
YMCA Geelong - Safeguarding Children and Young People Policy



OFFICE USE ONLY

Policy Number	Date Approved	Date Last Amended	Status
YG 104-G	28//08/2018	28/08/2018	APPROVED- BOARD

1. SAFEGUARDING CHILDREN AND YOUNG PEOPLE POLICY (Previously known as Child Protection Policy)

2. INTRODUCTION

In response to the Royal Commission into Institutional Child Sexual Abuse and the need for an organisational wide Safeguarding children and Young People Policy. have approved a National Council of YMCA's Safeguarding Children and Young People Policy on 25/11/2017.

This policy must be read in conjunction with the attached YMCA Geelong YG 104-O Safeguarding Children and Young People Procedures.



SAFEGUARDING CHILDREN POLICY

Approved National Council of YMCA's Annual
General Meeting 25/11/2017

Must be read in conjunction with YMCA Geelong
YG104A-G Safeguarding Children and Young
People Procedures

OUR MOVEMENT'S CHILD PROTECTION POLICY



‘We believe in the power of
inspired young people’

CONTENTS

Definitions of abuse

Definitions used in this Policy

Purpose of our Policy

How will this policy apply?

How will we ensure our Policy is continually improved?

Our Policy commitments

Our commitment to children and young people

Our commitment to families and communities

Our commitment to YMCA people

Our commitment to ensuring a child safe organisation

Safe behaviours

Appendix:

Who is responsible for implementing and reviewing the Policy?

NOVEMBER 2017

DEFINITIONS OF ABUSE

TERM	DEFINITION
Emotional or psychological abuse	<p>Emotional or psychological abuse occurs when a child or young person does not receive the love, affection or attention they need for healthy emotional, psychological and social development.</p> <p>Such abuse may involve repeated rejection or threats to a child or young person. Constant criticism, teasing, ignoring, threatening, yelling, scapegoating, ridicule and rejection or continual coldness are all examples of emotional abuse. These behaviours continue to an extent that results in significant damage to the child or young person's physical, intellectual or emotional wellbeing and development.</p>
Physical abuse	<p>Physical abuse occurs when a person subjects a child or young person to non-accidental physically aggressive acts. The abuser may inflict an injury intentionally, or inadvertently as a result of physical punishment or the aggressive treatment of a child. Physically abusive behaviour includes (but is not limited to) shoving, hitting, slapping, shaking, throwing, punching, biting, burning and kicking. It also includes giving children or young people harmful substances such as drugs, alcohol or poison. Certain types of punishment, whilst not causing injury can also be considered physical abuse if they place a child or young person at risk of being hurt.</p>
Sexual abuse	<p>Sexual abuse is any act that exposes a child to, or involves a child in, sexual processes beyond his or her understanding or contrary to accepted standards. It includes actions deliberately undertaken with the aim of befriending and establishing an emotional connection with a child to lower the child's inhibitions in preparation for sexual activity. <i>(Royal Commission into Institutional Responses to Child Sexual Abuse).</i></p>
Grooming	<p>Grooming refers to actions deliberately undertaken with the aim of befriending and establishing an emotional connection with a child to lower the child's inhibitions in preparation for sexual activity.</p>
Neglect	<p>Neglect is the persistent failure or deliberate denial to provide the child or young person with the basic necessities of life. Such neglect includes the failure to provide adequate food, clothing, shelter, adequate supervision, clean water, medical attention or supervision to the extent that the child or young person's health and development is, or is likely to be, significantly harmed. Categories of neglect include physical neglect, medical neglect, abandonment or desertion, emotional neglect and educational neglect. The issue of neglect must be considered within the context of resources reasonably available to the family.</p>
Witnessing family violence	<p>Witnessing family violence is a specific form of emotional and psychological abuse. Witnessing family violence occurs when children or young people are forced to live with violence between adults in their home. It is harmful to children and young people. It can include witnessing violence or the consequences of violence. Family violence is defined as violence between members of a family or extended family or those fulfilling the role of family in a child or young person's life. Exposure to family violence places children and young people at increased risk of physical injury and harm and has a significant impact on their wellbeing and development.</p>
Sexual exploitation	<p>Sexual exploitation occurs when children or young people are forced into sexual activities that are then recorded in some way and/or used to produce pornography. Such pornography can be in the form of actual photos or videos or published on the internet. Exploitation can also involve children or young people who are forced into prostitution.</p>
Harm	<p>Harm, to a child or young person, is any detrimental effect of a significant nature on the child or young person's physical, psychological or emotional wellbeing. It is immaterial how the harm is caused. Harm can be caused by</p> <ul style="list-style-type: none"> • physical, psychological or emotional abuse or neglect; or • sexual abuse or exploitation • a single act, omission or circumstance; • a series or combination of acts, omissions or circumstances.
Bullying	<p>Bullying involves the inappropriate use of power by one or more persons over another less powerful person or group and is generally an act that is repeated over time. Bullying has been described by researchers as taking many forms which are often interrelated and include:</p> <ul style="list-style-type: none"> • Verbal (name calling, put downs, threats) • Physical (hitting, punching, kicking, scratching, tripping, spitting) • Social (ignoring, excluding, ostracising, alienating) • Psychological (spreading rumours, stalking, dirty looks, hiding or damaging possessions).
Racial, cultural or religious abuse	<p>Racial, cultural or religious abuse is conduct that demonstrates contempt ridicule hatred or negativity towards a child/young person because of their culture, race or religion</p>

