



# **Unaccompanied Minors**

## **Policy**

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-  [enquiries@hobartpcyc.org.au](mailto:enquiries@hobartpcyc.org.au)
-  300 Liverpool Street, Hobart, 7000
-  (03) 6107 9206
-  [www.hobartpcyc.org.au](http://www.hobartpcyc.org.au)

# Unaccompanied Minors Policy

## DOCUMENT CONTROL

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Application	All Hobart Club Members, Parent/Guardians, facility users, PCYC Staff, Volunteers, Contractors and visitors
Managed By	Management Committee & General Manager
Relevant Legislation	Child Protection Act 1974 (Tas) Children, Young Persons and Their Families Act 1997 (Tas) Registration to Work with Vulnerable People Act 2013 (Tas) Youth Justice Act 1997 (Tas) Civil Liability Act 2002 (Tas) Privacy Act 1988 (Cwth)

# Unaccompanied Minors Policy

## CONTENTS PAGE

<b>1.</b>	<b>Introduction</b>	<b>4</b>
<b>2.</b>	<b>Purpose</b>	<b>4</b>
<b>3.</b>	<b>Persons to whom these procedures apply</b>	<b>4</b>
<b>4.</b>	<b>Policy</b>	<b>5</b>
	Arrivals	
	Departures	
	Late Collection	
	Fees Related to Late Collection	
<b>5.</b>	<b>Key Definitions</b>	<b>8</b>
<b>6.</b>	<b>Legislation and Policy Documents</b>	<b>8</b>
<b>7.</b>	<b>Contacts</b>	<b>9</b>
<b>8.</b>	<b>Child Collection/Departure Authority Form</b>	<b>10</b>

# Unaccompanied Minors Policy

## 1. INTRODUCTION

All children have the right to experience quality programs in an environment which provides for their health and safety. Ensuring that children are only released to authorised persons is a key aspect of children's safety. Hobart PCYC takes the safety of children and young people seriously and as such have a Child Protection Policy and Safeguarding Children and Young People Guidelines which guides staff to ensure all our activities/programs are as safe as possible.

This policy will provide clear guidelines for parents/guardians, authorised persons and Hobart PCYC staff and volunteers in relation to their responsibilities for the delivery and collection of children to and from the Hobart PCYC. Families are required to personally deliver and collect their children, or arrange with the Hobart PCYC for an authorised person to do so.

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 Hobart PCYC have developed and implemented this Unaccompanied Minors Policy.

The Hobart PCYC's procedures for delivery and collection must be followed in every instance, to ensure the safety and wellbeing of children at all times.

## 2. PURPOSE

The purpose of this policy is to:

- 1) Provide a procedure for dropping off and collecting children, which is clear and ensures the safety and well-being of all children in our care.
- 2) Ensure parents/guardians understand they are required to follow specific communication procedures to ensure we can provide activities in a secure environment for children.
- 3) The Unaccompanied Minors applies to all users of the Hobart PCYC facility (including staff members, club members, casual visitors, volunteers and contractors).

## 3. PERSONS TO WHOM THIS POLICY APPLIES

This policy is applicable to the operation of all classes and programs at Hobart PCYC and applies to all facility users, parents, guardians, care-givers, employees, or volunteers who:

- Are over the age of 16.
- Are working or volunteering with children in any capacity – this also includes situations that include an overnight stay.
- Hold a current interstate registration and want to use it in Tasmania for 28 days or less per calendar year.
- Are working or volunteering with children in situations that also including an overnight stay, you will need to register.
- This policy applies to all coaches, referees, judges, athletes and club support staff/volunteers.

## 4. POLICY

### 4.1 Arrivals

- a) It is the responsibility of parents/guardians to ensure children are not delivered to or left at the Hobart PCYC without adult supervision prior to the opening of the facility
- b) It is the responsibility of parents/guardians to ensure children are not delivered to or left at the Hobart PCYC without adult supervision prior to the commencement of the applicable program/class/activity.
- c) It is the responsibility of parents/guardians to ensure that upon arrival, all children must be signed in at the Reception Desk. The Reception Desk must also be advised of any changes to the collection arrangements.
- d) It is the responsibility of parents/guardians to ensure children proceed from the Reception Desk to the correct area for their class/program and that the Instructor is made aware of the child's arrival and that any special needs are communicated.
- e) The name of the child shall then be recorded on the Program/Class Attendance Sheet by the relevant Instructor.
- f) Parents/Guardians are **not permitted** onto any activity area (i.e. gymnastics floor, dojo mats) without the permission of an Instructor.

