather e.g. rain, very high or low temperatures.
- 3.1.5 Cater to possible last minute cancellations due to unforeseen circumstances.
- 3.1.6 Consideration given to the cost of excursion and if within the budget of the program.
- 3.1.7 Co-ordinator or their delegated representative to conduct a site visit if they haven't been to the location of the excursion if deemed a high risk location.
- 3.1.8 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/ activities.
- 3.1.9 It is the responsibility of the School Holiday/ OSHC Co-ordinator to ensure that this process has been undertaken prior to any excursions occurring. The School Holiday/ OSHC Co-ordinator may engage the assistance of other suitably qualified staff to undertake the assessment.
- 3.1.10 All excursions must be approved by the Manager/COO /Risk Advisor or CEO prior to being organised and booked.
- 3.1.11 The Manager, CEO, Risk Advisor (whichever is relevant) must review Risk Assessment before sign the risk assessment form to document the approval of the excursion.
- 3.1.12 All staff rostered on the day of an excursion must read and sign the relevant risk assessment prior to starting their shift.
- 3.1.13 If identified risks cannot be controlled or reduced, then an alternative location shall be sought.
- 3.1.14 Risk Assessments must be accessible to the Educators (physical copies / Stack App)

YG 146-O Excursion and Routine Outing Policy V4 14/03/2024 (APPROVED)

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

In accordance with the Pre-excursion Risk Assessment tool, the Responsible Person (RP) 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 system
  - essential safety information
  - food safety
  - equipment safety
  - weather conditions
  - back up plans
  - communication with children
  - cancellations arrangement
  - 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**

- 3.3.1 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.
- 3.3.2 Risk assessments for excursions must include specific considerations related to the transportation (regulation 101)
- 3.3.3
  - the authorisation provided by the parent or person authorised by a parent for excursions must include specific details about the transportation (regulation 102)
- 3.3.4
  - risk assessments must be conducted before a service transports children and must include specific considerations related to the transportation (regulations 102B and 102C)

- 3.3.5 • a parent or person authorised by a parent must provide an authorisation for the service to transport their child and it must include specific details about the transportation (regulation 102D)
- 3.3.6 • for centre-based services: a notification must be made to the regulatory authority if regular transportation starts or ceases being provided or arranged by the service (regulation 175(2)(f) and 175(2)(g))\*
- 3.3.7 • for centre-based services: a nominated supervisor or staff member (other than the driver) must be present as children embark and disembark a vehicle at the education and care service premises during regular transportation (regulations 102E and 102F)\*
- 3.3.8 • for centre-based services: the nominated supervisor or staff member (other than the driver) who is present must account for each child and conduct a check of the interior of the vehicle to confirm no children remain on the vehicle (regulation 102F)\*
- 3.3.9 The YMCA will not engage in any activities where there is an unacceptable level of risk to any person. Extreme risk with mitigation must be review by Manager/COO/CEO.

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

- 3.4.1 Education and Care National Regulations require that consent is given by the person named in the child's enrolment form as an 'authorised person'.
- 3.4.2 Bookings are completed on Qikkids and confirmed must be signed by the authorised person for excursions.
- 3.4.3 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
- 3.4.4 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.
- 3.4.5 Communication with families. Risk assessment templates for each excursion are to be displayed on the OSHC family engagement table or parent sign-in area.

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

A Responsible Person in charge must be identified as having overall responsibility for coordinating the excursion. They will ensure:

- 3.5.1 There is no significant deviation from the excursion itinerary and timetable.
- 3.5.2 Children have all specific clothing and equipment needs prior to departure.
- 3.5.3 They carry a list of all children on the excursion and their emergency contact numbers, including their Medical Practitioner.
- 3.5.4 They carry a list of all staff members, participants emergency contact numbers, medical information. Emergency information is carried for each child including allergies, medication, and contact numbers.
- 3.5.5 They leave original copies of the children's enrolment forms at the service. Enrolment forms contain medical information about the child, emergency contact details.
- 3.5.6 They carry a mobile phone with emergency contact numbers for Manager/COO/CEO, staff rostered to attend the excursion.
- 3.5.7 They re-confirm any transport arrangements prior to the excursion.
- 3.5.8 The senior staff person is the designated First Aid Officer and educators are responsible for delivering First Aid and administer medication with a second educator.
- 3.5.9 A full First Aid Kit is carried on all excursions by the Educators in each group. 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 and sick bags. The Responsible Person ensures First Aid Kits are packed for each excursion.
- 3.5.10 The Educators must ensure that first aid procedures are documented via the Incident Report form.
- 3.5.11 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.
- 3.5.12 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.
- 3.5.13 Any child with specific dietary requirements is catered for or requested to bring their own food.
- 3.5.14 Children have access to drinking water whilst on the excursion.
- 3.5.15 All Educators are fully informed of all details relating to the excursion, prior to commencement.