DEFINITIONS USED IN THIS POLICY

TERM	DEFINITION
Child or young person	The YMCA considers a child or young person to be a person under the age of eighteen years.
Safeguarding Children and Young People Policy	<p>The Safeguarding Children and Young People Policy is the document that defines the principles and intent of the Movement in relation to child protective practice. The principles and intent of this policy are to be implemented locally to protect children and young people from any form of abuse, bullying and exploitation by Board Directors, staff, volunteers and other services users.</p> <p>The YMCA Safeguarding Children and Young People Policy has been adopted by the National Council of YMCAs of Australia and requires compliance by YMCA Australia and all of its Licensed Member Associations.</p>
Code of Conduct	A Code of Conduct is an agreement with a set of rules of behaviour and proper conduct for all Board Directors, staff and volunteers when engaging with children or young people. A Code of Conduct details an organisation's core values and explicitly communicates everyone's responsibility and obligation to adhere to the outlined standards of ethical behaviour when working with children and young people. It is effective in strengthening the control of an environment.
Extended guardianship	Extended guardianship is a term that acknowledges that children and young people rely on all adults to create a safe environment and act in an informed and committed way to protect them. It is expected that all YMCA People act as extended guardians of children and young people who take part in a YMCA service or activity.
YMCA Child Safety Strategy	<p>The YMCA Child Safety Strategy has been developed so that:</p> <ul style="list-style-type: none"> • all YMCA People share the responsibility for the protection of children and young people. • the protection practices for children and young people within all YMCAs is strengthened. <p>This strategy incorporates the following main three pieces of work for the Movement:</p> <ol style="list-style-type: none"> 1. The development of a Safeguarding Children and Young People Policy. 2. The development of associated YMCA Licensing Standards. 3. An agreement with an independent child protection specialist organisation for the provision of an accreditation and audit program.
YMCA Movement	The YMCA Movement in Australia is a federation of Licensed Member Associations. Each Licensed Member Association is a member of the National Council of YMCAs of Australia. Each Licensed Member Association is a party to a YMCA Licence Agreement and is subject to abiding by the Constitution of the National Council of YMCAs of Australia.
YMCA People	YMCA People include all YMCA Board Directors, staff and volunteers.
YMCA Licensed Member Association	<p>It is a constitutional requirement of the YMCA Movement in Australia that to be a YMCA, the entity must have entered into a Licensing Agreement with YMCA Australia.</p> <p>Within this policy when this term is used it also incorporates Affiliated organisations.</p>
YMCA Licensing Standards	Each YMCA Licensee must comply with the YMCA Licensing Standards in existence at the time. The YMCA Licensing Standards outline the requirement and responsibilities of a YMCA Licensee.
Affiliated organisations	Affiliated organisations engage in a contract with a Licensed Member Association to use a YMCA managed or owned facilities or are fully/partly owned by a Licensed Member Association.
Service User	Service User is an individual who participates in a YMCA program or who uses a YMCA service or facility.
United Nations Convention on the Right of the Child	United Nations Convention on the Right of the Child - The United Nations Convention on the Rights of the Child, or UNCRC, is the basis of all of Unicef's work. It is the most complete statement of children's rights ever produced and is the most widely-ratified international human rights treaty in history. Link here.
Discrimination	Discrimination is the unjust or prejudicial treatment of different categories of people, especially on the grounds of race, age, or sex.

PURPOSE OF OUR POLICY



“I have the right to give my opinion, for others to listen and value my contribution. I speak from the day I am born. As I grow we will communicate, but we may not always speak the same language. My right to speak is lost to those who have forgotten to listen.”

- Adapted from *The UN Convention on the Rights of a Child.*

The YMCA strives for an inclusive society where everyone has the opportunity to reach his or her potential. We believe in the power of inspired young people, and as such, we want to provide a tangible expression of their rights and their voices. The safety and protection of children and young people is paramount.

YMCA Australia and all of its Licensed Member Associations, Board Directors, staff and volunteers have a legal, moral and Mission-driven responsibility to:

- protect children and young people from all forms of abuse, bullying and exploitation
- create and maintain a child safe culture that is understood, endorsed and put into action by all the individuals who work for, volunteer, govern or access a YMCA program, service or managed facility
- acknowledge that protecting children is everyone's business.

We recognise that child-safe organisations and child-safe communities do not just happen. They require conscious actions to protect children from harm and extended guardianship to all children and young people. We acknowledge that safety extends further than YMCA sites, programs and services and strive for communities that are safe for all children and young people. We understand our role in contributing to a child-safe community.

We respect and support the diverse needs of all children, young people and their families including those who are Aboriginal or Torres Strait Islander, are from culturally and or/linguistically diverse backgrounds, have a disability or identify as LGBTI.

With this policy we reiterate our commitment to the way we improve child protective practice within the YMCA. The priority to protect children and young people will apply equally in all our YMCA locations, by all who take on the YMCA name and by all who work with or for the YMCA.





HOW WILL THIS POLICY APPLY



The Safeguarding Children and Young People Policy of the YMCA has been adopted nationally by the Licensed Member Associations. The policy underpins policies and procedures of all the YMCA Licensed Member Associations.

HOW WE WILL ENSURE OUR POLICY IS CONTINUALLY IMPROVED

Together, the YMCA Movement will ensure this policy and our child safe practices are continuously reviewed and improved.

- We welcome feedback on our policies and practice, and will endeavour to ensure our complaints processes are child and young people friendly, developmentally appropriate, visible and accessible.
- We commit to responding to feedback and complaints in a timely manner.
- We commit to ensuring complaints and concerns are analysed to identify causes and systemic failures to inform continuous improvement.
- An annual report of the outcomes of the YMCAs Child Safety Strategy will be made available to parents, YMCA People and the community.



OUR POLICY COMMITMENTS

The National Council of YMCAs of Australia is responsible for the development and endorsement of the YMCA Safeguarding Children and Young People Policy. It delegates the implementation of the policy to the National Board of YMCA Australia and each of the Boards of the YMCA Licensed Member Associations.

The role of each entity in relation to the YMCA Safeguarding Children and Young People Policy is detailed in the Appendix to this policy.

OUR COMMITMENT

TO CHILDREN AND YOUNG PEOPLE

- We commit to the safety and wellbeing of all children and young people who access any of our programs, services or facilities.
- We commit to providing children and young people with nurturing experiences via positive and safe relationships with our YMCA people.
- We commit to developing the skills and capacity of children and young people to identify ('Know'), assess ('See'), and manage ('Respond') to unsafe situations.
- We commit to listening to children and young people and empowering them by taking their view seriously and addressing any concerns that they raise with us.
- We commit to consulting with children and young people (and their families) who have additional needs or who are from diverse backgrounds.
- We commit to cultural safety for Aboriginal and Torres Strait Islander children and young people and respect and understand that our Indigenous culture will be promoted to and with others.
- We commit to cultural safety for children, young people and their families from cultural and/or linguistically diverse backgrounds and will provide child safety resources in alternate languages and images whenever possible
- We commit to respond appropriately to the safety needs of children with a disability and provide a safe environment for them which includes educational resources, strategies and support to help improve the capacity of children, young people and their families to identify and respond to harm.
- We commit to supporting all forms of diversity, including children, young people and their families who identify as being LGBTI
- We commit to support families and communities to promote children's healthy development and wellbeing.
- We commit to take action to ensure that children and young people are protected from discrimination, exploitation, abuse or harm.



TO FAMILIES AND COMMUNITIES

- We commit to supporting parents and carers to protect their children. We will offer assistance that builds on a family's strengths and empowers them to meet the changing needs of their children and young people.
- We commit to communicating honestly and openly with parents and carers about the wellbeing and safety of their children and young people.
- We commit to engaging and listening to parents views in regards to our child protective practice policies and procedures.
- We commit to transparency in our decision-making with parents and carers.
- We commit to supporting and strengthening families by providing information and access to other relevant community services.
- We commit to promoting safe communities for children and young people, both within and outside our organisation.

OUR COMMITMENT

TO YMCA PEOPLE

- We commit to having a management structure that supports and develops staff in their roles.
- We commit to providing all YMCA People with the necessary support to enable them to fulfil their roles. This will include appropriate supervision.
- We will provide regular training for staff which includes the indicators of sexual abuse, high risk environments and situations, the characteristics and stereotypes of victims and offenders, grooming and how to respond to children and young people that disclose abuse. Our YMCA people will be trained in how to 'Know, See and Respond' to child abuse.
- We commit to provide regular opportunities to clarify and confirm policy and procedures in relation to child and young people's protection and welfare.
- We commit to implementing strategies to support staff retention and therefore provide consistent and skilled staff that foster positive relationships.
- We commit to listen to all concerns voiced by YMCA People in regards to keeping children and young people safe from harm.
- We commit to provide YMCA people with access to other services that support safety and welfare.
- We commit to provide opportunities for YMCA People to receive formal debriefing and counselling arising from incidents of child or young person abuse.