### 4.2 Departures

- a) **Children aged under 15 years of age shall not leave the Hobart PCYC** facility without the supervision of a parent/guardian or family member over the aged of 18. The Hobart PCYC requires all children aged 15 years or below to be collected directly from the class by such an authorised person.
- b) It is the responsibility of authorised persons to ensure children are collected at the closing time of the Class/Program.
- c) Coaching supervision is provided during scheduled class times. It is the responsibility of authorised persons to provide appropriate supervision of their child before and after classes at the Hobart PCYC.
- d) Children must wait inside the facility within supervision of the Hobart PCYC Staff.  
Children under 15 will not be permitted to leave the facility on their own.

- e) Authorised persons must ensure that all belongings are collected upon collection.
- f) Authorised persons must ensure that the Instructor or relevant staff member is aware that they are taking the child from the Hobart PCYC.
- g) Reception Desk staff are to be notified if the authorised person(s) collecting the child/ren shall be later than required collection time. The child and Instructor will then be notified.
- h) If a child is to be collected by a person that is not a parent/guardian or immediate family member over the aged of 18, the **Child Collection/Departure Authority Form** attached should be completed and returned to the Reception Desk.
- i) In the event of an emergency, parents/guardians may make a request by telephone. The parent/guardian will be required to indicate who will collect the child, provide a description and ask the person to provide staff with proof of identity, e.g: Driver's License or Proof of Age Card. Reception Desk staff shall record all details provided on a **Child Collection/Departure Authority Form** and require the person collecting the child to provide current address details, a current contact number and photo identification that shall be kept on the child's file.
- j) Authorised persons are required to give proof of identification (photo ID such as a driver's licence) to Reception Desk staff or Instructors upon request. Hobart PCYC staff may request the removal of any helmets or face coverings if identification is required. In this case, a copy of the photo ID **will** be obtained by staff and placed on child's file.
- k) If Hobart PCYC has not been notified and someone other than the parent/guardian or other authorised person arrives to collect the child, Instructors or Reception Desk staff will contact the parent/guardian to obtain his or her authorisation. The child will not be released from the Hobart PCYC until appropriate authority has been received and the Child Collection Authorisation Form updated accordingly.
- l) **Hobart PCYC will not release a child to anyone who is not authorised.** If an unauthorised person is not willing to leave the premises without the child, the Instructor or Reception Desk staff will call Tasmania Police.
- m) Parents/Guardians are responsible for ensuring that the Hobart PCYC is provided with up-to-date information on authorised persons eligible to collect each child. **It is the responsibility of parents/guardians to ensure that children are not collected by anyone under the age of 18.**
- n) If the person collecting the child appears to be intoxicated, or under the influence of drugs, and instructors/staff member feel that the person is unfit to take responsibility for the child, the matter should be brought to the person's attention before releasing the child into their care. Wherever possible, such discussion is to take place without the child being present. Instructors/staff members are to suggest that they contact another parent or authorised person, inform them of the situation and request they collect the child as soon as possible. If the person refuses to allow the child to be collected by another authorised person, Reception Desk staff/instructors are to inform the police of the circumstances, the person's name and vehicle registration number (if possible).
- o) Instructors cannot prevent a parent from collecting a child, but do have a moral obligation to persuade a parent to seek alternative arrangements if they feel the parent is in an unfit state to accept responsibility for the child.

- p) Parents/Guardians wishing for children to depart from the Hobart PCYC using an alternative method (e.g: walking or taking the bus without an authorised adult) must notify the Hobart PCYC in writing using the **Child Collection/Departure Authority Form**. Parents/guardians shall only be permitted to apply for alternative departure methods for children aged 12 years and above. Without the completed Child Collection/Departure Authority Form, the child will not be released from the Hobart PCYC. The Hobart PCYC will not be responsible for children who arrive or depart under any such alternative arrangements.

### 4.3 Late Collection

If a child/children remains uncollected following the completion of a Class/Program the following procedures must be adhered to:

#### Immediately After End of Class/Program

- a) If practical, the Class/Program Instructor shall wait in the activity area with any uncollected child/ren for a period of not more than 15 minutes.
- b) If not practical for an Instructor to remain, or following the lapse of 15 minutes, any uncollected child/ren must be escorted by the Instructor into the care of the staff member on duty at the Reception Desk.
- c) Instructors are to record the names of the child/ren uncollected and the staff member on duty at the Reception desk in the notes of the Class/Program Attendance Sheet.

#### Fifteen (15) Minutes After End of Class/Program

- a) The staff member on duty at the Reception Desk shall contact all listed parent/guardian and emergency contacts for any uncollected child/ren.

