

## **Enrolment Policy**

### **INTRODUCTION**

This policy should be read in conjunction with The YMCA Vocational School's Enrolment Referral and Application documents. Before signing The YMCA Vocational School's Referral and Application forms, it is understood that you have read, agreed to and are willing to abide by the terms and conditions, as stated in the documents.

### **APPLICATION FOR ENROLMENT**

1. Applications must be made on the school's official referral /application forms. Referring parties and parents/carers of the student must sign the relevant forms.
2. While application is a pre-requisite to admission, it is not a guarantee of admission. The YMCA Vocational School reserves the right to offer a place to any applicant irrespective of date of application. Reasons for non-admission are limited to;
  - No places available at the student's year level
  - The YMCA Vocational School cannot provide adequate resources and support to meet the student's needs
  - Unresolved issues between the student and other student/s currently enrolled at the school that may breach Child Safety or Duty of Care

### **ENROLMENT CAPACITY OF THE SCHOOL**

The YMCA Vocational School will always attempt to cater for all students that apply. The YMCA Vocational School makes reasonable adjustments to accommodate all students. While reasonable adjustments are made, The YMCA Vocational School does offer some activities which may not be suitable for all students. Such activities may include gym use, vocational education and training and excursions.

The YMCA Vocational School caps enrolments. The reason for this is that small class sizes are maintained, to cater for the individual needs of each student. Even when the total school population falls below the defined enrolment limits, vacancies may not necessarily exist. Enrolment applications are preferred at the beginning of the school year, however, applications are welcome any time during the year.

### **ADMISSION TO THE SCHOOL**

1. Admission to the school is conditional upon the Principal or Principal's delegate, being satisfied as to the suitability of the student.
2. All students and carers must be willing to abide by The YMCA Vocational School's policies and procedures, and Health and Safety requirements.
3. The offer of a place at The YMCA Vocational School will only be made after receipt of a complete application and supporting documents, as outlined on The YMCA Vocational School Application Checklist (Form 1), and the application interviews have been completed.

## **ENROLMENT PROCESS**

If the student is successful in the application for enrolment, The YMCA Vocational School will contact the nominated primary contact person to arrange an enrolment interview.

Enrolments will last for the period of schooling open to the student, from commencement year, until completion of year 12.

## **ABSENCE AND ENROLMENT OF A STUDENT**

The nominated carer or referring organisation is to inform The YMCA Vocational School at the earliest convenience if the student has withdrawn or is planning to withdraw from the school program.

A student under 17 years of age must attend school, work experience or be employed. Staff will follow up students with unexplained absences of more than 1 day. If the unexplained absences persist, all actions required to be taken by law will be followed through. Centrelink may require the repayment of Austudy or Abstudy fees, if applicable.

## **DISCIPLINE OF A STUDENT**

YMCA Vocational School staff will always seek to manage discipline in a positive manner; to help improve long term behaviour. The Wellbeing Team may be engaged to help determine reasons for behavioural concerns and develop strategies for how to best assist individual students.

## **CHANGE IN PARENT / CARER RELATIONSHIP AND PERSONAL DETAILS**

Parents / carers must inform The YMCA Vocational School of any changes in their relationship to the student since the application was lodged prior to enrolment. Changes to carer contact information and order, medication and medical conditions must be advised in writing.

It is the responsibility of the carer to ensure that the student's address and personal details are kept up to date. The YMCA Vocational School will not be held liable for the loss of correspondence or student information (including certificates) if up to date personal information has not been provided.

## **IMPORTANT NOTICE**

As a Special Assistance School (SAS) school we work under section 182 of the Education (General Provisions) Act 2006 in providing flexible arrangements for students to engage in and access the curriculum at the best level determined for them. We use past records, parental interviews, relevant assessment tools and ongoing observations to develop a Personal Education Plan (PEP) for each student. This is a condition of entry on a student's enrolment to the school, that parents /carers agree upon.

