

Version	Date	Author	Change Description
1.0	July 2019	K. Kendall & S. Hunter	Policy Created

## Policy Objective

This sets out the requirements for health and safety policies, practices and requirements in relation to providing Adjunct Care onsite.

## Rationale

Ensuring the health, safety and well-being of children, Team Members, clients and visitors is a legal and ethical responsibility of the organisation. Policies and procedures on health and safety, when used as guides for decision-making and best practice, are put in place to minimize potential risk to all individuals in the facility.

As young children do not have the developmental skills and knowledge to anticipate danger or consider the consequences of their actions, they are particularly vulnerable.

## Strategies and Practices

### What is adjunct care?

Adjunct care is defined in Schedule 1 of the Queensland Education and Care Services Act 2013 (ECS Act) as education and care provided to a child:

- in conjunction with a meeting, function or other activity involving a relative or guardian of the child
- and on the premises in which the meeting, function or other activity is taking place
- and for not more than three hours on each occasion the care is provided.

These services are usually provided at venues such as shopping centres or gyms and **require at least one parent/ guardian to remain on the premises.**

*(Adjunct care is excluded from the National Quality Framework and is not required to be approved under the ECS Act)*

### Admission

Parents of children using the Adjunct Care facilities in our facility must complete an admission form for the child upon initial visit. This will include the following details of the child/ren:

- Name and Age
- Medical History
- Allergies (medication must be kept on site if any)
- Alternative Emergency contact

**Compliance with health and safety policies**

Children will be considered in all company policies and procedures.

This will ensure:

- the building is suitable for the service being proposed
- there is appropriate space and ventilation for children
- the location of the premises is suitable - away from heavy traffic, pollution, harmful chemicals, gases
- that children will not be exposed to smoking, gambling or consumption of alcohol
- the premises are secure so that children are not able to leave the premises, except in accordance with policy and procedures
- the appropriate toilet and hygiene facilities are available
- the safety of the furniture, equipment and toys to be used are both suitable and safe
- that adequate emergency procedures are in place.

The allocated children's area will be clearly visible from the workout zone.

Children must be signed in by a guardian each and every time they are in the area allocated for childcare. This is essential so that in the event of an emergency we know who is currently on the premises.

All equipment must be carefully selected to suit the ages of the children and comply with relevant Australian Standards.

Fire extinguishers will be handy within the area and in perfect working condition. All staff will know how to use the extinguishers and be aware of emergency evacuation procedures.

A well-stocked first aid kit must be kept on hand in the care area. The kit should be locked and the key inaccessible to children.

Toys and books need to be safe, clean and suitable for children - no rust, splinters, sharp edges, toxic materials or parts that can be swallowed or inhaled. They should also be age appropriate.

**Clients using the children's area must be aware that:**

- The children's area is unsupervised, and children remain the responsibility of their guardian / parent, even when they are in children's area.
- Children must be signed in / out of the children's area
- Children must have completed the admission form before using the children's area
- A parent / guardian must remain on the premises at all times while their child is in the children's area, unless other supervision is being provided by the facility at that time.
- Guardians are responsible for monitoring their children and assisting them with toileting etc.

- **NO** food is permitted in the care area. This is to prevent incidents of choking and allergic reactions.
- Children must provide their own named water bottles.
- Under no circumstances, are children permitted anywhere other than the allocated children's area, unless authorised to do so by management on a case by case basis.
- Children under the age of 8 weeks are not permitted to use the children's area
- Children must behave in an appropriate manner, to continue using this area.
- The right to use this area can be removed at management's discretion, at any time.

In the event that the Parent / Guardian are unable to care for the child, and the alternative emergency contact can not be contacted, Kendall Fitness will act in the best interest of the child until such time someone can be contacted.

### Important Relevant Documents

- *Children's Admission Form*
- *Children's Sign in and out Sheet*
- *Client Orientation*

### Resources and References

- *Adjunct Care Fact Sheet*  
<https://earlychildhood.qld.gov.au/legislationAndGuidelines/ECSactresources/Fact%20sheets/adjunct-care.pdf#search=adjunct>
- ***Business Principles and Guidance for Fitness Business. Principle 2: Ensure, so far as reasonably practical, the safety of its customers***
- ***Business Principles and Guidance for Fitness Business. Principle 8: Ensure, so far as reasonably practical, the provision of a safe, clean and comfortable physical environment for clients and staff, paying due regard to health and safety requirements***
- *Fitness Australia: Scope of Practice for Registered Exercise Professionals*

### Notes

Information relating to this policy is communicated throughout the facility using a variety of the following:

Emails, Team meetings and memos, Notice boards and posters, pamphlets and information sheets, role modelling and signs displayed around the fitness facility.

Policy Written by: K. Kendall & S. Hunter		Date: July 2019
Final Approval by: Kylee Kendall	Approved Date: July 2019	Next review date: July 2020