Gliding Australia Children and Young Person Checklist - Clubs

CHILDREN/YOUNG PERSON CHECKLIST – CLUB

# If your Club has a child or young person attending on a one-off or continued basis, please use the checklist below to ensure safe practices are in place to protect the

**member/visitor and your club members.**

**NAME OF CHILD/YOUNG PERSON:**

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| **Approved Person**Does the Child/Young person have an Approved Person[1](#_bookmark0) accompanying them to the Club?**Yes – Some safe practices do not apply / No – please complete the checklist****If No, a Person(s) in a Position of Authority**[**2**](#_bookmark1)**/Supervisor will need to be allocated.** |
| **Drop off and Pick Up****No – move to next section / Yes – complete this section** |
| Do you have a register of names of parent/carer and emergency contact numbers?Is the parent/carer aware if they are late in collecting the Child/Young Person they must attempt to contact the Club/Person in a Position of Authority?Is the parent/carer aware if they are late in collecting the Child/Young Person it is not the responsibility of a Person in Position of Authority to transport the Child/Young Person home? | YesYesYes |
| **Transporting to and from the Club, or away from the Club for social activities****No – move to next section / Yes – complete this section** |
| Transportation must only occur in circumstances directly related to gliding programs and services. | Yes |

1 Approved Person means a family member, such as a mother, father, sister, brother, grandparent, aunt, uncle, or cousin, a guardian, carer, or a person who has been approved by the parent/carer and has an established relationship with the Child/Young Person and/or their family.

2 Person in Position of Authority means a person, regardless of age, who through their position or involvement in Gliding can exercise power, control, or influence over a Child/Young Person.

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| Transporting Person must be an Approved Person and/or Person in Position of Authority.Written Approval from the parent or carer.Is the driver aware: that they must drive responsibly, not be impaired by alcohol or other mind-altering substances, have an unrestricted driver's licence, not be alone in the car with the Child/Young person, and drive a roadworthy vehicle. | YesYesYes |
|  | **Overnight Stays at the Club** |  |
|  |  | **No – move to next section / Yes – complete this section** |  |  |
| Written parent/carer consent obtained before the overnight stay (can include SMS, email).Consent from the Child/Young Person.Is there a suitable, private area for bathing, toileting, and dressing?Appropriate dress standards by members/visitors where a Child/Young Person is present.Ensure no exposure to pornographic material through examples such as television, internet or magazines.Child/Young Person is NOT to be left under the supervision of unauthorised persons or peers.Sleeping arrangements must NOT include an adult in the same room alone unless they are a parent or have parental responsibility for the Child/Young Person.Must NOT share a bed with an adult or another Child/Young Person.Is there a way for the Child/Young Person to contact a parent or an Approved Person if they feel unsafe, uncomfortable, or distressed during their stay?Is there a way for Parents/Carers to contact their Child/Young Person? | YesYes Yes YesYesYesYesYesYesYes |
| **Showering/Changing arrangements****No – move to next section / Yes – complete this section** |
| Must be supervised in a showering/change room that is in official use by the Club, whilst ensuring the right to privacy. | Yes |

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| A person in a Position of Authority must NOT shower or change at the same time as supervising, be alone with the Child/Young Person, no camera or recording device is used by any person in theshowering/changing facility. | Yes |
| **Supervision organised** **Yes – complete this section** |
| Supervisor(s) are aware:Adequate supervision is required at all times which includes:* **Being constant, active, and diligent**
* **Prioritising safety and welfare**
* **Be able to observe, or know the location of the**

**Child/Young Person if direct supervision is not possible*** **Respond to individual needs and intervene if necessary**
* **Not use alcohol or be under the influence of drugs while supervising.**

Be conscious that members:* **Use appropriate language and tone of voice**
* **Use positive guidance in relation to the Child/Young Person**
* **Use of electronic or online communication only if it meets policy requirements**
* **Ensure no photographs or videos are taken unless parental consent is obtained, and**
* **Any physical contact must be necessary and appropriate to the delivery of our sport program and services.**
 | Yes Yes YesYes YesYes Yes YesYesYes |

NAME: ………………………………………………………………………….. SIGNED: ……………………………………………………………………….. POSITION AT CLUB: …………………………………………………………

DATE: …………………………………………………………………………….