

In all SCARF documents “community members” refers to refugee entrants accessing SCARF services.

In accordance with OH&S principles, and insurance requirements, a risk assessment is required to be undertaken prior to any community outing.

Possible Hazards

- Contact with physical OHS hazards
- Transport accident

Task Safety Rules

- Always inform SCARF Committee of the planned community outing, date, time and expected outcome, providing emergency contact number.
- Take a mobile phone, if possible
- Ensure the excursion leader has the Emergency Numbers sheet with the names and numbers of who to contact in an emergency or if an accident or incident occurs.
- Always inform any family of the full nature of the outing
- Report any participant issues to SCARF Committee
- Preferably conduct outing during daylight hours. If a nighttime outing additional supervision of any children may be required
- On SCARF community outings such as picnics, festivals etc children under 16 must be accompanied by and in the care of an adult family member.
- On SCARF excursions for children younger than 16, such as attendance at cultural events (theatre, concerts, museums etc) or social events involving out-of-area activities (attending sporting fixture, car rally, overnight conference etc), and where supervision is provided by SCARF volunteers, the ratio of adult carer/child should be 1/5. On these excursions a parent must sign a permission note.

Steps of Task

1. The organizer nominates whether the event is to be a community outing or an excursion. This information is to be communicated to parents in writing as part of the event’s organization.
2. Determine the need for a community outing.
3. Determine the type of transport, if required
4. Determine the needs of participants, such as sunhat, sun screen, umbrella etc)
5. Consider the activities to be performed (overall risk, disabled access, amenities, refreshments etc)
6. Let the participants know all about the outing before going so they know what to expect. Information should include:
 - Date, time and location
 - Mode of transport
 - Activities to be undertaken
 - What to take, including any medication requirements
 - Expected behaviours, such as handling of animals
 - What to do in the event of an emergency
7. Supervise the participants during the outing
8. Return the participants to their homes, as appropriate
9. Keep relevant tax invoices
10. In the event of an accident/incident, follow normal accident procedures, inform SCARF Committee as soon as possible and complete a SCARF Incident Report Form.