TO ENSURING A CHILD SAFE ORGANISATION

- We commit to creating an environment for children and young people to be safe and to feel safe.
- We commit to using best practice standards in the recruitment, screening and employment (including police and working with children checks) of YMCA people.
- We commit to providing safe physical environments that when possible, are designed with children, young people, their families and YMCA people.
- We commit to regularly auditing our facilities and immediate surrounding environments to assess their safety.
- We commit to monitoring our online environments to ensure their safety.
- We commit to promoting, supporting and building positive relationships between children and young people, and other users accessing our facilities.
- We commit to ensuring user groups of our facilities comply with our Safeguarding Children and Young People Policy.



The YMCA Safeguarding Children and Young People policy was developed by YMCA Australia in consultation with the Australian Childhood Foundation and the Institute of Child Protection Studies. The wording and content, in part or full, cannot be reproduced in any way by any third party that is not YMCA Australia or a YMCA Licensed Member association.

SAFE BEHAVIOURS

All people at the YMCA are required to observe child safe principles and exhibit the highest standards of professional behaviour at all times.

All YMCA people are to:

- comply with the YMCA Safeguarding Children and Young People Policy
- comply with all relevant laws, regulations, policies and procedures
- have a working knowledge of children's and young people's rights appropriate to their role
- take all reasonable steps to protect children from abuse (including verbal, physical, emotional and sexual abuse), neglect, bullying and grooming
- respect and support the diverse needs of all children, young people and their families including those who are Aboriginal or Torres Strait Islander, are from culturally and or/ linguistically diverse backgrounds, have a disability or identify as LGBTI
- demonstrate extended guardianship, and promptly and without hesitation report:
 - complaints from children, young people or their families
 - allegations or disclosures of child abuse or neglect
 - concerns about child safety
 - any breaches of this Safeguarding Code of Conduct
- listen and respond to the views of children, young people and their families, and encourage meaningful contributions
- demonstrate positive guidance and appropriate behaviour management strategies
- exhibit physical contact with children and young people which is appropriate to the delivery of programs and services
- ensure as far as practicable that YMCA person is not left alone with a child or young person in a YMCA program or facility, unless specifically approved
- protect the privacy of children, young people and their families

YMCA People must not:

- put children/young people at risk of abuse or neglect
- do things of a personal nature that a child can do for themselves
- use personal phone, camera or video camera to take images of children and young people
- exhibit any type of favouritism towards a child/young person
- transport a single child, young person alone
- engage in open discussions of a mature or adult nature in the presence of children or young people
- use inappropriate language, in the presence of children (e.g. swearing, sexually explicit language)
- discriminate against any child, including on the basis of gender identity, culture, race, or disability
- have any outside contact with a child/young person or their family who participates in a YMCA program or service without the organisation's consent (includes direct contact such as in person as well as indirect such as by phone, or online)
- ignore or disregard any suspected or disclosed child abuse or neglect

By observing these standards YMCA people acknowledge their responsibility to immediately report any breach of this code to Management.

APPENDIX

WHO IS RESPONSIBLE FOR IMPLEMENTING THE POLICY?

ENTITY	ROLE/RESPONSIBILITY
National Council of YMCAs of Australia	<ul style="list-style-type: none"> • Promote the principles and intent of this policy • Adhere to its status as a Priority One Licensing Standard. • Ensure the policy is reviewed on a three yearly cycle as a minimum or at a time governed by legislation, regulations or organisational learnings that precipitates a change to the policy. • Facilitate regular discussions at all levels of the Movement to support a culture of openness, continued improvement and accountability to protecting children and young people.
National Board – YMCA Australia	<ul style="list-style-type: none"> • Facilitate a review of the Safeguarding Children and Young People Policy each three years as a minimum at a time determined or promoted by changes to legislation, regulations or organisational review. • Develop, monitor and annually review the YMCA Licensing Standards to ensure that they are continuously improved to support the protection of children and young people. • Promote and monitor the requirements of the Priority One Licensing Standard. • Approve an independent child protection specialist organisation to work with the YMCA, in consultation with the Movement. • Monitor all Licensed Member Associations and their affiliates accreditation with the agreed independent child protection specialist organisation. • In collaboration with Licensed Member Associations, develop and implement a YMCA Child Safety Strategy for the Movement every three years. • Ensure adequate resources are allocated to the National Office function to allow for the development and effective oversight of the YMCA Child Safety Strategy and the Safeguarding Children and Young People Policy. • Develop and promote opportunities for the Movement to enhance a culture of transparency, accountability and continuous improvement and learning in relation to the YMCA Safeguarding Children and Young People Policy. • Provide an annual report identifying risks and areas for improvement. • Advocate for, and promote the rights of, children and young people nationally. • Ensure the voice of young people and children is heard in relation to the review and further development of this policy.
Licensed Member Associations	<ul style="list-style-type: none"> • Ensure all YMCA People understand their obligations in accordance with the intent and principles of YMCA Safeguarding Children and Young People Policy and its implementation at a local level. • Ensure that the YMCA Safeguarding Children and Young People Policy is complied with. • Ensure that localised policies, codes of conduct and procedures support compliance to the Safeguarding Children and Young People Policy. • Adhere to the YMCA Licensing Standards. • Ensure an annual review (as a minimum) is completed in regard to child safety and reported to the Member board. • Allocate adequate resources to enable the effective implementation of local policies and operational procedures that are compliant with the YMCA Safeguarding Children and Young People Policy. • Support the YMCA Child Safety Strategy. • Achieve and maintain accreditation with an agreed independent child protection specialist organisation. • Provide YMCA Australia with the outcome reports of independent audits. • Advocate for and promote the rights of children and young people at a local level. • Ensure the voice of young people and children is heard in relation to the implementation and further development of this policy. • Develop opportunities for regular discussion at all levels of the Association to support a culture of continuous improvement and accountability for the protection of children and young people. • Ensure children, staff, volunteers, Board Directors and families are listened to and have a way of being heard in regards to child protective practice. • Empower and engage children and young people in local policy and/or operational procedure development that has a direct impact on them.



