



MSLSC Overnight Stays and Activities – Policy and Checklist

Policy Number	MSLS009
Date Issued	4/9/19
Approved/Endorsed By	MSLSC Executive Management Committee
Review Date	4/9/20
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Purpose

MSLSC carries out overnight stays and activities as part of club activities. The purpose of this checklist is to provide a guide to ensuring that you have adequately prepared for overnight stays both at your club house and away from the club. Simply go through the checklist and check off items as completed. Add further items to this list to ensure that you cover all aspects required when preparing for an overnight stay.

Scope

This policy applies to all MSLSC sections, visitors, guests, members, employees and associated support staff. It is especially important as it forms part of the MSLSC Child & Youth Risk Management Strategy (CYRMS) **MSLS004** and approvals for SLSQ Special Events Applications.

Policy

The Overnight Stays and Activities checklist is to be used in conjunction with the MSLSC Risk Management Plan for Activities and Events policy **MSLS008**.

You can add items to the checklist to ensure all aspects and tasks required are covered.

The attached checklist will form part of your Special Events Application and or approval from MSLSC Executive Management Committee.



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Event or Activity – _____

Coordinator – _____

Responsibilities

- Have you completed a risk assessment of the intended program activities? Use the Club Risk Management Plan for Activities and Events.
- Have you screened all leaders and chaperones to evaluate their suitability for working with children and youth? Do all hold the relevant and valid blue card or exemption notice?
- Do you have parental consent forms for all participants?
- Do you have indemnity/ photo approval forms signed by parents/guardians before undertaking overnight stays or activities?
- Have you conducted an induction with all parties involved in the activity?
- Have you given parents/ guardians all relevant information regarding the overnight stay/ activity and do they have emergency contacts for event organiser/s?
- Have you given a copy of codes of conduct to all involved?
- Have you confirmed appropriate insurance cover for the venue and activities?

Environment

- Have you properly inspected a venue for potential hazards?
- Have you communicated any mitigation strategies to avoid hazards and/ or areas to monitor to all leaders and chaperones?
- Are the facilities you are using appropriate for young people?
- Do you have adequate sleeping arrangements whereby, leaders and chaperones are separated from participants - yet still in earshot in case needed in an emergency?



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Health & Safety

- Is there a regularly stocked and maintained first-aid kit at all activities?
- Is someone qualified in first-aid at all activities? Does everyone know who that person is?
- Do you have emergency contact numbers for doctors, ambulance and services such as poisons information?
- Is a list of those numbers clearly posted where staff and volunteers can see it? Do they know it's there?
- Do you have medical details, including past medical complaints and any allergies to medicines, and contact details for all participants, volunteers, and staff in case of emergency?
- Do you know if any children suffer from food allergies and allergies to anything else (e.g.: bee stings)?
- Do you have a process in place in case a child suffers an adverse reaction?
- Do you cater for children with allergies to common foods, such as sugar and milk?
- Do you comply with relevant food handling regulations?
- Do leaders and children wash their hands when they arrive at your premises, before and after using toilet facilities, before and after handling food and at other times such as when using first-aid equipment?

Policies

- Do you have enough staff or leaders for the number of young people involved? Always have more than one.
- If girls are involved in your activities do you have female leaders? Refer to MS02 SLSQ Chaperoning & Supervision of Minors Policy.
- Do you have rules about the use of alcohol and drugs by young people? Are they enforced?
- Do you have rules preventing unsuitable items being taken to camps?
- Do you have rules about who can drive to activities (including enforcing an anti-drink driving message)?
- Do you have a curfew for campers at night? Is it enforced?
- Are young people supervised during activities and at other times?
- Do you have a policy for dealing with blood spills?
- Are lines of communication kept open for young people to discuss problems with leaders or your chaperones?



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- Do you have an open atmosphere in which young people feel free to talk about any problems and there are avenues for complaints?