

SLSQ Policy

Title: Chaperoning and Supervision of Minors	Department: Membership Services
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Introduction

This policy supports Surf Life Saving Queensland's (SLSQ) commitment to the safety and welfare of members and others who engage with Surf Life Saving. The policy applies to specialised programs including but not limited to:

- overnight stays
- camps/programs/events/activities
- carnivals

This policy does not apply to standard operations such as nippers, training, and sport.

SLSQ recognises the importance of ensuring a safe and inclusive space for the children and young people (CYP) within their membership, and that this extends to all programs and activities run and endorsed by SLSQ, regardless of whether the program is run in an SLSQ branded space, or off-site at another venue. Therefore, SLSQ is committed to providing these safe and inclusive spaces, with the correct supervision and chaperoning of minors being a part of this commitment.

Purpose

The purpose of this policy is to assist Clubs and Branches to provide safe and enjoyable Surf Life Saving activities and programs for CYP under the age of 18 years. The policy provides clear expectations for the minimum standards required when chaperoning and supervising minors. Additionally, this policy has been created to safeguard the physical and emotional health and well-being of children and young people involved in Surf Life Saving programs or activities. This is done in consultation with the Standards for Child Safe Organisations

Definitions

- SLA: Surf Life Saving Australia
- SLSQ: Surf Life Saving Queensland
- QLD: Queensland
- CYP: Children and young people
- Children and young people: SLSQ members who are under the age of 18.
- Gender is part of how a person understands themselves. A person's gender does not necessarily mean that they have particular sex characteristics.
- Sex means whether a person is male, female, non-binary or another sex.
- Non-binary is used to describe genders that do not fall into binary definitions of male or female
- Gender diverse refers to people who do not prescribe to binary roles or normative standards of expressing gender. Other identifications that may be used are gender fluid, gender questioning, or gender queer.
- Gender fluid means that a person's gender identity is not fixed. Some gender fluid people feel very masculine on some days, and feminine on others, while some live free from definition entirely.



- Senior Person: Person in position of authority in attendance at the event such as: program coordinator, club leadership, staff members, etc.

Application

It is the responsibility of the SLSQ Club/Branch/State/Entity providing the activities or programs for children and young people to provide the following:

- Safe and well-maintained facilities and equipment.
- Appropriate levels of supervision as per SLSQ requirements and as defined in this policy.
- Protection against physical, sexual, mental and emotional abuse and neglect from members of SLSQ.

To achieve these aims, the policy aims to address issues associated with:

- Providing safe environments for conducting activities and programs for diverse children and young people particularly when travelling and conducting overnight stays;
- Providing appropriate supervision of different activities and programs; and
- Providing appropriate screening procedures for supervisors, chaperones, and other adults involved with children and young people.

There may be exceptional situations where the policy requirements cannot be met, for example, in an emergency situation. It is crucial however that, where possible, authorisation is sought from a Senior Person (such as a program coordinator or equivalent) prior to taking action that contravenes the policy. A Senior Person should also be advised as soon as possible if an incident occurs that is in breach of the policy.

Chaperones **must** personally accept and/or endorse this policy to formalise their acknowledgment of and adherence to the content.

Policy

The following criteria acts as the standard requirements for a member who is fulfilling the role as a chaperone or supervisor for children and/or young people under the age of 18 years.

Pre-requisites:

- Be a registered member of a Surf Life Saving Club.
- Be a minimum of 18 years of age.
- Hold a current QLD Blue Card or QLD Exemption Notice.
- Hold current Child Safe Awareness (CSA) award
- Fully understand, and comply with the SLSA Membership Protection Policy, Child Safe Policy and Code of Conduct.
- Minimum of one (1) chaperone to hold a current First Aid Certificate and driver's license.

Duties and responsibilities specific to Senior Persons (such as a program coordinator or equivalent):

- Ensure that participants under the age of 18 years have provided a parent or guardian consent form prior to any travel/program/activity i.e. form includes emergency contact details, medical/health history, disclaimer, a parent or guardian signature giving authorisation and consent etc;

- These are often completed online/filled digitally, so creators must ensure there is a section dedicated to parental/guardian acknowledgement/signature.
- Be responsible for the well-being and safety of all team members and participants;
- Must not consume or be under the influence of alcohol or drugs for the duration of the tour/camp/program;
- At all times conduct themselves in a manner that complies with the organisation and community expectations.
- Comply with the SLSA Membership Protection Policy, Child Safe Policy and Code of Conduct.