4. SUPPORTING DOCUMENTS (LINKS TO PROCEDURES, LEGISLATION, FORMS, WORK PRACTICES)

YG 104A- G Safeguarding Children and Young People Procedures

Incident Reporting Procedure

Code of Conduct

Recruitment Screening Policy

Positive Behaviour Guidance Policy

Membership, Enrolments and Facility Hire Policy

Mandatory Reporting Policy

YMCA Responding to Disclosure of Sexual Abuse Policy

Grooming Offence Fact Sheet

Failure to Protect Fact Sheet

Failure to Disclose Fact Sheet

- [Working with Children Act 2005](#)
- [Children, Youth and Families Act 2005](#)
- [Sex Offenders Registration Act 2004](#)
- [Commission for Children and Young People Act 2012](#)
- [United Nation Convention on the rights of the child](#)
- [The Crimes Amendment \(Protection of Children\) Act 2014](#)
- [Section 49C of the Crimes Act 1958: Failure by person in authority to protect child from sexual offence](#)

[Gymnastics Victoria](#)

- [Child Safe and Child Friendly Policy](#)
- [Member Protection Policy](#) (including updated [Codes of Behaviour](#))
- [Grievances and Complaints Policy](#)
- [Photographic and Filming Policy](#)

Approved by: YMCA Geelong Inc Board

Meeting number and date: Board Meeting 18/12/2007

Board Meeting 29/04/2014

Board Meeting 23/02/2016

Board Meeting 28/11/2017

Board Meeting 29/05/2018

Board Meeting 28/08/2018

Resolution number: NA

Effective date: 01/05/2014 update 24/02/2016/,28/11/2017, 29/08/2018

Review date: 30/11/2019

Policy Owner: CEO

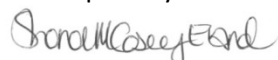
Contact Details policy owner: geelong@ymca.org.au Ph: 52218344

Amendment history:

Version	Date	Author	Change Description
V1	April 2006	YMCA Australia	- Policy approved by Board
V2	April 2011	YMCA Australia	- Reviewed by YMCA Australia

V3	13/02/2014	Shona Eland	- Updated to YMCA Geelong Policy Template - Added- Section 7. monitoring, evaluation and review
V4	03/04/2014	Shona Eland	Reviewed after SMT feedback and Olivia Brown Feedback
V5	16/12/2014	Shona Eland	- Update to include reference to YMCA Australia SCYP Policy approved at National AGM 30/11/2014 - Included reference to The Crimes Amendment (Protection of Children) Act 2014 – reporting obligations. - Included clause pertaining and third party agency staff working in YMCA venues.
V6	08/02/2016	Shona Eland	- Updated Monitoring and Review to add Policy communication - Document control process - Added ACF Self- Assessment to clause 5 - Included New Victorian Legislation (Victorian Child Safety Standards) in policy.
V7	08/03/2016	Shona Eland	- Corrected typing error page 5- now read YMCA Page 6 the 'Failure to Disclose' offence details updated to reflect that it only relates to sexual abuse.
V8	01/12/2016	Rebecca Johnson	- Added hyperlink to section 49C of the Crimes Act 1958
V9	05/12/2016	Shona Eland	Included Section 8- Gymnastics Victoria <ul style="list-style-type: none"> • Child Safe and Child Friendly Policy • Member Protection Policy (including updated Codes of Behaviour) • Grievances and Complaints Policy • Photographic and Filming Policy
V10	25/11/2017	Shona Eland	Attachment updated National Council of YMCA's of Australia SCYP Policy V 2 as approved at AGM 25.11.2017
V11	28/08/2018	Shona Eland	YMCA Australia Letter 20/08/2018- SCYP Policy request to update policy framework Insert National Council of YMCA's of Australia SCYP Policy V 2 as approved at AGM 25.11.2017 from clause 2. Clause 3-6 incorporated into YG 104 –G Safeguarding Children and Young People Procedures

As adopted by the YMCA Geelong Inc. on 28/08/2018



Shona Eland
Chief Executive Officer YMCA Geelong Inc.

YMCA Geelong Safeguarding Children and Young People Procedure



OFFICE USE ONLY

Procedure Number	Date Approved	Date Last Amended	Status
YG 104-A-O	28/08/2018	28/08/2018	APPROVED- CEO

1 SAFEGUARDING CHILDREN AND YOUNG PEOPLE PROCEDURE

2 INTRODUCTION

YMCA Geelong is committed to Safeguarding Children and Young People (SCYP) from mistreatment and abuse. These procedure provide practical guidance for the implementation of the YG 104-G Safeguarding Children and Young People Policy to ensure that all children and young people within our services/programs and staffing/volunteer teams are protected from any form of abuse and harm.

All personnel within the YMCA are expected to safeguard children and young people by:

- Demonstrating the YMCA Values of Honesty, Caring, Respect, Responsibility and Safety, in all aspects of personal and work life
- Adopting appropriate practices and behaviour when carrying out their duties
- Reporting any form of child abuse, suspicious behaviour, issue or concern
- Participating and completing any YMCA SCYP training and education programs
- Acting in accordance with all YMCA Policies and Procedures

3 RELATED POLICY

YMCA Australia Safeguarding Children and Young People Policy (approved 25/11/2018) as implemented in
YG 104-G Safeguarding Children and Young People Policy
YG 138-O Working with Children Check Policy
YG 139-O Criminal History Records Check Policy
Hazard Management Procedure
YG 151-O Interactions with Children Policy (Children's Services)
YG 143-G Bullying, Harassment and Discrimination policy
YG 106-G Code of Conduct
YG 157-O Arrival and Departure in Children's Services Policy
YG 146-O Excursions in Children's Services Policy
YG 142-O Incident Reporting Procedure
YG135-O Recruitment Screening Policy
YG 108-O Positive Behaviour Guidance Policy
YG 109-O Membership, Enrolments and Facility Hire Policy
YG 105-G Mandatory Reporting Policy
YG 178-O YMCA Responding to Disclosure of Sexual Abuse Policy
Grooming Offence Fact Sheet
Failure to Protect Fact Sheet
Failure to Disclose Fact Sheet

YG 104A-O Safeguarding Children and Young Policy PROCEDURE V7 28.08.2018 (DRAFT).docx
Version: V7 Updated 28.08.2018
Approved: CEO
Next Review: 30/11/2019

4 RELATED LEGISLATION, REGULATIONS

[Working with Children Act 2005](#)

Working with Children Regulations 2006

[Children, Youth and Families Act 2005](#)

[Sex Offenders Registration Act 2004](#)

[Commission for Children and Young People Act 2012](#)

[United Nation Convention on the rights of the child](#)

[The Crimes Amendment \(Protection of Children\) Act 2014](#)

[Section 49C of the Crimes Act 1958: Failure by person in authority to protect child from sexual offence](#)

Education and Care Services National Act 2010

Education and Care Services National Regulations 2011

Child Employment Act 2003

Children's Services Act 1996

Education and Care Services National Law 2010

Serious Sex Offenders Monitoring Act 2005

Disability Services Act 2006

Charter of Human Rights and Responsibilities Act 2006

Occupational Health and Safety Act 200

[Gymnastics Victoria Affiliated Association Guidelines:](#)

- [Child Safe and Child Friendly Policy](#)
- [Member Protection Policy](#) (including updated [Codes of Behaviour](#))
- [Grievances and Complaints Policy](#)
- [Photographic and Filming Policy](#)

5 RELATED STANDARDS or GUIDELINES/PROTOCOLS

YG 142-O Incident Reporting and Investigation Protocol

YG 100-O Social Media Policy

Definitions- Refer to YG 104-G Safeguarding Children and Young People Policy V11 28/08/2018

6 SCOPE

These procedure applies to all employees and volunteers of YMCA Geelong Inc. and relevant auspices, clubs and contractors, pending a risk assessment.

