

YMCA Geelong – MEMBERSHIP, ENROLMENTS AND FACILITY HIRE POLICY



OFFICE USE ONLY

Policy Number	Date Approved	Date Last Amended	Status
YG 109-G		April 2011	Approved

1. MEMBERSHIP, ENROLMENTS AND FACILITY HIRE POLICY

2. INTRODUCTION

The YMCA will show its commitment to safeguarding children and young people by requiring its members, facility users and participants to act in the best interests of the children and young people that enter a YMCA facility.

3. POLICY

3.1 Facility Hire

- When choosing to hire a YMCA venue/property/asset, leasee agree to maintain our Code of Conduct in regards to safeguarding children and young people.
- The leasee or hirer is to have a child protection policy in place that meets the YMCA's SC&YP Policy standards or will accept responsibility to act in accordance with the YMCA's Safeguarding Children and Young People Policy.
- This includes staff/volunteers of the leasee being required to hold current working with children clearances applicable to each State/Territory. These staff will also be required to supervise and guide children and young people in line with YMCA SC&YP policy and procedures.

3.2 Membership and Enrolment Forms

- Membership and enrolment forms include a clear and transparent statement outlining the YMCA's commitment to safeguarding children and young people. This includes our right to exclude participants or members of the public whose conduct risks the safety of children and young people.
- Enrolment forms inform parents/guardians of the YMCA's need to report any disclosures or cause for concerns about the safety or wellbeing of a child or young person.
- Enrolment forms inform parents/guardians of their option to report any concerns relating to the safety or wellbeing of their child(ren) or young person in a YMCA facility.

3.3 Conditions of Entry/Participation

- Conditions of entry/participation include a clear and transparent statement outlining the YMCA's commitment to safeguarding children and young people. This includes our right to exclude participants or members of the public whose conduct risks the safety of children and young people.

4. DEFINITIONS

Hire- Individual, organisation or company utilise the YMCA facility to operate non YMCA program and pay a fee on return for usage.

Lease- an agreement between Individual, organisation or company utilise the YMCA facility to operate non YMCA program and pay a fee on return for usage.

5. SCOPE

This policy was developed and endorsed by the Board of YMCA Australia and to be endorsed by the Board of local YMCA Associations.

This Policy reflects the needs of YMCA Geelong Inc policy and procedures and applies to all operations.

6. ROLES AND RESPONSIBILITIES

Department/Area	Role/Responsibility
Staff / Volunteers	Understand the Policy requirements and utilise knowledge gained through the online safeguarding children training to ensure that the policy is implemented.
Co-ordinator/ Manager	Ensure that the Policy is implemented via Recruitment process with all staff.

7. MONITORING, EVALUATION AND REVIEW

This policy will be reviewed on a three year cycle as a minimum or at a time governed by legislation or regulations.

Compliance will be monitored by the Payroll and HR Co-ordinator to ensure employees/volunteers undertake the prescribed training and Policies are signed off by all staff/volunteers.

A register will be maintained by the Payroll and HR Co-ordinator and reports will be issued.

8. SUPPORTING DOCUMENTS (LINKS TO PROCEDURES, LEGISLATION, FORMS, WORK PRACTICES)

Approved by:

Meeting number and date:

Resolution number:

Effective date:

Review date:

Policy Owner: CEO

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Amendment history:

Version	Date	Author	Change Description
V1	11/02/2014	Shona Eland	Uploaded to YMCA Geelong Policy Template included scope, monitoring and evaluation clauses.

As Adopted by the YMCA of..... on / /2014

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President YMCA Geelong Inc.

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Chief Executive Officer YMCA Geelong Inc.