

POLICY

TITLE:	Youth Supervision Policy		
ADOPTED BY:	Chief Executive Officer (CEO)		
DATE OF ADOPTION:	29 Nov 2024	DATE OF REVIEW:	29 Nov 2026
POLICY NUMBER:	216		
LEGISLATIVE REF:	<i>Education and Care Services Act 2011; Sections: 165,167,174</i> <i>Care and Protection of Children Act 2007</i> <i>Education and Care Services National Regulations 2011</i> <u>Regulation 115: Premises designed to facilitate supervision</u> <u>Regulation 168(2)(h): Policies and Procedures</u> <u>Regulation 176: Timeframes for notifying reporting information to the Regulatory Authority</u>		

1. INTRODUCTION

1.1. Purpose

The purpose of this Policy is to inform Barkly Regional Council (BRC) employees of the legislative, duty of care and operational risk management responsibilities related to the supervision of youth within BRC youth facilities.

1.2. Scope

This Policy applies to all employees responsible for the engagement and supervision of youth.

1.3. Responsibilities

All persons within scope of this Policy are required to adhere to this Policy and its associated procedures.

The CEO is accountable for the overall management of this Policy.

1.4. Policy Objectives

- 1) Provide a framework based on sound risk management principles for the supervision of youth within youth facilities operated by BRC.
- 2) Promote the accountability of young people and BRC employees.
- 3) Safeguard the wellbeing of youth and BRC employees.

2. POLICY STATEMENT

2.1 Policy

- 1) Adequate staffing to youth visitors in all youth facilities and programs:
 - a. All youth related program delivery should operate on the following supervisor to youth ratio:

Age Range	Supervision Ratio
8-12 years	1:10
13-18 years	1:15
19-25 years	1:20

- 2) Ensuring that every reasonable precaution is taken to protect supervised youth from harm or any hazard likely to cause injury:
 - a. All risks are identified and reported to the appropriate Manager and WHS.
 - b. All injuries are reported using BRC's Incident Form.
 - c. Reporting all suspected serious injuries immediately to:
 - i. "000" or St Johns Ambulance
 - ii. The youth's parents / caregiver
 - iii. Youth Program Manager or Coordinator and Director
 - iv. Recorded using BRC Incident Form
 - v. Funding Body – as a reportable incident
- 3) Regular revision of risk assessments on facilities, programs and activities that engage youth.
- 4) All youth and visitors to youth facilities and programs to sign in and have contact details recorded.
- 5) All youth program staff and visitors to maintain current National Police Clearance and Working With Children (WWC) Ochre Card
- 6) All youth program staff are to participate in Mandatory Reporting training and ensure adherence to Mandatory Reporting guidelines and principles.
- 7) Under Mandatory Reporting guidelines, inform relevant authorities of any suspected case of child abuse or neglect.

3. RELEVANT POLICIES

Policies to be read in conjunction with this policy are:

- 1) Mandatory Reporting Policy
- 2) Risk Management Policy
- 3) Workplace Health and Safety Policy
- 4) Incident Reporting & Investigation Policy

4. IMPLEMENTATION AND REVIEW

4.1. Implementation

Relevant personnel will be made aware of this Policy. It is not a requirement of the Act for this Policy to be published on the Barkly Regional Council website.

4.2. Review

This policy will be reviewed on or before 29 Nov 2024.

5. VARIATIONS, REVOCATIONS AND/OR CHANGES

Barkly Regional Council reserves the right to revoke and/or amend this policy from time to time as is considered necessary to better manage its business and/or to comply with any legislative requirements.

6. APPROVAL

This policy is approved.

Chris Kelly
Chief Executive Officer


Signature

29 Nov 2024
Dated

END