The YMCA creates and maintains an environment where all children and young people are protected from any form of abuse or harm, and are provided with an environment that promotes a culture that is safe for children and young people. This is achieved through the provision of a culture that promotes freedom and dignity for all persons, including children and young people, through an emphasis on universal protection and proactive participation, accountability and empowerment.

7 ROLES AND RESPONSIBILITIES

Department/Area	Role/Responsibility
Chief Executive Officer	<ul style="list-style-type: none"> • Ensure management understand their obligations in accordance with the SCYP policy and procedure. • Plan organisational resources and requirements for implementation of the policy and procedure. • Ensure annual organisational reporting is completed.
Co-ordinators, Centre Directors, Managers	<ul style="list-style-type: none"> • Implementation of the SCYP policy and procedures within a site.
Human Resources	<ul style="list-style-type: none"> • Review of policy and procedures in consultation with relevant stakeholders. • Support the coordination of the SCYP framework and implementation. • Ensure any significant changes to relevant legislation and/or licencing regulations are adhered to.
Managers and Supervisors	<ul style="list-style-type: none"> • Ensure induction, recruitment, competency based training, supervision and reporting requirements are undertaken as described in these procedures. • Develop workplace guidelines for local procedure implementation. • Responsible for ensuring contractors comply with the procedure. • Complete annual self-assessment tool (to be developed in 2014) for applicable centre/program • Ensure all staff and volunteers have access to a copy of these SCYP Procedures are aware of their own SCYP obligations, have completed approved education programs, and are aware of risk indicators, legal requirements and reporting processes. • Build and promote a local culture that reflects the YMCA's commitment to SCYP, where all people are encouraged and empowered to take steps to protect children and young people.
Employees and Volunteers	<ul style="list-style-type: none"> • Undertake annual SCYP Policy and Procedure review and sign off • Take all reasonable steps to protect and safeguard children and young people from any form of child abuse. • Participate in approved education programs. • Review, understand and adhere to the SCYP Policy and Procedure. • Participate in required reporting protocols • Obtain and maintain a valid WWCC, as required in the Working with Children Check policy. • Comply with all other procedures relating to children's safety as stipulated in the relevant area manual.
Contractors/ consultants /other involved persons	<ul style="list-style-type: none"> • Complete approved education programs • Work within the provisions of these procedures

	<ul style="list-style-type: none">• Participate in required reporting protocols <p>Note: This procedure applies to contractors/consultants who will have or are likely to have direct contact with children and young people, or that are unsupervised and in the presence of children or young people, pending a risk assessment.</p>
--	--

8 CONSULTATION

The YG 104 A -O Safeguarding Children and Young People Procedure is derived through the YMCA’s commitment to Safeguarding Children and Young People, and through YMCA’s YG104-G Safeguarding Children and Young People Policy.

Consultation regarding the review and development of YMCA’s SCYP Procedure occur as part the YMCA Policy Framework. This included initial consultation with YMCA Managers from Children’s Services, Occupational Health and Safety, Payroll and Human Resources, Camping and Newtown, North Geelong, Bannockburn Recreation centre management teams.

PROCEDURE STEPS

8.1 Commitment to Safeguarding Children and Young People

The YMCA’s commitment to the safety and wellbeing of all children and young people is embedded in all relevant aspects of operations, and fosters a culture that supports those who speak up and ask questions regarding any concerns about the safety and wellbeing of children and young people.

***“If you see something that is not right;
please say something or do something”***

Behavioral Norms

In accordance with the YMCA values of Honesty, Respect, Caring, Responsibility and Safety, all personnel within the YMCA are expected to act and behave in a manner that demonstrates a commitment to the health and safety of children and young people.

Verbal, emotional, psychological or physical abuse, physical punishment, or the withdrawal of the necessities of care (including food, shelter and emotional warmth) are unacceptable forms of behaviour at the YMCA. We seek to empower child and young people to contribute their thoughts, ideas and develop them to be the best they can be.

Employees and Volunteers

- 8.1.1 All employees/volunteers are expected to promote and monitor the safeguarding of children and young people, and participate in a culture where all employees/volunteers are expected to speak up and ask questions about the safety of children and young people.
- 8.1.2 All employees/volunteers are to conduct themselves in a manner consistent with their position as a positive role model to children, and as a representative of the YMCA as per the Code of Conduct, and Bullying, Harassment and Discrimination Policy, and all other YMCA Policies.
- 8.1.3 Employees/volunteers providing direct care to children must be clearly identified. Where required, a uniform or consistent standard of dress that is familiar to the children must be worn. In the case of agency or temporary relief staff, they must be clearly identified and wherever possible, their WWCC card and/or appropriate identification displayed for ease of identification for children, educators and parents.
- 8.1.4 Employees/volunteers must not make any negative, culturally insensitive, violent or sexually suggestive comments to or in the presence of a child or young person.
- 8.1.5 Employees/volunteers must not discipline children or young people by use of: emotional abuse, favoritism, physical abuse, verbal abuse, reference to cultural/ethnic differences, swearing or other offensive/inappropriate action.

Staff and volunteers who engage in conduct considered to be unacceptable may be subject to disciplinary procedures and possible dismissal.

Consultants and Contractors

- 8.1.6.a Consultants and contractors must behave in a way that upholds the principles of the SCYP Policy or this procedure, and must at all times ensure that their actions and behaviour does not place any unnecessary risk on children and young people within YMCA's programs/services or on existing staff or volunteers.
- 8.1.6b As of the 1st January 2015 any support staff employed by third parties that are involved in direct service provision that requires them to enter YMCA workplaces will require the following screenings before commencing a shift at the YMCA;
 - 1. Staff members over 18 current WWWC
 - 2. Staff members over 18 must have current National Police Record Check
 - 3. Copy of employers current Certificate of Currency WorkCover
 - 4. Staff must attend a 1 hour induction session which covers their role in classes, safety in the workplace, emergency evacuation procedures, Sign in and Sign Out procedures
 - 5. To wear appropriate uniform identifying the staff as employees of the third party or agree to wear a YMCA uniform during shifts.

Participants, Clients and Patrons

8.1.7 YMCA expects all patrons/clients to uphold the principles of the SCYP policy, and behave appropriately at YMCA facilities/programs/services, which includes refraining from any form of corporal punishment and/or the use of unacceptable language.

8.1.8 Participants affected by alcohol, drugs and other behaviour altering substances, or found to be demonstrating inappropriate and unacceptable standards of behaviour as deemed by a YMCA Manager, will be asked not to participate in the program or service.

Physical and Non-Physical Contact

8.1.9 Employees/volunteers must at all times demonstrate acceptable and appropriate behaviour/contact that gives regard to a child and young person's age and developmental needs, culture, ability, the environment, and their emotional needs.

8.1.10 Employees/volunteers should avoid any unnecessary physical contact. Any inappropriate physical contact should be reported under clause 9.5 of this procedure, and may be subject to YMCA disciplinary and performance management processes.

- Employees/volunteers must report to their manager/supervisor any physical or non-physical contact initiated by a child or young person that is sexual and/or inappropriate.