Duties and responsibilities of Supervisors/Chaperones shall include:

- Work in co-operation with the Senior person who is ultimately responsible for all activities;
- Be responsible for the well-being and safety of all participants;
- Create a safe and welcoming environment for all participants
- Must not consume or be under the influence of alcohol or drugs for the duration of the tour/camp/program;
- Assist with general duties during the duration of the tour/camp/program;
- At all times conduct themselves in a manner that complies with the Association and community expectations.
- Ensure sufficient lighting and visibility to be able to actively monitor minors in your care.
- Comply with the SLSA Membership Protection Policy, Child Safe Policy and Code of Conduct.
- Must not leave children and young people under the supervision or protection of unauthorised persons, such as hotel staff or friends;

Ratios

- A ratio of at least one (1) chaperone/supervisor for every eight (8) participants
 - e.g., One (1) male chaperone for every eight (8) male participants or part thereof, One (1) female chaperone for every eight (8) female participants or part thereof;

Minimum Presence Requirements

- A chaperone must never be alone with a single participant.
- If only one chaperone is present, there must be at least two participants.
- If only one participant is present, there must be at least two chaperones.

For non-binary or gender diverse minors, a preferred chaperone/supervisor must be supplied after consultation with the non-binary or gender diverse minor and /or their parent/guardian.

Camps/ Live In Situations

- Sleeping arrangements must be suitable for all participants e.g. all members must have their own bed or bunk, and must not share a bed with another minor or adult;
- Chaperones must **not** share a room with a minor and must **never** be alone in a room with a minor;
 - For non-binary or gender diverse minors, participants and/or their parent/ guardian should be consulted about their preference.
 - Prior to the event, organisers, chaperons/ supervisors should find out from the non-binary and gender diverse participants which peers they feel most comfortable with and see if they have any other special requests such as private change facilities.
- Consideration must be given to installing physical partitions or other appropriate measures to ensure a clear and secure division between adult and minor sleeping areas where separate rooms are not available. This should be addressed PRIOR to the camp/ live in situation commencing. Ensure appropriate sleeping arrangements are in place, i.e., males and females MUST be separated. Wherever possible,

- The chaperones/supervisors must perform regular room checks to ensure that members are complying with the SLSQ's Code of Conduct, and, if there is one, the venue's Code of Conduct.
 - Room checks should be conducted at the 15 and 30 minute mark following 'lights out'.
 - At the 30-minute mark if minors are identified to still be awake and actively engaging in conversations/activity, room checks should continue in 15-minute intervals until all rooms are silent. Once all minors are settled, a final check should be done 15-minute later to confirm.

Contact

- Parental/ Authorised Persons Children and young people have the right to contact their parent or guardian at any time. Should a child be distressed or uncomfortable, a chaperone is required to facilitate this contact;
 - As per the SLSA Child Safe Policy 6.04, a minor attending an overnight stay MUST NOT have access removed to their mobile phone, or ability to contact their parent/guardian or Approved Person whilst away.
- Each chaperone is to keep a mobile phone with sufficient charge on their person whenever practical;
- Whilst in a team situation, the members/participants are under the control of the senior person. Parents wishing to interact with their child/children MUST seek approval from the senior person for any deviation from the group activity or program;
- Chaperones must not share photos, videos, or personal information of participants on personal social media accounts.

Change Room Supervision and Privacy

CYP must be appropriately supervised in any change room that is in official use by the Relevant Organisation, while also ensuring their right to privacy is respected at all times.:

- Supervision must be sufficient to prevent abuse by members of the public, adult users, or general misbehaviour, while still respecting the privacy and dignity of CYP;
- Where facilities are located within a public venue, a visual check of the amenities must be conducted upon arrival. Where practicable, a staff member or volunteer should remain positioned at the entrance to the change room monitor access and ensure appropriate use of the facilities.
- Where the venue is solely operated by the Club, amenities must be checked prior to use to confirm the environment is safe, clean, and appropriate for members.
- Where minors and adults share the same amenity block, bathing and changing times must be scheduled to ensure that children and adults are not using the facilities at the same time. Where this is not feasible, the facility must have cubicles that can separate minors and adults when in use.
- CYP must be provided with privacy when bathing, toileting, and dressing.
- One-to-one situations with a CYP in a change room should be avoided.
- Adults must not undress in the presence of CYP and should avoid using change rooms with CYP.
- Appropriate dress standards must be observed when CYP are present, including no exposure to nudity or undressing.
- No use of camera or recording devices in a change room including photography, filming, and live streaming in any form.
- For non-binary or gender diverse CYP, consideration should be made that best suits the participant in supporting them to feel safe and comfortable at SLSQ events and/or club activities.

Reporting

- Report incidents through appropriate channels e.g. incident report form for injuries or complaints portal for child safety matters.



- If a member is injured and required a hospital visit, a Chaperone must immediately contact the Child/young persons Parents and remain with the child/young person until either the parent or an approved person (approval in writing by the parent) can stay with the child/young person.
 - With parent approval, hospital trips can be reduced to 1:1 chaperoning for transit and stay.

If one or any points above cannot be met, further approval must be sought from CEO or delegate.

Related instruments

- [Child Safe | Surf Life Saving Queensland](#)
- [Child-Safe-Guideline-2023-1.pdf](#)
- [Complaints & Concerns | Surf Life Saving Queensland](#)
- [SLSA Member Protection Policy](#)
- [SLSQ Child Safe Policy](#)
- [Code of Conduct](#)