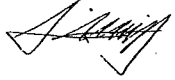
 <p>YMCA We build strong PEOPLE strong FAMILIES strong COMMUNITIES</p>	Management Area: CHILDRENS SERVICES	Pages: [05] Version No: [02] Date: [01/12/2009]
	Sub section (if applicable):	Signed: 
Policy Title: EXCURSIONS		Author: CHILDCARE TASKFORCE

1. Scope

- 1.1. Staff, management, families & children

2. Policy Statement

The YMCA believes excursions are essential part of the program as they provide a variety and an opportunity to expand a child's experience, explore different environments and learn new activities.

3. Related Policies & Procedures/Guidance Notes

- 3.1. Checklist for Excursion Policy
- 3.2. Code of Conduct Policy
- 3.3. Enrolment Policy
- 3.4. Medication Policy
- 3.5. Staff: Child Ratios Policy
- 3.6. Transportation Policy

4. Responsibilities & Delegations


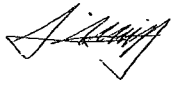
- 4.1. The Childcare Taskforce is responsible for the review of this policy.
- 4.2. The childcare staff & management are responsible for the implementation of this policy.
- 4.3. The families and children are responsible for the support of this policy.

5. Considerations

- 5.1. National Standards
- 5.2. Q&A principles
- 5.3. Relevant transport legislation and regulations

6. Records Maintenance

- 6.1. This policy is to be reviewed annually.

 <p>YMCA We build strong PEOPLE strong FAMILIES strong COMMUNITIES</p>	Management Area: CHILDRENS SERVICES	Pages: [05] Version No: [02] Date: [01/12/2009]
	Sub section (if applicable):	Signed: 
Policy Title: EXCURSIONS		Author: CHILDCARE TASKFORCE

PROCEDURES

Planning

All excursions will be planned taking into consideration:

- o Adequate supervision.
- o The children's ages, capabilities and interests.
- o Ways to maximise the children's developmental experiences and their safety.
- o Suitability of the venue and access including wheelchairs if required.
- o Access to food, drink and other facilities.
- o Weather conditions, which would make the venue unsuitable.
- o The specific clothing and equipment needs of the children.
- o Travel arrangements needed.
- o Staff are encouraged to visit or be familiar with the venue before undertaking the excursion to ensure that it is suitable, safe and accessible by all. Staff will phone venue ahead (if possible) when special requirements needed.
- o A risk assessment should be conducted prior to arrival at the venue.
- o When planning an excursion alternative arrangements will be made for adverse weather conditions.
- o Staff will consider not just wet weather, but cold or hot weather conditions when making plans for excursions and the final decision to continue with the excursion.
- o Ensure appropriate shade or covered areas, giving protection from the weather.
- o Compulsory excursion t-shirts if used within individual centres.
- o Voluntary code of practice (Appendix A – Excursions)

Authorisation and Notification

No child will be taken outside the centre without the parent's written consent.


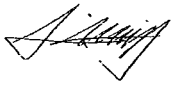
BASC

An excursion permission form will be filled out for each specific excursion indicating:

- o Date
- o Departure and arrival time to the centre
- o Cost
- o Proposed destination
- o Method of transport
- o Activities involved
- o Contact number
- o Child's name
- o Parent's name and signature. Guardian / Primary Caregiver
- o Medical list and First Aid Requirements
- o Emergency contact list of children (2 contacts)
- o Hats are compulsory

Vacation Care

1. All excursions will be publicised to all parents and prominently displayed at the centre with full details of destination, times of departure and return, staff and volunteers attending, contact phone numbers and what the children should bring.

 <p>YMCA We build strong PEOPLE strong FAMILIES strong COMMUNITIES</p>	Management Area: CHILDRENS SERVICES	Pages: [05] Version No: [02] Date: [01/12/2009]
	Sub section (if applicable):	Signed: 
Policy Title: EXCURSIONS		Author: CHILDCARE TASKFORCE


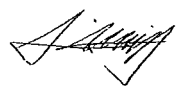
2. Where practicable a minimum of 24 hours notice will be given to the parent or guardian regarding any excursions. This may not be possible if an excursion is cancelled due to weather conditions on the day. See notice board at each centre for daily details regarding changes of excursions or programs.

Transportation (see Policy re: "Transportation" for further details)

- o Steps will be taken to ensure that all excursions comply with transport legislation and regulations.
- o All staff, relief staff and volunteers on the excursion will be made aware of procedures for supervising and assisting children while travelling on public or private transport or on walking excursions.
- o Particular attention will be made to assist children when boarding or alighting from public or private transport and when walking with children across roads or in crowded areas.

