

# LEAP

## Welcome Package & Enrolment

Welcome to the LEAP. Please ensure you read through this entire document carefully to ensure this group's aim and codes of conduct etc suits you and your family.

### **HISTORY**

The LEAP idea was developed to facilitate an opportunity for home educating families with shared goals to grow and learn together.

### **VISION**

The group's vision is to create an environment where home educated children can participate in open learning activities. The group hopes to create an environment for children that fuse together fun, learning and social connection. **This group is non-sectarian.**

### **MEMBERSHIP**

Participation in activities is open to all home learners. The only fees incurred are for classes and activities as detailed on the relevant LEAP page on the HBLN website. **This group is not-for-profit.**

### **AGE GROUP**

***The main age range is 5-17 years.*** The group aims to grow with the children as they do.

### **STRUCTURE**

Parents must sign their child(ren) in at the start of their child(s) first class for the day. If there is a gap/time between classes then the parent must be in attendance as no supervision is provided outside the child(s) registered class times.

A timetable is provided at the beginning of each Term and parents/guardians come and go in accordance with the activities their children are involved in.

All parents/guardians help with pack up and cleaning at the end of the day.

### **ORGANISERS**

Organiser: Gabrielle Crosse  
1<sup>st</sup> Aid Officer: Saani Bennetts, Jessica Crosse  
OHS Officer: Gabrielle Crosse

## ***LEAP East Victoria Park***

### **GROUP PURPOSE & INFORMATION**

The main purpose of this group is to provide a weekly venue that offers the opportunity for home educating families to participate in:

- Structured classes run by professional teachers
- An inclusive social space where home educated families can meet other local home educated families.

### **WHERE AND WHEN**

#### **East Victoria Park**

We are located at the Leisurelife Centre in East Victoria Park each Thursday on a typical school Term basis (usually 8 weeks per Term).

### **WHAT TO BRING**

- Water bottle and snack
- Hats and other sun protection.
- Closed in shoes for sport.

### **CONTACTS**

Email is our method of keeping informed.

### **PHOTOGRAPHY**

The Organiser takes photos of the group in action to include on the HBLN website and on occasion the HEWA magazine. If you do not wish for your children to be photographed, please let the Organiser know.

You may take photographs of your own family for personal use. ***You must seek permission from other parents if you would like to take photos that include their family prior to taking photos.***

## *LEAP East Victoria Park*

### **COVID-19 CONDITIONS OF ATTENDANCE**

- parents and children will not attend if they are unwell
- parents/guardians will be required to sign the weekly/event attendance record and confirm that they have not been exposed to COVID-19 or returned from overseas within the last 14 days.
- resources will not be shared during the class/event, each child must bring their own equipment (pens, pencils, scissors etc) including drink bottles
- hand sanitiser will be provided in each class and children must use this on entry and exit from the class, after using the toilet, coughing or sneezing
- adults and children will maintain the 1.5m physical distancing requirement
- parents will ensure that their children understand these conditions and the importance of following them
- all families and volunteers will follow both state and federal government guidelines with regard to notification and testing for COVID-19. Helpline contact details for suspected/confirmed COVID-19 infection is 13 268 43. Families should then notify the group organiser, who will immediately notify the HEWA Coordinator. All parties will follow the recommendations/guidelines provided by the COVID-19 Helpline and WA health authorities.

### **CHILDREN'S SAFETY**

- Instructors are responsible for students during class time only. Parents remain responsible for their child(ren) at all other times.
- The toilet is shared with other users at the venue. During class time, children will be accompanied to and from the toilet by a responsible adult or older child. It is the responsibility of the parent/guardian to ensure that their child(ren) are accompanied to and from the toilet at all other times.
- Children are only to play outside if a supervising adult is present.
- Toy weapons and items which can be potentially used as weapons are not welcome for play, this includes the use of sticks in play.
- Electronic games/items should be left at home as this is an interactive group and no responsibility is taken for broken or lost items.

### **EXTRA ACTIVITIES**

Each year our group may organise extra activities. If these extra activities are not able to be covered by existing group funds, then extra costs may be incurred by the group for those who wish to participate.

## *LEAP East Victoria Park*

### **COST**

- Term fees are typically \$12/class/student plus consumables for some classes.
- **Payments must be paid in full by the beginning of each Term through the LEAP page on the hbln website.**
- Public Liability insurance cover is provided by Home Education WA and is included as part of full membership to HBLN/HEWA. **Non HEWA members will pay an additional 20% on top of the total term fee as their contribution towards insurance.**

### **Refund Policy**

As this group is not for profit all activities are run so that they cover the cost of the venue, instructor and consumables. As a result of this there is no refund for missed classes as instructors and the venue still have to be paid for. If a class is cancelled due to instructor illness or unavailability of venue then the cost of that class will be credited and applied to the next terms fees.

