



Safeguarding U18 Staff guidelines

Never Alone

- **U18 staff must NEVER be alone with an adult** (staff, parent, patron)
- **U18 staff must NEVER be alone in charge** of facility/site/group/class
- **Always ensure 2+ staff present** during interviews, onboarding, and training

Employment Basics

- **Minimum age: 14 years**
- **No high responsibility positions** for U18 staff
- **Avoid school hours** for staff under 17
- **U18 highlighted in TANDA** for easy identification

Role Specific Minimums

- **Children's Services Educator:** 16 years
- **Gymnastics Coach:** 14 (trainee), 15 (group coaching)
- **Swimming Teacher:** 15 (trainee), 16 (instructing)
- **Lifeguard:** 16 (must be supervised by 18+ lifeguard)
- **Duty Manager:** Avoid employing U18 in this role

Communication Guidelines

- **Phone calls:** Speaker only, shared office/presence of others
- **Texts:** Work phone only for records
- **Social media:** Avoid private messaging, group only
- **Emails:** Parents copied in on all communications

Contact : safety@ymcasa.org.au

<https://www.sa.ymca.org.au>



Required Checks & Training

- **Ages 14-15:** Working with Children Check (parent signature), National Police Check (parent countersign), Stay Safe Tell Someone
- **Ages 16-17:** Same as above plus Feel Safe Be Safe (with guardian/manager support)
- **Age 18+:** All checks and RRHAN-EC Masterclass (as required in specific position descriptions)

Risk Management

- **Scenario-specific risk assessments** for any potential 1:1 situations
- **Environmental considerations** (separate toilets, single-person facilities)
- **Always have escape routes** - never trapped alone with adults

Under 18 Staff Guidelines