This means that junior secondary students are enrolled in strands of the Australian curriculum and senior secondary students are enrolled at a variable progression rate (variations to typical patterns of study) focusing on the Queensland Education senior phase of learning (10-12) which is also informed by the Australian Curriculum requirements.

## **SAFEGUARDING CHILDREN POLICY AND ACCREDITATION**

YMCA of Brisbane and Y-Care (South East Queensland) Inc. are accredited by the Australian Childhood Foundation as a child safe organisation. The YMCA has a commitment to ensuring a child-safe environment for all children and young people in YMCA Programs.



## PARENT VERSION

### Safeguarding Children and Young People at the YMCA

The YMCA of Brisbane is a not-for-profit organisation which is governed by a volunteer board. The YMCA of Brisbane has provided a wide range of services to people of all ages, including children and young people, since 1864.

Currently our programs and services include:

- Childcare facilities including long day care, outside school hours care, vacation care, limited hours care, crèche, family day care and in-home care
- Health and Fitness including gyms, group exercise, personal training
- Sport and Recreation including camping, gymnastics, swimming, judo, aquatic education, squash, indoor sport
- Youth services including mentoring, vocational schools, vocational training, youth space and Queensland Youth Parliament
- Hospitality including a hotel, restaurants and function centres
- Benevolent programs including affordable housing, school breakfast program, specialist OSHC for young people with a disability and Siblings Reconnect

Thousands of children and young people take part in YMCA programs each year; including being in one of our child care programs, to enjoying swimming, competing in gymnastics competitions, or participating in outdoor education camps.

We take our responsibility for keeping children and young people safe very seriously. We follow clear policies and practices that aim to keep children and young people who participate in our programs and services safe. Below is a summary of these policies and practices.

To see the full Safeguarding Children and Young People Policy, please request a copy at your nearest YMCA centre. We also have child and young people-friendly versions available at <http://www.ymcabrisbane.org/about/safeguarding-children>

### Safeguarding Children and Young People Policy

The YMCA recognizes that all children and young people have the right to develop and reach their potential in environments that are caring, nurturing and safe.

The YMCA works to safeguard children and young people in our care from:

- Sexual abuse
- Physical abuse
- Emotional or psychological abuse
- Neglect
- Bullying
- Grooming
- Witnessing Family Violence
- Sexual Exploitation
- Racial, Cultural or Religious Abuse



## **Staff Roles and Responsibilities**

All of our staff, volunteers and Board Members have clear roles and responsibilities with respect to safeguarding children and young people.

## **YMCA Staff Code of Conduct Summary**

YMCA of Brisbane staff and volunteers are required to maintain the highest standards of professional conduct towards customers, children and young people.

We have developed a Safeguarding Children Code of Conduct to identify and prevent behaviour that may be harmful to the children and young people in our care.

## **Transport**

YMCA of Brisbane staff and volunteers must not:

- Travel, or be accommodated, alone with a child participant before, during or after a YMCA program, excursion or camp (with the exception of FDC and IHC).
- Transport an individual child or a group of children to or from YMCA programs in private vehicles without the written consent of the YMCA CEO (with the exception of FDC and IHC). This is only an option when all other avenues of transport have been excluded. A management plan for travelling in cars needs to be adhered to at all times.

## **Supervision**

All children need to be supervised and accompanied by an adult at all times while in a YMCA service or program.

YMCA of Brisbane staff and volunteers must ensure young children are appropriately supervised in bathrooms, showers and locker rooms.

Staff and volunteers are never to be alone with a young person where they cannot be observed by other YMCA staff members, volunteers or adults.

YMCA of Brisbane staff and volunteers must not under any circumstances, release a child from a YMCA program or service to anyone other than a parent or guardian, or to an individual authorised by the parent/guardian. Where such authorisation is made, it must be done so in writing.

## **Physical Contact with Children and Young People**

Any physical contact with children and young people must be appropriate to the delivery of the programs and services and based on the needs of the child or young person (such as to assist or comfort a distressed young person) rather than on the needs of our personnel.

