
	Management Area: Children's Services	Version No: 6.0 Pages: 6
	Category of Procedure: Operational	Approval Date: 13/07/2023 Procedure Approver: Head of Children's Services
Procedure Title: Excursions Procedure		Author: Head of Children's Services

YMCA SOUTH AUSTRALIA

Excursions Procedure

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1. Purpose

YMCA South Australia is committed to providing excursions and routine outings 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 the YMCA, that all excursions are meticulously planned events where health and safety are given the highest priority at all times.


2. Scope

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

3. Procedures

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

- When planning an excursion, educators must consider how the excursion supports the educational program and contributes to the learning outcomes for each child.
- A risk assessment will be completed and displayed for families to read and taken with the team on the excursion.
- The risk assessment is completed before confirming the excursion and advertising the program to ensure appropriate fees, staffing, and risk minimisation strategies can be implemented effectively.
- The Risk Assessment must identify and assess risks posed to the health or well-being of any child taken on the excursion and specify how the identified risks will be managed. Considerations will be made for the age, physical capabilities, and developmental stages of the children that the service cater for and will consider any risks associated with children of differing ages, physical capabilities, and developmental stages.
- Ensure a written authorisation to attend the excursion is obtained from an authorised person for each child attending the excursion, stipulating the requirements in the regulations.
- In the case of a routine outing, the authorisation will be valid for every 12 months and may be revoked by a parent in writing at any time.
- Displaying a notice or poster at the usual service location, stating the location, contact numbers, and expected time of arrival back at the service.

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- Ensuring a portable version of the contact details of each child's parent or guardian, authorised nominee(s), and contact details of each child's medical practitioner are taken on the excursion.
- Taking a fully equipped first aid kit(s) and charged mobile phone on each excursion.
- Ensuring all medication and related authorisations are collected before departing and all required documentation and medication is stored appropriately.
- Ensuring all required documentation is taken on excursion including First Aid Report Forms, Administration of Medication Record, and Medical Management Plans.
- Children are to be dropped off and collected from the service and are not permitted to be dropped off or collected from the excursion venue. Through having a clear number of children in care from the moment of service departure and throughout the excursion, this supports staff and reduces the risk of children being left at a venue or looking for a child thought to be lost who has already been collected. The Nominated Supervisor has discretion at waiving this requirement in extenuating circumstances.


In addition, each YMCA excursion must meet these additional standards.

Staffing Requirements

- Ratios are based on risk assessments. For OSHC, these will employ a best practice ratio of 1:8 for routine excursions and 1:5 for water-based excursions.
- Using the transport list on Playground, children will be signed on to the bus prior to departing the service and then signed off of the bus on arrival at the excursion venue. Once the excursion is finished, using the Playground transport list, children will be signed on to the bus from the excursion venue and then off of the bus on arrival back at the service. As part of the transport list staff must confirm that all children are accounted for and no children have been left at the service, on the bus or at the excursion venue.
- Conduct and document periodic headcounts and roll calls for all children on Playground.
- Any accidents, illness, and medication reports recorded on excursions will be promptly communicated to the parent, guardian, or authorised nominee as appropriate and stored appropriately once communicated and signed by the applicable parent or guardian.

Venue Requirements


- The suitability of the venue must be determined through the risk assessment process and must be approved by the Nominated Supervisor.
- The Nominated Supervisor will ensure that a risk assessment is completed for any new venue and each year thereafter to ensure the ongoing suitability of the excursion venue.

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- Activities will only be planned where an appropriate level of risk control is possible, as determined by the risk assessment.
- Excursions will be arranged to allow for appropriate SunSmart practices following the Sun Protection Policy and Procedure.
- YMCA South Australia will only participate in excursions that are suitable for children. Venues or activities which have the potential to damage the YMCA's reputation, such as gambling venues, are not permitted.

4. Roles and Responsibilities

Department / Area	Role / Responsibility
Children's Services Management	<p>Is responsible for the development, monitoring, and review of the procedure and related systems, ensuring content meets all legislated requirements.</p> <p>To facilitate procedure awareness to all educators on the appropriate implementation and use of the procedure.</p>
Responsible Persons	<p>Nominated supervisor/service management will oversee the implementation and service adherence of the procedure.</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 procedure and implementing strategies to help prevent non-compliance with this procedure.</p> <p>Responsible for ensuring suitable resources and support systems to enable compliance with this procedure.</p> <p>Drive the consultation process and provide leadership and advice on the continuous improvement of the procedure.</p>
All employees, volunteers & students	<p>Responsible for meeting the requirements outlined in this procedure.</p> <p>Responsible for raising concerns or complaints in accordance with this procedure.</p>

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5. Definitions

Excursion

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

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 (main OSHC building/room) in the company of an educator; and
- b) The child or children do not leave the school site.

Routine Outing 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
- b) Where the circumstances relevant to the risk assessment are the same on each outing

6. Key Relevant Documents

- Excursions Policy
- Water Safety Policy and Procedure
- Water Safety Procedure
- Sun Protection Policy
- Sun Protection Procedure
- Supervision Policy
- Supervision Procedure
- Transport Policy
- Transport Procedure
- Education and Early Childhood Services (Registration and Standards) Act 2011
- Education and Care Services National Regulations (2011 SI 653)

7. Monitoring Evaluation and Review

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

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8. Version History

Version	Date	Description of changes	Effective Date	Review Date
2.0	05/07/2016	Updated legislation.		
3.0	05/08/2019	Converted to Procedure.		
4.0	01/03/2022	Reviewed and updated.		
5.0	13/07/2023	Added requirement for children to be dropped off and collected from the service, not the excursion venue. Updated transport list requirements. Removed duplicate information. Updated legislative and industry requirements. Updated document name. Added policy reference.	13/08/2023	July 2025
6.0	26/05/2025	Small amendments for clarity.	26/05/2025	May 2027