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Service Stream	Families and Young People Services	Category	Foster and Kinship Care
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Purpose

This procedure outlines the process and requirements, from the planning stage through to evaluation, for activities/events held by the Mercy Community (MC) Foster and Kinship Care (FKC) program for people we support

Scope

This procedure applies to all employees, volunteers, students, and contractors engaged within FKC programs across MC Families and Young People Services (FYPS). This procedure relates to general FKC placements, Intensive Intervention Placement Support (IIPS), High Plus (HP), and Intensive Foster and Kinship Care (IFKC) programs.

Procedure

1. Planning meeting for the activity/event

1.1. When consideration is given to holding an organised activity/event, a planning meeting will be held to discuss and plan the following:

- Type of activity/event, venue, number of children/young people attending, cost;
- Goals and expected outcomes from the activity/event;
- Who will take responsibility for what tasks (i.e., researching the venue for suitability, contacting the venue to discuss suitability, venue availability and costs);
- Activity/event program;
- Employee to children/young people ratio (generally 1:15 for children over preschool age group, as per Australian Children's Education & Care Quality Authority – National Quality Framework), considering the total group size, expected group dynamic and specific needs of children/young people who will be attending;
- Consideration given to staffing/venue requirements for children and young people with a medical condition that may require attention during the activity/event, in line with their *Medical Safety Plan* and *Medication Consent and Record*;
- Complete the *WHS FORM Activity Event Risk Assessment* to determine the risk rating and risk factors involved in the activity and actions required to mitigate identified risks; and
- Define and assign roles and responsibilities, including leadership of the group.

2. Preparation for the activity/event

2.1. When all information is available and a decision to hold the activity/event has been made, the group will meet to discuss and finalise:

- The activity/event goals, full itinerary, and program;
- Communications with carers seeking their support/approval for the children/young people in their care (who are subject to a guardianship order to the chief executive) to participate in the activity/event, which may involve:
 - A day excursion (within Australia) involving high and very high-risk activities undertaken by tourism operators;

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Approval Date	02 Jan 2024	Implementation Date	02 Jan 2024	Review Date	02 Jan 2026
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- Intra and interstate sporting and recreational activities and camps (where no requirement for financial approvals) involving high and very high-risk activities undertaken by schools and clubs (e.g., Scouts, Girl Guides, sporting clubs); and
- Intra and interstate air travel up to three (3) nights and not in conflict with the case plan or family contact arrangements (where no requirement for financial approvals);
- Communications with the Department of Child Safety, Seniors and Disability Services (the Department) where a child is subject to a custodial order (seeking signed Guardianship consent) and if financial approval is required;
- If the child/young person is subject to a custodial order and activity has been deemed to be high risk, the *FS FORM FKC Departmental High-Risk Activity* form must be submitted to the Department for Guardianship written approval prior to the event; and
- Produce and distribute activity/event flyer. Flyer to include date of event, event location, activities program, cost and method of payment, RSVP date, and contact person, transportation requirements.

3. Confirmation of the activity/event

3.1. Once bookings are received, carers will be sent the information pack including documents set out below. All documents must be completed and full and returned prior to the children/young people participating in an activity/event:

- *FKC Activity Consent Form*;
- *FKC Medical Safety Plan*;
- *FKC Activity Medication Consent*;
- Packing list for children/young people;
- Activity/event emergency phone numbers for carers; and
- Allocation of tasks for individuals to prepare for the camp.

4. Final briefing prior to activity/event

4.1. The final briefing is to occur at least two (2) days prior to any activity/event to ensure that all plans are in place. During this meeting, the *FKC Final Briefing Checklist* will be completed.

5. Transportation

5.1. Where children and young people are required to be transported by MC to the activity or event, this will only occur if assessed as safe to do so. Employees must consider the following:

- Ensure that a risk assessment of the environment being visited has been undertaken (as per sections 1 and 2 of this Procedure);
- Ensure that the trip has been communicated to the child/young person in plenty of time;
- Ensure that if an escalation takes place on the way to the venue, calm is first regained and then a decision made as to whether it is safe to continue; and
- Ensure that distance from home/school, etc., exposure to triggers and proximity and availability of assistance are considered.

Approved By: FKC Regional Directors and FYP Quality Practice Director					
Approval Date	02 Jan 2024	Implementation Date	02 Jan 2024	Review Date	02 Jan 2026

- 5.2. Children/young people are only permitted to be transported using a MC work vehicle. Children/young people must not be transported in an employee's own personal vehicle under any circumstances.
- 5.3. MC employees are not permitted to answer any phone calls whilst driving, including hands free.
- 5.4. MC employees must ensure that car keys are always kept on their person and any personal belongings are to be locked in the boot of the car or in an identified safe location in the vehicle.
- 5.5. Children/young people are not to be left unattended in the vehicle at any time.
- 5.6. Children under seven (7) years of age are required to sit in the back seat and use a booster seat. Refer to the *WHS SOP Transporting Clients* for further information regarding the requirements of transporting children and the correct child restraints.

6. Health and medication

- 6.1. Where a child/young person has a medical condition and/or is taking medication, MC must ensure that relevant written information is obtained, and written consent is sought for medication assistance prior to the activity/event.
- 6.2. Refer to *FS PROC FKC Activity/Event Health and Medication* for the procedural steps to be followed including appropriate storage and handling of medication, and the records that must be obtained/completed.

7. Incident management

- 7.1. All incidents that occur at the activity/event relating to children/young people will be managed and reported as per *GOV SOP Incident Management* and *FS IP Incident Category Definitions – Statutory Services*.

8. Post activity/event evaluation

- 8.1. Post all activities/events, a debrief meeting must occur to ensure all information will be used as learnings to change/improve future activity/event planning and outcomes.

9. Records management

- 9.1. All records relating to the event must be scanned and uploaded to the child/young person's Service File and saved in an Activities & Events Service Event. These records may include:
 - Records of all correspondence regarding approval or refusal of the activity;
 - Health and medication records;
 - Incident reports; and
 - Photographs of the child/young person.
- 9.2. Refer to the *FS IP FKC Document Filing Guide* for further guidance on CMS recordkeeping requirements and naming conventions.

Definitions

FKC Practitioner

The employee who has been delegated by the Line Manager to undertake specific case management or placement support tasks.

References

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Approval Date	02 Jan 2024	Implementation Date	02 Jan 2024	Review Date	02 Jan 2026
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Australian Children's Education & Care Quality Authority – National Quality Framework
<https://www.acecqa.gov.au/nqf/about/guide>
FS IP Incident Category Definitions – Statutory Services
FS IP FKC Document Filing Guide
FS PROC FKC Activity/Event Health and Medication
GOV SOP Incident Management
WHS SOP Transporting Clients

Related Documents

MercyNet Forms:

FS FORM FKC Departmental High-Risk Activity Form
WHS FORM Activity Event Risk Assessment

Penelope Forms:

FKC Activity Consent Form
FKC Activity Medication Consent
FKC Final Briefing Checklist
FKC Medical Safety Plan

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