



YMCA WA EXCURSIONS PROCEDURE

Procedure Number	SD-FDC-05-07-PROD		
Business Division Owner	Service Delivery		
Document Owner	Executive Manager Service Delivery		
Current Version	Approved By	Date Approved	Date Effective
v2.0	Executive Manager Service Delivery	01/01/2015	01/01/2015
Document Due for Review: 01/01/2018			



YMCA WA is officially accredited as a Child Safe Organisation

DOCUMENT CONTROL

Version	Description of Revision	Date Effective	Owner
v1.0	First release	01/11/2012	EM SD
v2.0	Reviewed	01/01/2015	EM SD

CONTENTS PAGE

1.0	PURPOSE	4
2.0	SCOPE	4
3.0	ROLES AND RESPONSIBILITIES	4
4.0	RELATED LEGISLATION AND STANDARDS.....	4
5.0	SUPPORTING PROCEDURES, POLICIES AND OTHER DOCUMENTS	4
6.0	STEPS.....	5
7.0	FEEDBACK.....	6
8.0	DEFINITION OF TERMS.....	6

1.0 PURPOSE

To protect the health safety and well-being of children while on excursions. The service staff, and educators have a responsibility to ensure there are policies and procedures in place to reduce risks while away from the approved venue.

2.0 SCOPE

The policy applies to service staff, educators and families.

3.0 ROLES AND RESPONSIBILITIES

Role Title	Responsibilities

4.0 RELATED LEGISLATION AND STANDARDS

Legislation/Standard
Education and Care Services National Law (WA) Act 2012
Education and Care Services National Regulations, 2012
National Quality Standards

5.0 SUPPORTING PROCEDURES, POLICIES AND OTHER DOCUMENTS

Refer to the YConnect page for the current link to related documents listed below.

Document ID	Document Title
SD-FDC-04-03-PROD	Water Safety Procedure
	YMCA WA Family Day Care Enrolment Form
	Special Excursion and risk Assessment Form
	Regular Excursion and Risk Assessment Form

6.0 STEPS

The service staff and educators must ensure that the service has in place policies and procedures in relation to excursions.

Policies and procedures must comply with current regulatory requirements.

Regular Excursions – refer to definitions in this policy.

1. The enrolling parent must be provided with a list of places the educator will regularly take the enrolled children.
2. The risk assessments for all the places listed must be completed and available to the parent.
3. Authorisation is given once enrolment form is signed.
4. Any changes to the risk assessment must be communicated to the parent, and documented on the risk assessment.
5. A new risk assessment must be completed **annually**, prior to written authorisations have been sought for new enrolments (*it is recommended that this occurs prior to new enrolments at the beginning of each year*) and communicated to parents.
6. Educators must consider the needs of the families accessing their service
7. There will be no charge to families if the parent does not wish for the child to attend the regular excursion.
8. Risk assessments for excursion must be kept for three years.
9. Crèches may not be used in any circumstance by the educator for the children in care

Special Excursions – refer to definitions in this policy.

1. The Risk Assessment form must be completed prior to seeking authorisation for the excursion.
2. In the event of changed circumstances to the previous risk assessment for the excursion, a new Risk Assessment form must be completed.
3. The Special Excursion Form must be completed prior to the excursion.
4. Written authorisation must be provided by the parent prior to the excursion
5. The Risk Assessment form and the Special Excursion Form must be kept until the end of three years after the date on which the record was made.
6. Educators must consider the needs of all families accessing their service prior to planning an excursion.
7. There will be no charge if the parent does not want their child to attend the excursion
8. Crèches may not be used in any circumstance by the educator for the children in care
9. Water Activity Excursion: Please refer to the Water Policy in Health and Safety Section.

Any breach of supervision on water activity excursion will result in immediate termination of the educator’s membership and the grievance procedures as set out in this policy service manual will not apply.

7.0 FEEDBACK

Feedback on this procedure must be directed to the Document Owner outlined in the cover of this procedure.

The Document Owner is responsible for maintaining the currency of this document.

8.0 DEFINITION OF TERMS

Term	Definition
<p>Special Excursion</p>	<p>An excursion that happens as a one off, parents must give written permission prior to the excursion. <i>(Risk assessments must be completed and available for parents prior to the excursion, the enrolling parent must provide written permission prior to the child attending the excursion).</i></p>
<p>Regular Excursion</p>	<p>An excursion that occurs regularly and has been signed for on the YMCA WA enrolment form by the parent. <i>(Risk assessments must be completed and available for parents prior to signing enrolment form, any changes must be communicated to the parent and signed for)</i></p>