

Excursion

POLICY AND PROCEDURE

1. Purpose

Subee Newlake has a client centered philosophy that involves client choice and inclusion.

Clients may choose to participate in an excursion that involves spending time away from their home and staying overnight elsewhere.

The purpose of the Excursion Policy is to offer clear guidelines and responsibilities for employees completing this duty.

This policy is effective from

2. Definition

An excursion is where an employee agrees to supervise a client in excursion activities involving overnight stays away from the client's home

3. Procedure

3.1 Where an employee agrees to supervise a client in excursion activities involving overnight stays away from the clients home, the following provisions will apply:

(a) Monday to Friday

- I. Payment at the ordinary rate of pay for time worked between the hours of 6am to 8pm Monday to Friday up to a maximum of ten (10) hours per day
- II. Any hours worked in excess of ten (10) hours per day shall be paid at the applicable overtime rates.

III. Payment of sleepover allowance in accordance with the provision of subclause 0 of the Subee Pty Ltd ECA 2020.

(b) Weekend excursion

- I. Where an employee involved in overnight excursion activities is required to work on a Saturday and/or Sunday, the days worked in the two week cycle, including that weekend, will not exceed 10 days.
- II. Payment for excursions occurring on Saturday and Sunday will be in accordance with 3.1 (a), except that the rate of pay for Saturday will be in accordance with the Saturday rates, and the pay rate for the Sunday will be in accordance with the Sunday rate.

3.2 Employees will be provided with the following when attending a client excursion:

- I. Their own bedroom, and if possible own bathroom
- II. Meal allowance

3.3 When a client choses to arrange an excursion the following discussion should occur between the Service Coordinator and client and/or next of kin:

- I. Employee choice from client/ Employee availability
- II. Cost of excursion and client's available funds. This may include staff accommodation, travel costs & entertainment
- III. Risk assessment of the excursion taking into account dignity of risk
- IV. Disclaimer if using clients vehicle

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4. WHS responsibility

4.1 Subee responsibilities:

- I. Ensure reasonable risks have been considered and strategies to minimise risks have been implemented
- II. Ensure employees is rostered for adequate breaks before commencement and after completion of the excursion
- III. Provides employee with adequate training to support the client and meet client needs safely

4.2 Employee Responsibilities:

- I. Employees will follow Subee Newlake Incident Policy & Procedure whilst on the excursion
- II. Timesheet progress notes will be written and submitted at the end of each day
- III. Employee will adhere to Subee Fatigue Management Policy

5. Company WHS Obligations

Two employees or more must be rostered on any one shift that is 24/7 client care enforcing duty of care for all Subee employees.

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