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

- 3.6.1 Designated Responsible Person to delegate Educator to call rolls to confirm children's attendance.
- 3.6.2 Responsible Person will arrange children into groups and nominating an educator to look after each group.
- 3.6.3 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.
- 3.6.4 A risk assessment is required prior to undertaking aquatic excursions.
- 3.6.5 Senior staff person to ensure that staff conduct and record head counts throughout the day (See table below). Staff are responsible for the supervision of their own group of children, and not the entire excursion group.

- 3.6.6 Children are to wear identification vests or wrist bands or badges that relate to their group leader if required. Identification to include name of YMCA Children's Service and excursion mobile phone number. Do not include the child's name on the identification.
- 3.6.7 Responsible Person to call roll and account for all educators/children before leaving the venue.
- 3.6.8 Appropriate equipment and materials to be collected and checked prior to leaving.
- 3.6.9 If travelling by public transport children to board group by group with their designated educators, whilst being counted by another staff person. A final count / roll call to be conducted once everyone is on the bus.
- 3.6.10 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 service desk. The Duty Manager / Manager / Customer Service Leader are to be briefed to advice of the excursion details to communicate to customers if they contact the service.
- 3.6.11 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 Active Supervision on Excursions**

3.7.1 The Responsible Person or delegated program leader for that day must ensure as a minimum hourly group headcounts are taken and recorded on the roll. The SHP/OSHC Coordinator or delegated program leader, in addition to hourly headcounts, must ensure, no child is to board/disembark public or private transport, enter/leave a venue, transfer or move from one activity to another, until the group headcount/rolls have been completed.

3.7.2 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/exhibit 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.

3.7.3 Children are to be assembled in groups prior to boarding transport.

3.7.4 Identification vest must be worn by all children attending the OSHC program/excursion. The vests 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.

3.7.5 When moving as a large group, the group must be organised 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 an additional educator should be placed in the middle or spread throughout the group. This also applies within venues where there may be large crowds.

3.7.6 Ensure educators are positioned during activities to avoid blind spots

3.7.7 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.

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- 3.7.8 During the excursion children to be given clear rules, boundaries and behaviour expectations.  
Children to stay with their group and group leader at all times.  
All staff and others responsible for supervising children must stay in close proximity to the activity of the children at all times.
- 3.7.9 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.

**3.7.11 HEAD COUNT & ROLL CALL REQUIREMENTS**

<b>Time</b>	<b>Roll Call</b>	<b>Head Count</b>
Prior to leaving Centre (Morning Meetings)	✓ Recorded on Roll, date /Time and educators signature on QK Kiosk	
Embarking the transport excursion Reg:102E.		✓ Recorded on QK Kiosk – Head Count tab
While seated on Bus on way to excursion	✓ Recorded on Roll on QK Kiosk	
Disembarkment from the bus Reg:102.F		✓ Recorded on QK Kiosk – Head Count tab
Morning Tea, Lunch, Afternoon tea	✓ Recorded on Roll on QK Kiosk	
Assembly at the excursion venue		✓
Every 30 minutes while on excursion* Alarms to be set on group educator phones		✓
Every time the group moves from one activity/exhibit to the next		✓
Assembly prior to embarking the excursion	✓ Recorded on Roll, on QK Kiosk	
Embarking the transport excursion Reg:102E.		✓ Recorded on QK Kiosk – Head Count tab
Onboard the bus prior to departure	✓ Recorded on Roll, on QK Kiosk	
Disembarkment from the bus Reg:102.F		✓ Recorded on QK Kiosk – Head Count tab
Back in Service assembly on return from excursion	✓ Recorded on Roll, on QK Kiosk	

**3.8 Prior to departing excursion**

- 3.8.1 Responsible person to organise all children and staff together for roll call. If it is impractical for a whole group roll call to be permitted, each Educator will conduct a recorded roll call of their own group for which they are immediately accountable.
- 3.8.2 If a child is missing, Responsible person to instruct another staff person to conduct a search. In the event of a missing child the Responsible Person shall delegate a staff member to carry out a search

of the area. If a child cannot be immediately located, the SHP/OSHC Co-ordinator/Site Manager/COO and CEO to be informed immediately.