Staff Ratios and Supervision

- o The staff/child ratios as outlined in the standards will be met at all times.
 - a. There will be a maximum of 8 children to 1 carer for excursions.
 - b. There will be a maximum of 5 children to 1 carer for swimming.
- o Responsible adult volunteers over the age of 18 may be used to augment adult/child ratios on excursions (only if working with children checks have been completed).
- o Supervision is of utmost importance and must be maintained at all times.
- o A delegated supervisor will be appointed and have overall responsibility for the excursion.
- o It is the responsibility of all staff to maintain head counts and take the roll at appropriate times.
- o The supervision of children on excursions must be adequate to ensure the safety and well being of all the children for all of the excursion, taking into account all risks and hazards likely to be encountered. Supervision is of the utmost importance and must be maintained at all times.
- o Bush walking excursion will only be undertaken in a well-known areas. Children and staff must remain on defined paths and be instructed in bush safety including what to do in case of a fire or if separated from the group.
- o Swimming excursions will only be undertaken in a well-supervised municipal pool, water park or YMCA facility.
- o A special permission form is required for children who wish to participate in any horse riding excursion.
- o A special permission form and medical form is required for children who wish to participate in a Camp Yarramundi excursion.
- o Dams, rivers and beaches are to be avoided for swimming purposed because of the dangers that they present.
- o Children have a right to appropriate supervision and support while attempting new skills and experiencing unfamiliar environments. Children will be at all times in the care of a responsible adult.
- o A list of children on excursions will also be kept at the centre as well as medical and contact details.

 <p>YMCA We build strong PEOPLE strong FAMILIES strong COMMUNITIES</p>	Management Area: CHILDRENS SERVICES	Pages: [05] Version No: [02] Date: [01/12/2009]
	Sub section (if applicable):	Signed: 
Policy Title: EXCURSIONS		Author: CHILDCARE TASKFORCE

While on the Excursion

- A delegated supervisor is appointed to have overall responsibility for the excursion.
- All staff and others responsible for supervising children must stay in close proximity to the activity at all times.
- Staff to take regular head counts and take the roll at appropriate times.
- No changes to the excursion itinerary will be made unless it is in the best interest of the children's safety and wellbeing or is necessary due to in-climate weather or unforeseen circumstances.
- All children will wear an identification badge indicating the centre's name, address and contact numbers. Under no circumstance should children have their names on badges.
- Information and equipment to be taken on the excursion will include:
 1. A list of all children on the excursion, with relevant personal details including medical. (A list of children on excursions will also be kept at the centre).
 2. Itinerary for the day including arrival and departure times (attached booking form)
 3. A list of all relevant and emergency procedures and contact numbers, to be readily accessible to all staff at all times. (A list will also be kept at the centre).
 4. A fully stocked portable first aid kit.
 5. A fully charged mobile phone.
- The centre's emergency, accident, illness and medication, sun protection policies will be implemented on excursions as required.
- All children will be instructed regarding behaviour on the excursion and what to do if they are separated from the group.

Vacation Care

All children will be required to wear a YMCA Vacation Care Excursion T-shirt on each excursion where required by the individual centre.


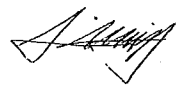
EXCURSION PROCEDURE

Before leaving the centre:

- Co-ordinator to delegate staff to call rolls to confirm child's attendance.
- Co-ordinator to try to contact parents/carers of children not there to determine whether or not they will be attending that day.
- Co-ordinator to be responsible for arranging children into groups and nominating a staff person to look after each group.
- Group may wear identification badges that relate to their group leader. E.g. Blue stars for one group, red stars for another - contact telephone number of co ordinator / centre and name of centre.
- Co-ordinator to ensure excursion check list is completed and that s/he has all necessary equipment/medication/forms/schedule/itinerary etc. with him/her.
- Co-ordinator to call roll and account for all staff before leaving.
- Group by group, children are to get on the bus in an orderly manner, whilst being counted by the staff person. A final count to be conducted once everyone is on the bus.

During the excursion

- Children are to be given clear rules and boundaries.

 YMCA We build strong PEOPLE strong FAMILIES strong COMMUNITIES	Management Area: CHILDRENS SERVICES	Pages: [05] Version No: [02] Date: [01/12/2009]
	Sub section (if applicable):	Signed: 
Policy Title: EXCURSIONS		Author: CHILDCARE TASKFORCE

- o Children to stay with their group leader.
- o Children to re-group and roll called as directed by the Excursion Supervisor.
- o Daily excursion log to be completed as incidents occur. (see attached)
- o Children with spending money will only be permitted to spend it if the supervision is possible with out putting the group at risk.

Conclusion of the excursion

- o Supervisor to organise all children and staff together for roll call.
- o If a child is missing, supervisor to instruct other staff to begin Missing Child Procedures.
- o If a child cannot be located, Co-ordinator/Manager to be informed immediately.
- o If all children are accounted for, the group can be directed on to the bus.
- o Supervisor to count all children and staff on the bus and ensure that the children leave the bus at the centre.
- o Supervisor to complete all paperwork on return to centre. E.g. accident/incident reports.