YMCA of Brisbane staff and volunteers must not have a child sit in their lap, cuddle, kiss, and hug or touch children in an inappropriate and/or culturally insensitive manner.

## **Uniform**

YMCA of Brisbane staff and volunteers must be identified by a YMCA name badge and, where practicable, a branded uniform that is familiar to the children and is the same or similar as that of their co-workers.



### **Positive Guidance**

We aim to make children and young people aware of the acceptable limits of their behaviour. There are times when staff may be required to use appropriate behaviour management strategies to ensure:

- An effective and positive environment
- The safety and/or wellbeing of children, young people or personnel participating on our programs and services

Any behaviour management strategy used must be:

- Fair
- Respectful
- Appropriate to the developmental stage of the children or young people involved

The child or young person is to be provided with clear directions and given an opportunity to redirect their misbehaviour in a positive way.

Under no circumstances are YMCA staff to take disciplinary action involving physical punishment or any form of treatment that could reasonably be considered as degrading, cruel, frightening or humiliating.

### **Adhering to role boundaries**

Our staff and volunteers are not to act outside the confines of their duties, as specified in their position description, when helping to deliver our programs and services.

YMCA of Brisbane staff and volunteers must not engage children (other than direct family relations) from YMCA programs in non-YMCA activities such as baby-sitting, tutoring and weekend trips. All staff/volunteers are obliged to immediately report knowledge of such activities to their Manager or Supervisor. Parents are asked not to place YMCA staff in a position where refusal to babysit may offend.

### **Photographs of children and young people**

Children and young people may only be photographed by staff while involved in our programs and services, if:

- Prior written parental/guardian authorisation is obtained
- The context is directly related to participation in our programs and services
- The child is appropriately dressed and posed

### **Use of electronic communication**

YMCA of Brisbane staff and volunteers must not:

- Take and retain photos on personal mobile phones
- Provide use of their mobile phones to a child or young person in their care
- Text or email information directly to a child or young person's mobile or email address, unless for the express purpose of conducting YMCA business. All communication made should be directed to the parents/guardians
- Use personal social media accounts (such as Facebook or Twitter), to contact or converse with children. Any contact should be directed to parent/guardians using official YMCA sites
- Place on social media (e.g. Facebook, Instagram) or any other medium photos of children in care



## Parent Responsibilities

In order to support the YMCA in keeping all children safe, parents are asked to bring their children into the YMCA facility, and not drop them outside.

The YMCA's policy does not allow staff to engage children enrolled in a YMCA program, in non-YMCA activities, such as babysitting or tutoring, unless there is a direct family relationship. Parents are asked to adhere to this policy at all times.

We encourage parents/guardians to report any concerns relating to the safety or wellbeing of their own or other child(ren) or young person in a YMCA facility. This can be done:

- (a) by speaking to our staff in person or by or
- (b) by contacting the YMCA's Child Protection Officer on 3253 1706 or [child.protection@ymcabrisbane.org](mailto:child.protection@ymcabrisbane.org) or
- (c) by writing to YMCA Child Protection Officer, PO Box 669, Spring Hill Qld 4004

## Responding to Child Abuse Reports and Allegations

YMCA of Brisbane staff and volunteers play an important role in protecting children and young people who may be at risk of harm due to abuse or neglect. Staff and volunteers often have daily or weekly contact with children, young people and their families, and so are well placed to observe when a child or young person appears to be at risk of harm.

Our staff and volunteers are required to identify, report and respond to any concerns about, or incidents of, serious abuse or neglect towards children or young people to whom we provide services.

Staff are required to:

- Report suspected abuse to their direct supervisor/manager
- Report suspected abuse to the Department of Child Safety (or other relevant Department) or the Police
- Teaching staff and Educators are Mandatory Reporters

Confidentiality is of the utmost importance to fair and effective reporting processes. Only authorised YMCA staff, Australian Childhood Foundation staff and YMCA legal representatives will have access to documentation regarding a report.

The YMCA will cooperate and comply with any reasonable request from the Department of Child Safety (or other relevant Department) and Police as required by law.