8.1.11 Employees/volunteers should not have unnecessary or inappropriate physical contact with children or young people, other than for the provision of required personal or medical care, that:

- Involves touching:
 - Of genitals
 - Of buttocks
 - Of the breast area (female children or young people)
- Would appear to a reasonable observer to have a sexual connotation
- Is intended to cause pain or distress to the child or young person (eg. Corporal punishment)
- Is overly physical (eg. wrestling, tickling, or other horseplay)
- Is unnecessary (eg. assisting with toileting or medical assistance when the child/young person does not require assistance)
- Is initiated against the wishes of the child or young person, except if such contact may be necessary to prevent injury to the child/young person or to others, in which case:
 - Physical restraint should be the last resort;
 - Where the child/young person has identified behaviors of concern that may inflict injury, any form of physical restraint must first be approved by and documented in behaviour management plans submitted by Carers of DHS;
 - The level of force used must be appropriate to the specific circumstances, and aimed solely at restraining the child or young person to prevent harm to themselves or others;
 - The incident must be reported to management as soon as practicable, and before the end of the shift.

Professional Boundaries

All employees and volunteers should ensure that their interactions with children and young people in YMCA programs/services remains professional and occurs within the scope of the YMCA program or service.

The application of clauses 9.1.12 to 9.1.18 refer to the relationships/interactions staff and volunteers have established with children and young people in YMCA programs/services. This applies to all relationships/interactions that arise by virtue of the YMCA connection and/or through the provision of programs or services. It includes cases where a child or young person on a program/service is previously known to the employee/volunteer providing that service.

- 8.1.12 Employees/volunteers must notify their Manager when they become **engaged in direct service/care with** a participant with whom they have a pre-existing relationship This information is recorded on **Disclosure of Matters Form existing relationships with clients–SCYP 07.09.2016.**
- 8.1.13 All employees/volunteers who become aware of private interactions that occur outside the scope of a YMCA program/service involving other employees/volunteers are **openly encouraged to notify** their Manager or Supervisor.
- 8.1.14 Employees/volunteers must ensure that any interaction with a child or young person in a YMCA program/service, that occurs outside the scope of the YMCA program/service (i.e. personal friendship, private babysitting, private sports coaching, house-sitting etc.), is declared to local management as soon as possible, and before the commencement of any new arrangement. In such cases the employee/volunteer must also make it clear to the employer/parent/sports-club etc. that they are not working in the capacity of a YMCA employee/volunteer.
- 8.1.15 YMCA employees/volunteers must not initiate outside work or voluntary roles (eg. babysitting, sports coaching, house-sitting , dinner , invitations to private functions etc.) while employed/volunteering at a YMCA site or when participating in YMCA related roles.
- 8.1.16 Employees/volunteers must not wear YMCA uniform in connection with any personal or other work.
- 8.1.17 Employees/volunteers must not attempt to make direct contact with any child or young person without the prior written permission from their parent/guardian. Any direct contact with children and young people must only be made in relation to the services provided as part of a specific program/service. Where written permission has not been given, all communication should be directed to parents/guardians.
- 8.1.18 Employees/volunteers must not make ‘personal/private’ communication/contact with children/young people involved with the YMCA. This includes communication/contact through social media accounts (eg. ‘befriending’, ‘following’, ‘tagging’, or other private communication/messaging), mobile phone texting, email communication, or other communication methods.

Regularity Compliance

- 8.1.19 Employees/volunteers are responsible for specific service/program regulatory compliance, and must ensure that the YMCA programs operates within regulatory obligations in relation to the provision of services and care to children and young people (e.g. minimum qualifications/licences, Child Care ratios and learn to swim ratios).
- 8.1.20 Employees/volunteers employed in licensed or otherwise regulated child care and children's services, disability services or other YMCA programs that operate within specific regulations are required to have knowledge of, and at all times adhere to, all relevant regulations.

Supervision Practices & Travel

Supervision of Participants, Clients and Patrons (under 18 years of age)

- 8.1.21 Other than as part of an explicit program or model of care, all employees/volunteers will ensure that they are not alone in a private space with a child or young person. When being along with a child *is* part of a program or model of care, employees/volunteers must ensure that the area has transparent visibility (i.e. clear windows, door ajar), if appropriate.
- 8.1.22 Employees/volunteers **must not travel with or be accommodated alone with a child or young people before, during or after a YMCA program or service.** Written consent of a parent/legal guardian is required for all travel undertaken under the YMCA programs. Parents are to be informed of travel and sleeping arrangements prior to the commencement of any excursion or camp. Provision can be made with permission of guardian/parents to travel as a Chaperone with one adult and a number of children and a YMCA staff member.

Change Rooms

Adult officials, regardless of gender, should only enter change rooms if accompanied by another adult. Prior to entering change rooms, officials should notify the people in the change room of their intended entrance.

For the avoidance doubt this requirement does not apply to parents/legal guardians when in a room with their child.

Hotel rooms and other accommodation

No official should be alone in the room of an athlete / child without the presence of another adult. The doors should always be open. Should it be necessary for an official to be alone in the room of an athlete, the Team Manager or other responsible official must be informed.

For the avoidance doubt this requirement does not apply to parents/legal guardians when in a room with their child.

Travel -General

All team members over 18 years of age retain an overriding responsibility for the welfare of all athletes they accompany during team travel activities. They must maintain a 'duty of care' towards the athletes/child and they must avoid unaccompanied and unobserved activities with persons less than 18 years of age wherever possible.

For the avoidance doubt this requirement does not apply to parents/legal guardians when in a room with their child.

Sexual Relationships

During all travel activities/. Training or programs must not, under any circumstances engage in conduct of a sexual nature with an athlete/participant. Improper conduct of a sexual nature by an official towards an athlete/child includes any form of child sexual abuse (defined within the YMCA Safeguarding Children and Young People Policy or Gymnastics Victoria Member Protection Policy) as well as but not limited to the following:

- (a) inappropriate conversations of a sexual nature;
- (b) obscene language of a sexual nature;
- (c) suggestive remarks or actions;
- (d) jokes of a sexual nature;
- (e) obscene gestures;
- (f) unwarranted and inappropriate touching;
- (g) sexual exhibitionism;
- (h) use of any Information Technology Communication device to show/watch offensive material; and
- (i) any other action that could lead to an athlete being physically, emotionally or psychologically harmed

- 8.1.23 Employees/volunteers must ensure that written parent/guardian permission is obtained prior to any form of photography/videography of children or young people participating in a YMCA Program/Service. No photography/videography of any form should occur in the changeroom/toilets, or occur in such a way that breaches the privacy of children/young people.
- 8.1.24 Employee/volunteers must take reasonable steps to ensure that members of the public do not take photography/videography of children or young people at a YMCA facility/service without parent/guardian permission. Parents/guardians are permitted to take photography/videography of their own children/young people in line with centre management approval only.
- 8.1.25 Employees and volunteers must make every reasonable effort to ensure that children and young people are released from YMCA programs/services only to an authorised parent/guardian or other safe practice in accordance with the Arrival and Departures in Children's Services Policy, as applicable.
- 8.1.26 All employees and volunteers should make every reasonable effort to provide general supervision to children and young people who attend a YMCA facility without parent/guardian/responsible person (over the age of 16) accompaniment, and who are NOT engaged in formal programs (i.e. basketball, gymnastics classes). Parents and guardians of Children must provide supervision of children before and after classes and sessions as booked.
- 8.1.27 Children under the age of 10 should be supervised by a parent/guardian at all times when participating in YMCA activities, or when in a YMCA facility.
- 8.1.28 When preparing rosters for any program or service area, consideration should be given to providing an appropriate mix of male and female employees/volunteers, wherever practical, after having considered group/participant requirements.

