Operational Safety and Access Policy – Minors

Darling Downs Potters' Club Ltd

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1. Purpose

This Policy establishes requirements for the safe management of access to Club premises by Minors in order to:
a) maintain a safe working environment in Operational Areas;
b) provide safe public access to designated Public Areas;
c) minimise foreseeable risks associated with access to Club premises;

d) meet duty of care obligations;
e) ensure compliance with insurance requirements; and
f) support legal and operational risk management.

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2. Definitions

Minor means a person under 18 years of age.

Responsible Adult means a parent, legal guardian, teacher, instructor, activity coordinator, or other adult authorised by the Club to supervise a Minor during an approved activity.

Operational Areas means all non-public areas of Club premises used for pottery production, instruction, processing, storage, or operational purposes, including studios, workshops, kiln areas, glazing and chemical preparation areas, clay processing areas, storage areas, and equipment zones.

Public Areas means designated areas of the Club open to the public, including the gallery and any Board-designated exhibition or visitor spaces.

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3. Site Zoning

3.1 The Club premises are divided into Public Areas and Operational Areas.

3.2 Public Areas are accessible to members of the public, including Minors, in accordance with normal opening arrangements.

3.3 Operational Areas are restricted working environments and are not open to general public access.

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4. Minors – Access to Operational Areas

4.1 Minors must not enter Operational Areas except as part of a Board-approved or Board-authorised activity.

4.2 Approved activities may include workshops, classes, demonstrations, guided tours, or special events.

4.3 All approved access must:
a) be authorised in advance;
b) form part of a structured activity;
c) comply with safety procedures and risk assessments; and
d) comply with all legal, regulatory, and insurance requirements.

4.4 Minors must remain under continuous and active supervision by a Responsible Adult at all times while in Operational Areas.

4.5 Except as provided in this Policy, Minors must not enter or remain in Operational Areas.

4.6 The Board may impose additional restrictions or conditions at any time where reasonably necessary for safety, legal compliance, insurance requirements, or operational risk management.

4.7 In emergencies, Minors may enter Operational Areas only to the extent necessary for evacuation or safety.

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5. Approved Activities

The Club may approve structured activities involving Minors, including educational visits, workshops, demonstrations, and community engagement events.

All approved activities must:
a) be authorised in advance by the Board or delegate;
b) be appropriately supervised;
c) comply with Club safety procedures; and
d) comply with applicable laws, including Working with Children requirements under Queensland legislation where applicable

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6. Insurance and Safeguarding

The Club will only conduct activities involving Minors where appropriate supervision, safety controls, and risk management measures are in place.

The Club is not structured to provide general supervision of Minors outside approved activities.

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7. Board Authority

7.1 The Board may impose additional safety, supervision, or access conditions where reasonably necessary for safety, legal compliance, insurance requirements, or operational risk management.

7.2 The Board may refuse, suspend, or cancel any activity involving Minors where safety or compliance concerns arise.

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8. Policy Intent

This Policy ensures safe separation between public and operational environments and supports controlled, supervised participation by Minors in structured activities where approved.

It is consistent with the Club's Objects as set out in its Articles of Association**,** including the promotion and teaching of pottery to all ages, as it regulates access conditions rather than limiting the Club's educational purpose.

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9. Review

This Policy will be reviewed at least every two years or earlier if required due to legal, insurance, or operational changes.