**Note if classes are cancelled due to COVID-19 safety concerns then only 50% of the fee for the cancelled classes will be refunded to families. The remaining 50% will be used to cover the cost of the venue, instructors and consumables.**

### **WINDING UP**

As this group is not for profit, in the event of closure, after all debts are met, any remaining funds will be remitted to HEWA for use in ongoing Home Education related business.

## **PARENTAL EXPECTATIONS**

Parents/guardians are expected to contribute in all aspects of the group including:

- Parents must sign their child(ren) in and out at the start and end of their child(ren)s classes. If a child is registered in classes which follow on from each other, the parent need only sign their child(ren) in at the start of the first class and sign them out at the end of their last class. If there is a gap/time between classes then the parent must be in attendance as no supervision is provided outside the child(ren)s registered class times.
- Where necessary participating in activities.
- Housekeeping – helping to set up, cleaning up after activities, cleaning up at the end of each session and at the end of the session for the day.
- Supervising and supporting your children: your children are your responsibility outside registered class times. LEAP does not take responsibility for your children outside registered class times. You accept that you are responsible for your own child/ren outside registered class times and you release LEAP from all legal claims and liability claims that may come about as a result of participating in the LEAP group and/or any of its activities and events.
- The culture of the group is one of acceptance and tolerance of people's differences.
- Act in a spirit of cooperation and respect.
- Members understand that it is generally illegal to discriminate on the grounds of sex, marital status, pregnancy or breast feeding, family responsibility or family status, race, religious or political conviction, impairment, age or gender history.
- Leave electronic games/items at home as this is an interactive group and no responsibility is taken for lost or damaged items.
- By joining this group, you accept that you are responsible for paying all Term fees as outlined on the LEAP page of the HBLN website.
- By ticking the "I Agree" box on the electronic registration form, you agree and are bound by all of the information contained in this document and the Policies on the LEAP page of the HBLN website.

## **CODE OF CONDUCT**

LEAP regards the health and safety of its members (both adults and children) as a key responsibility.

This Code of Conduct is expected of all members (adult and child alike) recognising that at all times they should act responsibly and appropriately while attending all LEAP activities and events.

- Adult members are responsible for their own child/ren at all times during the course of all LEAP activities and events.
- Members should respect the dignity of themselves and others, recognising that at all times their words and actions are an example to other members.
- Members are expected to demonstrate the highest standards of behaviour, exercise reasonable and fair judgment and act in a courteous and sensitive manner when interacting with child/ren, parents or caregivers, instructors and Organisers.
- Members should act with consideration and good judgment in all interpersonal relationships.
- Members should respect everyone's right to personal privacy at all times.
- Members should respect everyone's right to parent, discipline and interact with their own child/ren.
- Members may not use LEAP and/or its events and services to promote their own beliefs, behaviours or practices where they are incompatible with these LEAP and HEWA guidelines.
- Members who attend the LEAP or associated events under the influence of drugs or alcohol will be asked to leave immediately and may not be able to return at any time.
- Members should take all care and consideration of the buildings, facilities and equipment which LEAP uses for its activities and events; damages should be reported and arrangements for appropriate action made on the same day.
- Members should be lawful and conduct themselves in a manner that brings credit to the LEAP and the practice of home education.
- Members should ensure that venues are safe and healthy environments, spaces and places which enhance Members' learning, development, engagement, initiative, self-worth and dignity.
- Members should take appropriate action to prevent – and, when necessary, intervene to stop – unacceptable, violent and threatening behaviour, such as physical, sexual or verbal abuse, bullying, tormenting or ridicule.
- Members should behave without discrimination as set out by equal opportunities legislation in Western Australia.
- Members should act with honesty and integrity when dealing with property, monies and any other assets belonging to other people and the LEAP.
- Members should not use the HEWA or LEAP in any way for inappropriate personal gain of any kind.
- Members should abide by the complaints process as set out in the Policies section of the LEAP page on the HBLN website.

## Public Liability (Broadform) Insurance – What does it cover?

A Public Liability policy provides community group or organisation with an indemnity against all sums which the insured entity may (you) become legally liable to pay (by way of compensation and legal defence costs ) for personal injury and/or property damage to third party property or persons including the public resulting from an occurrence which arises from your group's activities.

A legal liability can arise from your negligence, or the negligence of your members, including voluntary workers engaged on behalf of the club, who are working in a recognised role for the club or group.

To put this another way if you do something, or fail to do something, then where you are negligent (eg you have breached your duty of care) and someone is injured, or their property is damaged as a result of this negligent act, the policy will defend you and pay compensation if you are legally liable subject to the specific terms and conditions of the policy. For example, a tent comes loose in windy conditions as it was not properly secured, a person slips on a wet surface because you have not made it safe for people to walk on it.

## Participation Exclusion

People participating in a sporting event (eg soccer match, netball, tennis) or other physical activity (eg bush walking, dancing, acting), generally accept the inherent risk of participating as a hazard of the event or activity.

What is important is that your group is protected for its legal liabilities and defence costs associated with the activities and premises it operates if your premises or facility is unsafe for the event or activity being conducted – this can create a risk greater than the normal accepted hazard of participating.