- 8.1.29 All employees/volunteers working with children and young people will work within and maintain program prescribed ratio requirements.
- 8.1.30 Primary school aged children attending YMCA facilities as part of a YMCA scheduled program/service must be appropriately supervised in toilet and locker rooms or be required to accompany one another in pairs, as a minimum. Appropriate supervision refers to the provision of supervision that is reasonable and applicable to the needs of children/young people.

Supervision of Staff and Volunteers (under 18 years of age)

- 8.1.31 YMCA Managers/supervisors must ensure that written confirmation of parental (or legal guardian) consent has been received before allowing staff and volunteers, who are under 18 years of age, to travel with or be accommodated with other staff/volunteers. CEO approval must be sought prior to any arrangements being out in place.
- 8.1.32 YMCA Managers/Supervisors should take steps to ensure that employees/volunteers (under 18 years of age) are not placed in potentially compromising situations with other staff/volunteers (e.g. being alone in a private space with another employee/volunteer, or required to complete a late shift alone with another employee/volunteer). Where employees/volunteers (under 18 years of age) are placed in potentially compromising situations with other employees/volunteers, YMCA managers/supervisors must implement responsive actions to mitigate any risks (e.g. ensure a third person is available for private meetings or conduct meetings in an open space, prepare rosters that reduce the chance of employees/volunteers being at risk).

Specific Exclusions to these Provisions include:

- 8.1.33 The following provisions outline elements of interaction with children/young people where YMCA programs/services have specific requirements for the delivery of that program/service, and should be conducted following the completion of a risk assessment.
- Disability services programs typically provide one to one services, including personal care.
 - Youth mentoring services and disability services programs sometimes involve transporting clients alone in cars, subject to Manager approval and with the written authority of the parent/guardian.
 - YMCA camps include accommodation facilities in which primary school aged children utilise designated bathrooms alone.
 - Children's services (eg. long day care, OSHC, crèche, holiday programs) may involve bathroom assistance to children and young people.
 - Children's services (eg. long day care, OSHC, crèche, holiday programs) require that children are only released to authorised parents, legal guardians and authorised individuals using sign in and out logs.
- 8.1.34 Any other exceptions to these procedures must comply with relevant regulations, contractual obligations, and be accompanied by a risk assessment and safe work procedures, and be authorised by an Chief Executive Officer.

Emergency Situations

- 8.1.35 In emergency situations, a YMCA employee/volunteer is authorised to take all reasonable steps to protect children and young people from harm, or the threat of harm. This may include being alone

with a child or young person, or travelling alone with a child or young person. Employees and volunteers must also ensure that they notify all internal and external authorities of emergency situations, as appropriate.

8.2 Recruitment and Pre-Employment Screening

YMCA has in place appropriate SCYP recruitment and screening practices that apply to the appointment of all paid and voluntary positions, including CEO and Board members.

- 8.2.1 All employees and volunteers will ensure full compliance with Recruitment and Selection Policy and procedures during the recruitment and selection process specifically pre-employment screening: YMCA Geelong Employment Application Form, National Criminal History Record Checks (NCHRC), WWCCs and Reference Checks.
- 8.2.2 Throughout the reference checking process, management must ensure that at least one question pertains directly to the applicant's suitability to work with children as per the reference check form.
- 8.2.3 New employees and volunteers must have a NCHRC processed before their commencement, as per the NCHRC Policy.
- 8.2.4 All employees and volunteers that work with children or young people in YMCA programs/services will have a WWCC (or other state/territory equivalent) in line with WWCC Policy and relevant legislation.
- 8.2.5 An employee or volunteer must disclose in writing (YMCA Geelong Disclosure of Relationship Form) if they have an existing relationship with any current members of the the YMCA, the nature of the interaction.

8.3 Child Protection Training and Induction

All YMCA personnel must undertake Induction and Safeguarding Children and Young People education programs.

- 8.3.1 Newly recruited YMCA Employees/volunteers will undertake an induction that includes outlining their requirements under the Safeguarding Children and Young People Policy, as per the the YMCA Induction checklist, and conducted by appropriate YMCA Representative.
- 8.3.2 YMCA will provide education programs for all employees/volunteers that provide information on the YMCA's SCYP commitment and framework, reporting and response processes, behaviour expectataions, and policy and procedure requirements. SCYP training/resources/information will be included in annual learning and development for all employees/volunteers.
- 8.3.3 All YMCA Managers/Co-ordinators are required to read, understand and implement policy and procedures.

8.4 Involving Parents, Children and Young People

Parents, children and young people are empowered to exercise a critical and unique role in safeguarding children and young people, through resilience, self-protection and education.

YG 104A-O Safeguarding Children and Young Policy PROCEDURE V7 28.08.2018 (DRAFT).docx

Version: V7 Updated 28.08.2018

Approved: CEO

Next Review: 30/11/2019

- 8.4.1 Employees/volunteers will ensure that all children, young people, parents and legal guardians have appropriate safeguarding child and young people resources, information and means to raise concerns.
- 8.4.2 YMCA Managers/Co-ordinators should engage parents in regular and proactive communication that promotes:
- the YMCA's commitment to a child-safe environment;
 - Community awareness/education;
 - Child and young person resilience and self-protection; and
 - Complaint reporting and notification processes.
- 8.4.3 Parents, children and young people are to be appropriately informed of and be given access to YMCA's SCYP policies and procedures.

8.5 Issue and Concern identification, and Child Abuse Allegations and Reporting

YMCA has implemented clear policies and procedures to report all cases of suspected abuse, or breaches to regulation, policy and procedure.

Issue, Concern and Allegation Identification

All individuals are empowered to ask questions and raise issues/concerns about any matter relating to the safety of children and young people.

- 8.5.1 All employees/volunteers must remain alert to the risk indicators of child abuse (as outlined in Appendix B).
- 8.5.2 YMCA Managers/Supervisors must take steps to create a culture where employees/volunteers feel empowered to ask questions and raise issues/concerns/allegations about any matter relating to the safety of children, the YMCA's SCYP commitment, applicable legal requirements, appropriate behaviour guidelines, or any other matter relating to the appropriate interactions with children/young people.
- 8.5.3 All employees/volunteers are encouraged to inform/notify their manager/supervisor about any issue/concern/allegation that relates to inappropriate or unnessecary contact with children or young people, the safety of children or young people, or any other issue/concern that may have an impact on the YMCA's provision of a safe environment for children and young people.
- 8.5.4 YMCA Managers/Supervisors must appropriately respond to **all** reports/allegations/issues/concerns involving children and young people.
- In circumstances where there is evidence of a satisfactory reason/justification for the incident/matter, or the report is untrue/unfounded (eg. based on incorrect information), and there is evidence that there is no risk to children/young people, no action is required and the manager should maintain local records documenting the report and the process taken. This documentation is not to be given to any other party unless clearly required under relevant legislation.