THE EXCURSION SUPERVISOR HAS OVERALL RESPONSIBILITY FOR THE SMOOTH RUNNING AND SAFETY OF CHILDREN DURING ANY EXCURSION.

7. Version History

Version	Description of changes	Author	Effective Date
2	Review and update. New format	M. Rupnik	December 2009

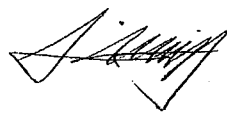
I endorse the Excursion Policy.

Name: *Maryann Rupnik*
 Childrens Services Program Manager

Signature: 

Date: 7 December 2009

Name: *Liam Whitley*
 Group Manager

Signature: 

Date: 7 December 2009



Excursion Checklist

Excursion: _____

Location: _____ **Date:** _____

Number of Children: _____ **Number of Buses:** _____

Please check and tick the appropriate box:

General	YES	NO
Buses have enough Petrol		
Buses are free from any hazards		
Each bus has a complete first aid kit		
Do all drivers have a roll		
Do all drivers have a YMCA mobile phone		
Are all the phones charged sufficiently		
Are Medication Forms filled in correctly		
Has a roll call been done - sound off		
Do all children have all that is needed, i.e. hat, sunscreen		
Does a staff member have a signed cheque to pay for the excursion		
Things to take		
Has medication been gathered		
List of all the children on the excursion		
Incident forms/first aid kit		
Sunscreen		
Mobile phone		
Money/cheque		
Change of clothes		
Food and drink supplies		
Badges/identification tags/ orange t-shirts		
Back up plan/activities		
Staff		
Do you have the correct child:staff ratio		
Do all staff know the itinerary for the day		
Have all staff been made aware of excursion policies, roles and responsibilities, position during excursion		
Do you have an action plan for lost children		
Have you left a note at the front desk with details of the excursion and time of arrival and back to the centre		
Children		
Toileting		
Have all children got their lunch and snacks		
Clothing (hat / footwear)		
Roll call		

Children cont.	YES	NO
Head count - all day sound off		
Expectations, routines, boundaries, meeting spots, danger areas, toilet procedure		
Groups sizes / organisation / buddies		
Upon arrival		
Head Count - sound off		
Familiarise children and staff to the environment ensuring everyone is aware of: <ul style="list-style-type: none"> • A meeting place if they get lost • Expectations, rules, boundaries, danger areas, toilet procedures 		
Regular head counts and reminders along route and throughout the day - sound off		
Upon return		
Staff and children's evaluation excursion in daily diary		

If you have answered no to any of the above questions, have you:

	YES	NO
Taken the appropriate action		
Filled out appropriate documentation		
Contacted the appropriate people		

Completed by: _____

Signature: _____ **Date:** _____



We build strong **PEOPLE**
strong **FAMILIES** strong **COMMUNITIES**

YMCA of Sydney

Vehicle Safety Checklist

Scope: Bus/Transit Vehicle Drivers & Safety Officers

Date: _____ Bus Rego: _____ Driver: _____

Odometer Reading at Start of Trip: _____

Parts	Check	Look For	√ / X	Action Required
On refuelling : Tyres	Tread depth	Tread is not at the level of the tyre itself		
	Bolding on sides	Rounding of the tread on the top side of the tyre		
	Protruding wires	Any visible wires on the exterior of the tyre		
	Pressure	Tyre pressure on all 4 wheels are		
	Spare tyre	Tyre pressure is		
	Engine oil level	Level correct on dip-stick		
Instrument Panel	Instrument lights	Interior dash lights up when driving lights are on		
	Speedo	Odometer reading ascends through trip		
Lights & Indicators	Head lights work	Lights are turned on and externally seen to be working		
	Interior door light	Interior light comes on when all doors are opened		
	Indicators & hazards	Left, right and hazard mode are externally and internally checked visually		
Seat Belts	Frayed	Each seat belt is visually seen to have no damage to the condition of the material		
	Auto tension	Each seat belt is hand tested (by pulling down)		
	Clicker	Each seat belt can be clicked together		
First Aid Box	Contents	Contents matches contents list		
Exterior Damage	Any damage to outside of vehicle	Dents, scratches, markings to any part of the exterior of the vehicle		Use vehicle plan (attached) to mark any damage

Vehicle deemed unsafe to drive and reported to: _____

Hazard report form attached:

YES

NO

Signed: Driver _____



We build strong **PEOPLE**
strong **FAMILIES** strong **COMMUNITIES**



DAILY EXCURSION REPORT

Date:

Booked incentre: _____	Attended: _____
Booked excursion: _____	Attended: _____

NESB	DISABILITY	ABORIGINAL/TORR

ACCIDENTS

All major accidents require a accident form to be completed & attached

MINOR		
NAME	TREATMENT	STAFF SIGNATURE

MEDICATION

Child /Medication/Dose	Staff administering time & dose given	Parent signature

Notes:
