



YMCA Victoria – Emergency Evacuation Drill Authorisation Form

Centre/Service name: Boroondara Sports Complex Vacation Care

Child's name:

Reason for child to be taken outside the premises:

Emergency drills will be undertaken with the children and educators at the service on a regular basis in accordance with Regulatory requirements. Emergency drills may consist of “lockdowns” where children will remain in the service, or “evacuations” where children will be relocated from the service under the supervision of the educators to the evacuation assembly point outside the services licenced space (Please refer to the Emergency Management Plan and procedures for information).

Description of when the child is to be taken on the regular outings: once per program

Excursion venue address: N/A

Description of the destination (for example, sports field): Emergency evacuation assembly point as per the emergency plan (Grassed area at front of centre near main carpark)

Means of transport: Walking

Any requirements for seatbelts or safety restraints under a law of each jurisdiction in which the children are being transported: N/A

Proposed activities during the excursion: Evacuation Drill

We will be away from the Service from: Drills will be completed at varying days and times to ensure all children and educators have the opportunity to participate across the year.

Anticipated number of children attending the excursion: Depending on attendance on the day this can vary from 1-60 children who will participate.

Staff to child ratio: As per department regulations: ____1:15 plus an extra educator____

Anticipated number of staff (as well as any other adults) accompanying and supervising children during the excursion: As per required ratio and stated above. This may also include additional staff if on site.

A Risk Assessment has been prepared for this excursion and is available at the Service.

Parent/Guardian Consent:

I have read all of the above information provided by YMCA Victoria in relation to the outlined excursion.

I give permission for my child _____ (insert child's name) to attend the excursion detailed above.

Signature of Parent/Guardian: _____

Name of Parent/Guardian: _____

Date: _____

Parent/Guardian/emergency contact numbers: _____

This authorisation must be completed by a parent or other person named in the child's enrolment record as having authority to authorise the taking of the child outside the education and care service premises as detailed above.