#### Thirty (30) Minutes After End of Class/Program

- a) The staff member on duty at the Reception Desk shall continue to contact all listed parent/guardian and emergency contacts for any uncollected child/ren.

#### Sixty (60) Minutes After End of Class/Program

- a) If it has not been possible to arrange for the collection of any uncollected child/ren, the staff member on duty at the Reception Desk shall contact Tasmania Police on **6107 9206 or 000** and advice provided to the **General Manager or President of the Management Committee**.

**Please Note:** Under NO circumstances are staff or volunteers to take a child home or release them into the custody of an adult without the appropriate authorisation.

#### 4.4 Fees Related to Late Collection

If a child remains uncollected following the completion of a Class/Program, the Hobart PCYC reserves the right to recoup any additional staffing costs associated with the late collection and a penalty of \$30.00 per child.

The application of the abovementioned fees will be at the discretion of the General Manager and, if applied, will be debited from the nominated account associated with the child's membership.

### 5. KEY DEFINITIONS

- **Authorised person:** A person for whom the parents/guardians have given authority to the Hobart PCYC to collect the child. This person must be aged 18 years or more.
- **Child** means a person who has not yet attained the age of 18 years.
- **Child protection** means any responsibility, measure or activity undertaken to safeguard children from harm.
- **General Manager:** The General Manager of the Hobart PCYC.
- **Late collection:** When a parent/guardian or authorised person collects their child/ren from the Hobart PCYC after the time designated for the conclusion of the class/program.
- **Management** means the General Manager or designated staff member.
- **Management Committee** means the Hobart PCYC Management Committee.
- **Minor:** For the intent of this policy a minor is a child under the age of 15.
- **President:** President of the Hobart PCYC Management Committee.
- **Staff member** means any person, waged or unwaged, who performs a service for, with, or on behalf of the Hobart PCYC and includes office holders, Committee Members, activity leaders, assistants and contractors.
- **WWVP Registration** means registration process provided by the Tasmanian Department of Justice.

### 6. LEGISLATION AND POLICY DOCUMENTS

#### Legislation

- Child Protection Act 1974 (Tas)
- Children, Young Persons and Their Families Act 1997 (Tas)
- Registration to Work with Vulnerable People Act 2013 (Tas)
- Youth Justice Act 1997 (Tas)
- Civil Liability Act 2002 (Tas)



## Policy Documents

- Hobart PCYC Child Protection Policy
- Hobart PCYC Excursion Policy
- Hobart PCYC Member Protection Policy
- Hobart PCYC Privacy Policy
- Hobart PCYC Safeguarding Children Guidelines

## 7. CONTACTS

Any queries in relation to discussing child arrival/departure arrangements or completion of the Child Collection/Departure Authority Form may be directed to the Hobart PCYC Reception Desk staff at:

**P:** 300 Liverpool Street, Hobart, 7000

**T:** (03) 6107 9206

**E:** [enquiries@hobartpcyc.org.au](mailto:enquiries@hobartpcyc.org.au)

Any other queries in relation to this policy may be directed to the General Manager at:

**P:** 300 Liverpool Street, Hobart, 7000

**T:** (03) 6107 9206

**E:** [generalmanager@hobartpcyc.org.au](mailto:generalmanager@hobartpcyc.org.au)

# Child Collection/Departure Authority Form

This form provides a list of persons authorised to collect your child from the Hobart Police and Community Youth Club (Hobart PCYC) in addition to the responsible adults listed on your child's Membership Form. The authorised person *must* produce photo identification upon request.

## Collection Declaration

Name of Child: \_\_\_\_\_

Class (e.g. Sparkles, Kinder Gym): \_\_\_\_\_

I, \_\_\_\_\_ authorise the following people to collect my child from Hobart PCYC.

Signature of parent/guardian: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Name:	Relationship:
Address:	
Employment address:	
Work ☎:	Home ☎:                      Mobile ☎:

Name:	Relationship:
Address:	
Employment address:	
Work ☎:	Home ☎:                      Mobile ☎:

Name:	Relationship:
Address:	
Employment address:	
Work ☎:	Home ☎:                      Mobile ☎:

## Child Release Declaration

I hereby request that my child, \_\_\_\_\_ be released from the Hobart PCYC building at the conclusion of any class/program; advise that my child is aged **over 12 years** and understand and accept that I release Hobart PCYC from any liability for my child's safety after the conclusion of the class/program.

Signature of parent/guardian: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Note: If circumstances change with regard to this authority, it is important to inform Hobart PCYC by contacting (03) 6107 9206 or by email at [enquiries@hobartpcyc.org.au](mailto:enquiries@hobartpcyc.org.au) .**