

Children at Training Policy and Procedure

PART 1: POLICY

Overview

The purpose of this policy is to outline conditions under which children are generally permitted to be at training provided by Primary Ethics.

Primary Ethics understands parents' responsibilities toward dependent children and seeks to provide equitable access for parents to attend training. This policy is designed to reduce risks to parents, children, trainers and other volunteers attending the training.

Application

We recognise that there may be a need to bring a children to training when:

- Children are being breastfed
- As a last option in unforeseen circumstances (eg when childcare arrangements fail)

Conditions

- Approval from the Training Manager must be sought before attending the session. Sympathetic consideration will be given to all requests, however approval may be refused if:
 - the conditions of hire for the venue state that children are not permitted
 - there is insufficient space at that particular session
- Parents/carers must ensure the safety of children and supervise them at all times, recognising that areas which are safe for adults may present risks for children, such as kitchen areas, stairs, self-closing doors, and electrical fittings.
- Any damage caused by the child will be the responsibility of parent/carer.
- To avoid accidental injury, children under the age of 2 years must not be placed on the floor. They must either be held on a lap, or be in a pram, stroller or child's play pen provided by the carer.
- Children must not be suffering from any infectious illness.
- To create a fair and suitable learning environment for all participants, and avoid stress to the trainer(s) and other participants, children disturbing the class must be removed from the room. The trainer(s) will advise parent/carer when/if this is necessary.
- Participants accept that:
 - Trainers cannot make special adjustments to the prescribed Training Manual to suit the needs of the child (eg by avoiding any noises they would normally make in training)

- Managing a child during the practice and assessment sessions may make it more difficult to successfully complete the learning and assessment tasks.

Assessment

Our training is based on experiential learning, where participants learn by doing and reflecting. Parents/carers should understand that to successfully complete the training, they must:

1. Participate in all group activities
2. Be absent for no more than 60 minutes (cumulative) over the two days. If participants are required to step outside with children at any stage, they may miss vital learning opportunities.
3. Demonstrate their competency in facilitation and behaviour management on Day 2 of training.

Facilities

Please note that as our venues are selected for their suitability for training adults, there may not be adequate and suitable facilities for children (such as a suitable space to change a baby).

Insurance

Please note that children are not covered by our insurance.

Carers

Parents of breast-fed babies are encouraged to arrange for a carer to accompany them so that the carer can look after the baby between breastfeeding sessions.

How to contact the Training Manager

Email: karen.lee@primaryethics.com.au

Phone: 8068 7752



EVAN HANNAH
Chief Executive Officer
May 2018

PART 2: PROCEDURE

1. The Policy will be on our website
2. Volunteer contacts Training Manager to request permission to bring children to a particular session.
3. If children cannot be accommodated at this session, Training Manager will advise of any suitable alternative venues/dates currently on offer.
4. If permission is granted, Training Manager:
 - Log request on 'Children at Training' spreadsheet
 - Advise volunteer of useful facilities at the venue eg fridge, private room
 - Advise trainer(s)
 - May limit the number of other participants to provide space for baby pram or stroller
5. Booking confirmation email will include a link to the Policy on our website
6. Reminder email will include a link to the Policy on our website
7. When the volunteer arrives with the child, Trainers will:
 - confirm with the volunteer that they have read and agreed to the Policy
 - point out any special amenities at the venue (if available).
8. Trainers will continue to present the course according to the prescribed Trainers Manual, and not make adjustments around the needs of the child.
9. Trainer(s) will monitor the learning environment and advise parent/carer if a child becomes a disturbance for other participants. If this happens, the parent/carer must rectify the issue or remove the child from training room until the issue can be resolved.