

## YMCA of the NT Policy

### Excursions

Procedure Number	Date Approved	Date Last Amended	Status
27	29/03/2019	04/01/2023	Final

#### 1. PURPOSE

YMCA is committed to providing excursions that ensure the health and safety of participants so far as reasonably practicable. Excursions provide exciting opportunities to expand children’s experiences through exploring different environments and exposure to new activities. It is vital for the safety of all participants, and to minimise the risk to YMCA that all excursion are meticulously planned events where health and safety is given the highest priority at all times.

#### 2. SCOPE

The scope of this Policy applies to all Board members, Sub Committee members, educators and volunteers.

For the purposes of this document we refer to these as the YMCA.

All Policies and Procedures must conform to this Policy.

#### 3. POLICY

The YMCA will ensure every excursion or routine outing complies with the standards of the Education and Care Services National Regulations. These include;

##### 3.1 Planning Requirements

- (a) A risk assessment will be completed and made available for families to read.
- (b) The risk assessment is completed prior to confirming the excursion and advertising the program to ensure appropriate fees, educator ratios and risk minimisation strategies are able to be implemented effectively.
- (c) The suitability of venues will be determined through the risk assessment. Venues or activities which have the potential to be harmful to children and damage the YMCA’s reputation, such as gambling locations will not be permitted.
- (d) A written authorisation will be obtained from an authorised person for each child attending the excursion in accordance with the Regulations.
- (e) Guidelines on acceptable excursions, what the children will get out of the excursion linked to the EYLF and MTOP.
- (f) Water based excursions must also be planned in accordance with and adhere to the Water Safety Policy.

##### 3.2 Educator Ratios and Supervision Requirements

- (a) All YMCA excursions and routine outings will ensure educators to child ratios are met in accordance with each YMCA Association’s legislative and industry requirements.
- (b) The final educators to child ratio will be determined by the risk assessment with consideration given to activities which are deemed higher risk. E.g. water destinations/swimming

(c) YMCA will ensure active and vigilant supervision at all times throughout the excursion and routine outing from all educators.

### 3.3 Cancellation of Excursion

(a) All YMCA excursions and activities on Code Red (Catastrophic) Fire Danger Rating days will be cancelled and/or postponed. In addition, the YMCA reserves the right to cancel excursions and activities under any other circumstances where the health, safety and wellbeing of children and/or educators may be at risk.

## 4. ROLES AND RESPONSIBILITIES

Department/Role	Responsibility
Children’s Services Management	Is responsible for the development, monitoring, and review of the policy and related systems, ensuring content meets all legislated requirements. To facilitate policy awareness to all educators on the appropriate implementation and use of the policy.
Responsible Persons	YMCA nominated supervisor/ and or service management will oversee the implementation and service adherence of the policy Nominated supervisor/person with management and control will seek individual community feedback and facilitate an active consultation process with service users as appropriate. Is responsible for addressing any instance of non-compliance with this policy- and implementing strategies to help prevent non-compliance with this policy. 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.
All employees, volunteers & students	Responsible for meeting the requirements outlined in this Policy. Responsible for raising concerns or complaints in accordance with this Policy.

## 5. DEFINITIONS

Term	Definition
Authorised person	A child’s parent or guardian or anyone whom they nominate to act on their behalf as part of the enrolment process and is recorded on the child’s enrolment form.

Excursion	<p>An outing organised by an education and care service outside of the approved premises for delivering the Education and Care service.</p> <p>It does not include an outing organised by an education and care service provided on a school site if;</p> <p>a) The child or children leave the education and care services premises in the company of an educator; and</p> <p>b) The child or children do not leave the school site</p>
Routine or Regular Outing	<p>A walk, drive or trip to and from a destination-</p> <p>a) That the service visits regularly as part of its education program; and</p> <p>b) Where the circumstances relevant to the risk assessment are the same on each outing</p>

## 6. LEGISLATIVE AND INDUSTRY REQUIREMENTS

- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations 2011
- Guide to the National Quality Standards

## 7. SUPPORTING DOCUMENTS

(LINKS TO PROCEDURES AND/OR WORK PRACTICES)

N/A

## 8. APPROVAL AND REVIEW

Approved By: Liz Stiller

Effective Date: 04/01/2023

Policy Owner: Y NT Children's Services

Amendments

Version	Date	Author	Change Description
2	29/03/19	Y Australia	Policy includes planning requirements, ratio's and cancellation of excursion
3	04/01/23	YNT	Policy owner changed to YNT

## PROCEDURES

All excursions and outings must be risk managed by the service and/or coordinator/educators before they take place and documented on the 'Excursion Risk Management Plan'. Risk

management plans must be completed prior to the excursion or outing. A copy of the risk management plan is kept at each service and made available to parents/guardians if requested.

If the excursion is a regular outing, risk assessments will only be performed once a year.

Using the Excursion Risk Management Plan template, we will take into consideration the following:

- Any risk that the excursion may pose to the safety, health and wellbeing of any child, and identify how these risks will be managed and minimised.
- Any water hazards, or risks associated with water-based activities.
- Transportation to and from the destination.
- The ratio of adults and children, which will be determined by the age and abilities of the children, destination and length of the excursion, methods of transport, and type of activities proposed.
- Proposed activities and duration of the excursion.
- Any medical conditions that need to be considered and managed for each child with specific health needs.
- All children taken on an excursion or regular outing do so with the written permission of their parent/guardian.
- Prior to the excursion, written authorisation will be sought for each child stating:
  - The child's name
  - Reasons for the excursion
  - Date and duration of the excursion
  - Description of the proposed destination
  - Method of transportation
  - Proposed activities throughout the excursion
  - Proposed number of children attending the excursion
  - Proposed number of adults attending the excursion
  - That a risk assessment has been conducted, and available for review at the Service.
- Written authorisation from the parent/guardian or authorised persons must be received before a child is taken outside the service by completing an excursion or routine outing form.
- If forms are unsigned the child will be unable to attend.
- The parent/guardian is required to drop their child/ren off at the agreed meeting place and time. If a child has not arrived by the time of departure, the excursion or routine outing will commence without them.
- Educators must undertake regular head counts of children at the commencement, during and at the conclusion of the excursion or routine outing.

- Educators must take:
  - Signed excursion permission forms with them on the excursion or routine outing and count the children before, during and after the excursion.
  - A mobile phone and a record of emergency contact information for every child on each excursion or outing.
  - A first aid bag, medication and health action plans required by individual children e.g. Ventolin, EpiPen.