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## Unaccompanied Minor Supervision Policy

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### 1. Background

Life Skills & Adventures 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.

To ensure that our duty of care is being complied with, Life Skills & Adventures have developed an Unaccompanied Minor Supervision Policy.

### 2. POLICY

#### ***CAMP PROGRAM***

A registered adult over the age of 18 must sign in and sign out a child on each visit to the camp, this is a legal requirement.

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.

All children attending signed into the camp are in the care of staff employed to work within that camp.

Children attending the camp will be supervised at all times according to required ratios as outlined by the National Quality Framework (and their individual plan if stated).

Any child attending the camp will not be permitted to leave the camp for purposes other than excursions/routine excursions unless after having been signed out by an authorised person.

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.

In Camp Programs, a Child Care Subsidy does 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.

### 3. DEFINITIONS

**Minor:** For the intent of this policy a minor is a child under the age of 13.

### 4. SCOPE

The scope of this policy applies to all approved Camp Programs undertaken by Life Skills & Adventures.

### 5. ROLES AND RESPONSIBILITIES

<b>Department/Area</b>	<b>Role/Responsibility</b>
Company Directors / Camp Leaders	Develop and Review the policy on a three year cycle
Camp Leaders	Implement and communicate policy to coaches/Parents and staff  Record on the rolls when children are not collected on time.
Camp Leaders / Company Directors	Ensure all children under 12 do not leave the premises without supervision
Company Director	Is 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.  Responsible for the development, monitoring and review of the Policy and related systems, ensuring all content meets all legislated requirements.
Company Director	Approve the Policy and Provide official sign off on the Policy

### 6. MONITORING, EVALUATION AND REVIEW

The ongoing monitoring and compliance of this policy will be overseen by the LSA Director. Each program will complete an annual self-assessment against this procedure, associated policy and the legislated standards from which it was drawn.

The evaluation of the policy will be facilitated by the LSA Director using stakeholder feedback to drive

continuous improvement and reflect service users' comments where practical.