

How to start an outdoor session

To start

- Begin a discussion with the centre members about the benefit/considerations of this.
- Discuss why the centre may want this. Include your Centre Advisor in the discussion.
- Agree on this and minute it at a centre meeting

Who:
Centre Members

Things to consider

- Is there enough engagement for attendance to make this viable?
- Will all parents stay? or what ratios will you want on this session?
- Will your centre need to provide wet weather gear? (depending on where you are thinking of going)
- Will you go to the same place most weeks? or different places? What are the considerations here?
- What locations would be suitable?
- Will your centre need to purchase fluoro vests?
- Are there 2 people willing to take responsibility for this?
- This will need to be linked to a licensed session either a current one or a new session. If it is to be a new session - Contact your RSL to advise them and complete any paperwork as required. RSL will apply for a change in licence through the local MOE.

Who:
Centre Members & CA review this

Things to consider continued...

- Will there be limits around this session? E.g., a child must attend a centre based session and an outdoor session; they cannot attend just the outdoor session?
- Is there opportunity to connect with another local centre and combine? (note quals and first aid need to be covered by both groups)
- Do you need to consider transport options? What will this look like? this will need to be added to the RAM.
- Will you need an employee for this session? If so, contact your RSL who can advertise for a new employee, or discuss with an existing employee.

Please note as this is employment related these discussions and any decisions about employment must only be held by the employee's line manager.

Who:
CA Communicates to RSL on centres behalf or Centre communicates directly to RSL

What next

- Wait for confirmation from the RSL that the licence change has been processed and received.
- Ensure all contract changes/variations for the employee have been completed and signed off (Ask for confirmation from RSL)
- Advertise on centre Facebook page, door and other local advertising avenues about the new session.
- Alter any duty roster and make sure these have been communicated.
- Complete any risk assessments and excursion documentation if the session is off site. CA to review these.

Who:
Centre Members and RSL

Review

- After 1-2 terms, agenda this to review the effectiveness/success of the extra session.
- Is this effective?
- Is the additional funding covering the additional wage cost?/attendance?
- Have members been available to cover this?
- Have there been any barriers? If so what and can we provide solutions or has this been a great success and the centre is happy to continue.
- Do risk assessments need altered/reviewed have any hazards been identified?

Who:
Centre members/RSL