- 3.8.3 Emergency services will be contacted and families notified if a staff search does not end in locating the child.
- 3.8.4 If all children are accounted for, the group will proceed to exit the excursion facility and embark the bus/mode of transport.
- 3.8.5 All children will then be counted on to the transport as they are boarding the bus/mode of transport.
- 3.8.6 Prior to the bus departing a final roll call will be taken before departure.

### **3.9 Arrival at Next Excursion or Home Centre**

- 3.9.1 Responsible person to ensure all children get off at the correct destination and walk with their group leader back into the service.
- 3.9.2 All medication should be replaced in the designated location immediately upon approval back at the Centre.
- 3.9.3 Upon arrival back at the service, a final excursion roll call must be taken.
- 3.9.4 The Responsible person must do a written evaluation of the excursion, including any issues. This is to be documented on the risk assessment on Stack TEAM App + Child Alert.
- 3.9.5 Excursion observations are to be included in the curriculum planning for the OSHC service, as per the procedure for OSHC on non-excursion periods.
- 3.9.6 The Responsible person 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

165 (1) Supervision of children

167 (1) Protection of children from harm and hazards

356 Staffing qualifications

123d Staffing ratio

Section 165 Offence to inadequately supervise children

Section 167 Offence related to protection of children from harm and hazards

Regulation 24 Application for service approval—centre-based service

Regulation 89 First aid kits

Regulation 99 Children leaving the education and care service premises

Regulation 100 Risk assessment must be conducted before excursion

Regulation 101 Conduct of risk assessment for excursion

Regulation 102 Authorisation for excursions

Regulation 102B Transport risk assessment must be conducted before service transports child

Regulation 102C Conduct of risk assessment for transporting of children by the education and care service

Regulation 102D Authorisation for service to transport children

Regulation 102E\* Children embarking a means of transport – centre-based services

Regulation 102F\* Children disembarking a means of transport – centre-based services

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## 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  
Active Supervision in Children's Services Policy  
Code of Conduct Policy  
[Y Geelong Risk Assessment Template](#)

## 6 SCOPE & PURPOSE

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

YMCA Geelong will ensure all educators engaged in regulated children's services are trained in the policy requirements and expectation on Induction and during their careers at the Y.

## 7 ROLES AND RESPONSIBILITIES

Department/Area	Role/Responsibility
Educators	All Educators will be provided with this policy annually on Employee portal and are responsible for the daily implementation of the policy when directly supervising children while attending excursions.
SHP/OSHC 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.
	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.
Manager	Review and Approve Risk Assessments Ensure compliance with the policy and implementation Report all breached of the policy to CEO
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 SHP and OSHC Co-ordinators. 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.

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School Holiday Program / OSHC Co-ordinators will monitor the implementation of the policy during service. Educators who breach the policy will be counselled as to the correct procedure. Failure to comply may result in disciplinary action.

Policy will be reviewed on a three year basis by the Senior Leadership Team.

## **9 CONSULTATION**

Children's Services Policy Focus conducted with educators and families as part of the review process.

Approved by: CEO

Effective date: 14.03.2024

Reviewed: SLT 14/03/2024

Review Date: 19/02/2027

Policy Owner: Katelyn Hancock- SHP Co-ordinator, Jessica Claridge- OSHC Co-ordinator

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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>
V4	19/02/2024	Katelyn Hancock/Jessica Claridge	<p>Updated Clauses-</p> <p>3.1.3, 3.1.7, 3.1.10 – included SHP /OSHC Co-ordinators</p> <p>3.1.13 Added -Risk Assessments must be accessible to the Educators (physical copies / Stack App)</p> <p>3.3.2-3.3.9- Pre-excursion requirements added clauses</p> <p>3.5/3.6- Added Responsible Person instead of senior staff person</p> <p>Added “vest”</p> <p>3.7- added “Active” Supervision on Excursions</p> <p>3.7.11- Added- Roll Call and headcount table</p> <p>3.8- Changed header to “Prior to departing excursion”</p> <p>3.9-Changed header Arrival at Next Excursion or Home Centre</p> <p>4. Added Regulations</p> <p>6.Included training requirements</p> <p>7. updated roles and responsibilities</p> <p>Updated Policy Owner details</p> <p>Approved SLT 14/03/2024</p>

As Adopted by the YMCA Geelong on 14/03/2024



Chief Executive Officer YMCA Geelong Inc

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