



# Release of Young Person Policy

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## Introduction:

Foundation Learning Centre Inc. (FLC) in accordance with Government regulations including, Education and Training Reform Regulation 2017 and the Children’s, Youth and Families Act 2005, is required to provide information in relation to the release of young people during scheduled hours of attendance at FLC. Youth Policies apply to 13 to 20 year old students in formal education, including the Non School Senior Secondary cohort.

## Purpose:

To give clear guidelines to staff, volunteers, parents, guardians and care givers outlining the FLC policy and procedures surrounding the release of young people within our youth programs.

## Attendance Records:

It is mandatory that attendance details are recorded daily by the educator for the morning, midday and afternoon classes, these attendance records are signed by students and need to reflect if a student is present, absent, late or leaves early. These records are then recorded and filed on VETtrak for all youth participants.

## Custodial Issues:

Where custody of a young person is involved:

- Notification of any Custodial Access from Family Law Courts and also Department of Health and Human Services will be notified to FLC by a parent, guardian, caregiver or family case manager in writing which will be recorded on the student file, in the student’s case notes and filed in accordance with FLC’s confidentiality policy.



- Youth department staff and office administration staff will be notified in the event where the custody access or court order prevents the young person from having access with a particular person/s.
- Any change in custody arrangements must be reported to the Head of Department – Foundation College or Wellbeing Team Leader immediately by the legal parent, guardian, care giver or family case manager in writing.

Release of the young person will be carried out only in accordance with the current, verified custodial information.

### **Early Release:**

In the event that a youth participant is required for any reason to leave the youth program earlier than the agreed attendance schedule, the following is undertaken:

- Time and reason for departure are recorded on the attendance records.
- If the early release is at the request of a parent, guardian or caregiver then the Head of Department – Foundation College, Wellbeing Team Member, Administrator or a relevant senior staff member must be advised verbally or in writing.
- If the early release is at the request of FLC then the parent, guardian or caregiver must be contacted and advised prior to the release of the young person by the Head of Department – Foundation College, Wellbeing Team Member
- All young persons must be signed out by the parent, guardian or caregiver at the front office.

### **Related Documents and Forms:**

- Children, Youth and Families Act 2005
- Attendance Records
- Student Contract
- Student Handbook
- Medical Consent Form
- Incident Report
- Student Case Notes