

# Event Supervision

## Policy

MNA is committed to the safety of participants while they are at MNA activities or its Subcommittee events and meetings. This policy outlines the procedures for the onsite supervision of participants, especially children at an event

## Procedure – Student Supervision

1. A record of child attendance is taken at two separate times during the event day and three times if an overnight event, morning, midday and evening before bed.
2. Children are to be carefully supervised while at events. The Event Coordinator will be in attendance throughout the event. In the event that the leader has to be temporarily absent from the event, a member of the Event Leadership team will be present to supervise the children.
3. During the event, the event leadership team will be on duty to provide supervision and to oversee the children at rest times and lunch etc during the event..

## Procedure – Child running away from school

1. If a child is suspected of leaving the event grounds without permission, the Event Coordinator must first determine if the child HAS left the event grounds.
2. The Event Coordinator will call the parent or guardian of the child.
3. The Event Coordinator will report the incident to the police if there is a reasonable concern for the safety of the child.

## Procedure – Visitors to the event

1. Visitors are defined as anyone who is not a volunteer assisting with, or a member of, the leadership team at an event.
2. All visitors are to sign in and sign out of an event.

## Procedure – Collection of children from an event

1. Parent/carers should be advised in advance of the time to pick up their children and the location.
2. If a child is not picked up on time then the parents should be contacted by phone.
3. If there is no contact with the parent then the emergency contact should be contacted. The Event Leader should stay with the child at the event until the last child is collected. A child should never be left, or placed into the care of another parent, or person NOT on the emergency list. The child should always remain in the care of the Event Coordinator and if the parents and emergency contacts fail to find them, then the Police should be informed after a suitable period of time has passed. The MNA Chairperson should also be contacted.

## Procedure – Appropriate photography and filming of children

1. On enrolling for an event, parents must be asked to indicate whether they give permission for their children to be photographed or filmed for newsletters and future event marketing.
2. Event Coordinator is to inform event leaders if the student is not to be photographed or filmed.

**Procedure – Child Privacy**

1. Please refer to the [Privacy Policy](#)

**Procedure – Children in transit to and from an event**

1. The Event Leader is to keep a record of how the child will travel to and from an event and with whom they will travel.
2. In the event that travel arrangements have changed, parents are requested to notify the Event Leader so that an accurate record of student transport is to be maintained.

**Version**

1.0

**Review**

Jan 2018 or as required