

YMCA Geelong – MEMBERSHIP, ENROLMENTS AND FACILITY HIRE POLICY



OFFICE USE ONLY

Policy Number	Date Approved	Date Last Amended	Status
YG 109-O	05/02/2021 22/02/2021	14/03/2017 07/03/2019 05/02/2021	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, the leasee agrees 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 Safeguarding Children and Young People Policy and Procedures or will accept responsibility to act in accordance with the YMCA's Safeguarding Children and Young People Policy and Procedures.
- This includes staff/volunteers of the leasee being required to hold current working with children check 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.

3.4 Enrolment and Orientation – YMCA Children's Services

Our aim is to provide a smooth transition for children and families from home/school to the service. To ensure that each child's enrolment is completed as per legal requirements. Additionally, we aim to ensure that each child and family receives an enrolment process that meets their needs, allowing the family and child to feel safe and secure in the level of care that we provide.

The process of enrolling and orientating new families will be conducted in a sensitive and supportive way so the experience can build the foundations for ongoing partnership between the family, educators and the service.

Parents/ guardians need to complete, sign and submit an enrolment form to the service a minimum of five working days prior to commencement of care occurring. Parents/guardians also need to confirm the enrolment on my.gov website before care can commence.

When children are enrolled at YMCA it is necessary to gather personal information relating to the child and the child's parent/guardian. The number of children wishing to attend YMCA may at times, exceed the number of children legally allowed to attend. In this case, a waiting list will be established.

Parents are required to enroll their families via www.geelong.ymca.org.au

Children's Services "my family lounge" QK enroll system

Request will be acknowledged by the YMCA and all necessary documents, Risk Mitigation, Medical Forms, Behavior management Plans etc will be assessed as will the requested days and dates for booking.

3.4.1 Complying Written Arrangement

An Offer will be made to the family via email and the offer will contact Complying Written Arrangements that outline; Name of Service Provider and contact information, day and date of start of booking, Name of Child/Children and (DOB), Booking type casual/permanent, fees referenced to our website www.geelong.ymca.org.au.

3.4.2 Relevant Arrangement

Should a family not be eligible for Child Care Subsidy the above process will be in place to outline the relevant arrangements for care and fees.

3.4.3 Arrangement with an organisations (third party)

Should a third party (agency/organisations) accept liability for a child's booking and fees, a written arrangement with be provided to both parties for authorisation and signatures before care is provided.

4. DEFINITIONS

Term	Definition
Services	The scope of this Policy applies to all approved Children's Services that operate under The Education and Care Services National Regulations 2011- Early Learning Centres, Sessional Kindergartens, School Holiday programs, Before and After Care programs, Family Day Care, In Home Care and inclusive of Occasional Care as a Type 1 and Type 2 Limited Hours Service (Victorian Children's Services Regulations 2009).
Volunteer	Can be a YMCA volunteer, student on practicum placement
Visitor	Can be a parent/guardian, contractor, incursion provider, person approved to drop off / collect children in care
Duty of Care	A common law concept that refers to the responsibilities of organisations to provide people with an adequate level of protection against harm and all reasonably foreseeable risk of injury.
Lease-	an agreement between Individual, organisation or company who utilises the YMCA facility to operate a non -YMCA program and pay a fee on return for usage.
Hire	Individual, organisation or company who utilises 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.
Children's Services Management	Is responsible for the development, monitoring, and review of the policy and related systems, ensuring content meets all legislated requirements. To facilitate policy awareness to all educators on the appropriate implementation and use of the policy.
Responsible Persons	YMCA nominated supervisor/ and or service management will oversee the implementation and service adherence of the policy Nominated supervisor/person with management and control will seek individual community feedback and facilitate an active consultation process with service users as appropriate. Is responsible for addressing any instance of non-compliance with this policy- and implementing strategies to help prevent non-compliance with this policy. Responsible for ensuring suitable resources and support systems to enable compliance with this policy. Drive the consultation process and provide leadership and advice on the continuous improvement of the policy.
All employees, volunteers & students	Responsible for meeting the requirements outlined in this Policy. Responsible for raising concerns or complaints in accordance with this Policy.

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: CEO

Meeting number and date: 14/03/2017, 05/02/2021, 22/02/2021

Review date: 14/03/2020, 05/02/2021

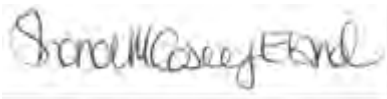
Policy Owner: Paul Barbagallo, Centre Director

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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.
V2	07/03/2019	Brenda Bowell	Updated policy owner from Renae Lamaro to Paul Barbagallo
V3	05/02/2021	Shona Eland	Insert Clause 3.4 – Enrolment and Orientation – YMCA Children’s Services
V4	22/02/2021	Helena McGrath	Updated Clause 3.4 Complying Written Arrangement

As adopted by YMCA Geelong on 22.02.2021



Chief Executive Officer YMCA Geelong Inc.