

YMCA Geelong- Unaccompanied Minors Supervision Policy



OFFICE USE ONLY

Policy Number	Date Approved	Date Last Amended	Status
YG 103-O	04/04/2019	28/03/2019	APPROVED

1. Unaccompanied Minors Supervision Policy

2. Background

YMCA Geelong takes the safety of children and young people seriously and as such have a Safeguarding Children and Young Person Policy which guides staff to ensure all our program participants are safe.

Due to the nature of our children's programs and facilities parents/guardians drop off and pick up children at a variety of venues and times of the day and night.

To ensure that our duty of care is being complied with YMCA Geelong have developed and implementing an Unaccompanied Minor Supervision Policy

3. POLICY

GYMNASTICS AND RECREATION PROGRAMS

- 3.1 All primary school aged children and below must not leave a YMCA Geelong facility without the supervision of a guardian, parent or family member over the aged of 16.
- 3.2 Children must wait inside the facility within supervision of the YMCA Staff. Children under 12 will not be permitted to leave the facility on their own.
- 3.3 Parents/Guardian who wish to make alternative pick up arrangements must communicate in writing or directly with the coach prior to the class otherwise the child will not be released from the centre.
- 3.4 Coaching supervision is provided during scheduled class times. It is the responsibility of parents/guardians to provide appropriate supervision of their child before and after classes in YMCA facilities

- 3.5 Parents/Guardians arriving late for pick up must contact Customer Service and let staff know during business hours (9am-6pm Mon-Friday/ 9.00am-12.00pm Weekends). This will be recorded in the rolls.

SCHOOL HOLIDAY PROGRAM

- 3.6 An registered adult over the age of 18 must sign in and sign out a child on each visit to the service, this is a legal requirement.
- 3.7 Authorised persons as outlined in the registration forms are those permitted to sign in/sign out children. Persons not on this list must be authorised by the parent/guardian in writing prior to the time of collection.
- 3.8 All children attending signed into the service each day are in the care of staff employed to work within that service.
- 3.9 Children attending the service will be supervised at all times according to required ratios as outlined by the National Quality Framework.
- 3.10 Any child attending the service will not be permitted to leave the facility for purposes other than excursions/routine excursions unless after having been signed out by an authorised person.
- 3.11 Parent/s Guardians will be charged \$1.00 per minute where a staff member is required to stay in the workplace beyond their rostered shift to supervise unaccompanied children. This fee must be paid prior to the commencement of the next program/class commencement.
- 3.12 In School Holiday Programs, Child Care Subsidy do not apply to late fees. This is an extra charge that will be added to the total amount owing at the conclusion of the program and is to pay for the time of the staff who have needed to remain late to care for children.

4. DEFINITIONS

Minor- For the intent of this policy a minor is a child under the age of 12.

5. SCOPE

This policy applies to all children's programs of YMCA Geelong Inc. except for School Holiday Programs where it is a legal requirement that an adult over the age of 18 must sign in and sign out a child at on each visit to the School Holiday Program.

6. ROLES AND RESPONSIBILITIES

Department/Area	Role/Responsibility
Senior Management Team (SMT)/ School Holiday Program Coordinator	Develop and Review the policy on a three year cycle
Gymnastics Coordinator/ Community Programs Coordinator/ Customer Service Staff/ Centre Coordinator/ Education Leaders/ School Holiday Program Coordinator/ Shift Supervisors	Implement and communicate policy to coaches/Parents and staff Record on the rolls when children are not collected on time.
Duty Managers/ Customer Service Officer/Program staff/Coaches	Ensure all children under 12 do not leave the premises without supervision

7. MONITORING, EVALUATION AND REVIEW

This policy will be reviewed on a three year cycle and evaluated by the Gymnastics Management Team and the Community Programs Coordinator on three year basis.

The policy will be provided to parents, staff, managers via website, handbooks and social media where appropriate.

SUPPORTING DOCUMENTS (LINKS TO PROCEDURES, LEGISLATION, FORMS, WORK PRACTICES) Approved by: Senior Management Team

Meeting number and date: 03/04/2014, 28/03/2019

Effective date: 22/04/2014, 04/04/2019

Reviewed: 14/03/2017, 28/03/2019

Next review: 14/03/2020

Policy Owner: Chief Executive Officer

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Amendment history:

Version	Date	Author	Change Description
V1	11/02/2014	Shona Eland	Draft and reviewed by GMT
V2	03/04/2014	Shona Eland	Reviewed by GMT and CPC to include late fees and approved
V3	14/3/2017	Kimberley Maher	Updated Section 3 to distinguish between policies for Gymnastics and Recreation programs and then School Holiday Program specifically
V4	28/03/2019	Chris Mawson	Clause 3.4 added in YMCA facilities Clauses 3.5 added (9am-6pm Mon-Friday/ 9.00am-12.00pm Weekends). Clause 3.6 added An registered adult over the age of 18 must sign in and sign out a child on each visit to the service, this is a legal requirement. Clause 3.11 Parent/s Guardians will be charged \$1.00 per minute where a staff member is required to stay in the workplace beyond their rostered shift to supervise unaccompanied children. This fee must be paid prior to the commencement of the next program/class commencement. Clause 3.12 added Child Care Subsidy Clause 5 Change Vacation Care to School Holiday Program Clause 6 change to Senior Management Team (SMT)/ School Holiday Program Coordinator

As Adopted by the YMCA Geelong on 04/04/2019



Shona Eland
Chief Executive Officer YMCA Geelong Inc.