
	<b>Management Area:</b> Children's Services	<b>Version No:</b> 3.0 <b>Pages:</b> 5
	<b>Category of Policy:</b> Operational	<b>Approval Date:</b> 13/07/2023 <b>Policy Approver:</b> Head of Children's Services
<b>Policy Title:</b> Excursions Policy		<b>Author:</b> YMCA of SA

# YMCA SOUTH AUSTRALIA

---

## Excursions Policy

	Management Area: Children's Services	Version No: 3.0 Pages: 5
	Category of Policy: Operational	Approval Date: 13/07/2023 Policy Approver: Head of Children's Services
Policy Title: Excursions Policy		Author: YMCA of SA

## 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 excursions 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. This policy applies to all YMCA Member Associations. For the purposes of this document, we refer to these as the YMCA. All Policies and Procedures must conform to this policy.

## 3. Policy Statement


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.
- e) Water based excursions must also be planned in accordance with and adhere to the Water Safety Policy and Procedure.

### 3.2 Educator Ratios and Supervision Requirements

- a) All YMCA excursions and routine outings will ensure educators to child ratios are met.
- 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.


	Management Area: Children's Services	Version No: 3.0 Pages: 5
	Category of Policy: Operational	Approval Date: 13/07/2023 Policy Approver: Head of Children's Services
Policy Title: Excursions Policy		Author: YMCA of SA

### 3.3 Cancellation of Excursion

During the summer months services will be extra vigilant and check the CFS website to monitor their districts fire danger rating. If their district, or the excursion location district, has a rating of catastrophic the excursion 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 / Area	Role / Responsibility
Children's Services Management	<p>Is responsible for the development, monitoring, and review of the policy and related systems, ensuring content meets all legislated requirements.</p> <p>To facilitate policy awareness to all educators on the appropriate implementation and use of the policy.</p>
Responsible Persons	<p>Nominated supervisor/service management will oversee the implementation and service adherence of the policy.</p> <p>Nominated supervisor/person with management and control will seek individual community feedback and facilitate an active consultation process with service users as appropriate.</p> <p>Is responsible for addressing any instance of non-compliance with this policy and implementing strategies to help prevent non-compliance with this policy.</p> <p>Responsible for ensuring suitable resources and support systems to enable compliance with this policy.</p> <p>Drive the consultation process and provide leadership and advice on the continuous improvement of the policy.</p>
All employees, volunteers & students	<p>Responsible for meeting the requirements outlined in this policy.</p> <p>Responsible for raising concerns or complaints in accordance with this policy.</p>

	Management Area: Children's Services	Version No: 3.0 Pages: 5
	Category of Policy: Operational	Approval Date: 13/07/2023 Policy Approver: Head of Children's Services
Policy Title: Excursions Policy		Author: YMCA of SA

## 5. Definitions

### 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

An outing organised by an education and care service outside of the approved premises for delivering the Education and Care service.

- a) It does not include an outing organised by an education and care service provided on a school site if.
  - a. The child or children leave the education and care services premises in the company of an educator; and do not leave the school site.

### Routine or Regular Outing

A walk, drive, or trip to and from a destination

- a) That the service visits regularly as part of its education program; and
- b) Where the circumstances relevant to the risk assessment are the same on each outing

## 6. Key Relevant Documents


- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations 2011
- Excursions Procedure
- Bushfire Policy
- Bushfire Procedure
- [www.cfs.sa.gov.au](http://www.cfs.sa.gov.au)

## 7. Monitoring Evaluation and Review

This policy will be reviewed every two years or earlier for reasonable cause or upon the request of the YMCA South Australia Board.

## 8. Version History

Version	Date	Description of changes	Effective Date	Review Date
2.0	13/07/2023	Redefined cancellation of excursion considerations for catastrophic days. Updated legislative and industry requirements.	13/08/2023	July 2025

	Management Area: Children's Services	Version No: 3.0 Pages: 5
	Category of Policy: Operational	Approval Date: 13/07/2023 Policy Approver: Head of Children's Services
Policy Title: Excursions Policy		Author: YMCA of SA

		Updated document name. Added procedure reference.		
3.0	26/05/2025	Small edits for clarity.	26/05/2025	May 2027