- In circumstances where there is evidence of a potential major or minor issue, or evidence of multiple reports from a variety of sources, the report should be reviewed to determine the seriousness of the issue/concern identified, and responded to accordingly:
 - **A minor issue/concern/allegation** (i.e. a matter that presents as a minor breach to policy, procedure or process, that does not endanger, or have the potential to endanger, the health and safety of children/young people) should be recorded locally, and responded to through education/discussion, or performance management/discipline processes.
 - **A major issue/concern/allegation** (i.e. a matter that relates to an instance of, or elevated risk of child abuse, suspicious behaviour, or serious issue or concern regarding the health and safety of children and young people) must be reported and responded to as per clauses 8.5.6 of this procedure.

Major Issue/Concern/Allegation Reporting and Notification

A matter is considered a major issue/concern/allegation when it relates to an instance of, or elevated risk of child abuse, suspicious behaviour or another serious issue/concern regarding the health and safety of children and young people.

8.5.5 All YMCA employees/volunteers (and other personnel) must report any form of child abuse, suspicious behaviour, serious issue or concern regarding the health and safety of children and young people, that they may have based on reasonable grounds, directly to their manager/supervisor immediately, or as soon as possible before the end of the shift.

- Employees/volunteers will be allowed adequate work time to make a report.
- Consideration should be given to the need to immediately report to external authorities (See Clause 8.5.9)

8.5.6 YMCA managers/supervisors must ensure that an incident reporting form has been completed and that the report has been logged via the YMCA's Online Incident Reporting System, as soon as possible, upon becoming reasonably aware of child abuse, suspicious behaviour, issue or concern regarding the health and safety of children and young people, as outlined in the Incident reporting and investigation protocol.

- YMCA Managers/supervisors must ensure that all documentation used during this reporting process will be filed and stored appropriately. This documentation is not to be given to any other party unless clearly required under relevant legislation.
- YMCA Managers/supervisors should utilise available resources to assess and appropriately respond to reports of Major issues, such as child abuse, suspicious behaviour, serious issue or concern regarding the health and safety of children and young people.

Responding to a Major Issue/Concern/Allegation

The *Crimes Amendment (Protection of Children) Act 2014* creates an offence for a person, who is an adult, to fail to disclose information that leads the person to believe that a sexual offence has been committed against a child by a person over the age of 18 years, unless the person has a reasonable excuse. Reasonable excuses include where the information has already been disclosed to the police, or where the person fears disclosure would endanger a person.

YG 104A-O Safeguarding Children and Young Policy PROCEDURE V7 28.08.2018 (DRAFT).docx

Version: V7 Updated 28.08.2018

Approved: CEO

Next Review: 30/11/2019

The Explanatory Memorandum to the legislation clarifies that disclosable information is information that is more than mere speculation or rumour about a person, or is only a small piece of relevant information. The information needs to be of sufficient quality that it leads the person to form a reasonable belief that a relevant sexual offence has been committed.

The relevant sexual offences that apply are those under Subdivision (8A), (8B), (8C), (8D), (8E) or (8EAA) of Division 1 of Part I *Crimes Act 1958* or under any corresponding previous enactment, or an attempt to commit such an offence, or an assault with intent to commit such an offence.

This new offence could expose YMCA staff to criminal liability in the performance of their work. For example, if in the course of conducting a class a participant or another person discloses a sexual offence committed against them or the participant as a child, and that offence has not been disclosed to the police, then the person to whom the information was disclosed, provided that they are an adult, must disclose it to the police. The maximum penalty for not disclosing is 3 years imprisonment.

All staff must be mindful that this new offence commenced on **27 October 2014**.

Any staff member who believes that there is a requirement that they disclose information should contact the CEO who will provide appropriate guidance.

YMCA Managers must formally respond to a major issue/concern/allegation in relation to the health and safety of children and young people, which may include a formal investigation and reporting to external authorities as outlined in YG 142-O Incident Reporting Procedures with YMCA Australia Critical Incident Policy 25.11.2017.

- 8.5.7 Following the identification of a major issue relating to the health and safety of children/young people, all YMCA employees/volunteers/managers must take steps to assess and respond to the immediate health and safety risks for the child/young person. If unsure of an appropriate response, YMCA personnel should contact their immediate supervisor/manager or Chief Executive Officer.
- 8.5.8 YMCA Managers must appropriately respond to all major issues/concerns/allegations (i.e. inappropriate contact, suspicious behaviour, or suspected child abuse), and must liaise with the relevant supervisor/manager or Chief Executive Officer, in consultation with Human Resources, as to the appropriate course of action. This may include:
1. Seeking advice from the Department of Human Services (e.g matters that involve the family unit)
 2. Seeking advice from YMCA Human Resources Department
 3. Internal or external Investigation – Refer to [Workplace Investigation Guidelines](#)
 4. Reporting to the Department of Human Services or Department of Education and Early Childhood Development (DEECD) for regulated services such as School Holiday programs/OSHC
 5. Reporting to the Police
 6. Reporting/speaking to parents/legal guardians (if appropriate)
 7. Revocation of membership
 8. Escorting the person off premises

NB: Further information regarding the appropriate response to an allegation is available via the [SCYP and flowchart](#)

YG 104A-O Safeguarding Children and Young Policy PROCEDURE V7 28.08.2018 (DRAFT).docx

Version: V7 Updated 28.08.2018

Approved: CEO

Next Review: 30/11/2019

External Reporting and notification

- 8.5.9 When it has been determined that external authorities will be notified (i.e. Police, Department of Human Services (DHS), Department of Education and Early Childhood Development (DEECD) or other external authority), the employee/volunteer/manager must liaise with the appropriate YMCA Managers/supervisors. Any notification must be completed within the specified timeframes outlined in the Incident Reporting and Investigation Policy.

This reporting obligation relates to suspected abuse occurring either in the context of the child or young person's family/home environment, in places or organisations outside of the family, or specifically in the course of their involvement in YMCA activities.

- **A report to Department of Education and Early Childhood Development (DEECD)** is required for children in School holiday programs or OSHC services.
- **A report to DHS** should be made in circumstances that occur within a child or young person's family/home environment involving suspected physical abuse, disclosure of sexual abuse, emotional abuse, persistent neglect and/or family violence, the perceived abandonment of a child or where a child's behaviour may cause harm to themselves or others and the parents are unable/unwilling to control the child. Specific detail of what to report can be found in the [Incident Reporting and Investigation Protocol](#).
- **A report to the local Police Station** should be made in circumstances of concern about emotional, physical or sexual abuse, physical or sexual assault, neglect, accumulated harm, or any other threat to the health and safety of children and young people. Specific detail of what to report can be found in the [Incident Reporting and Investigation Protocol](#).
- ❖ If a situation is **life threatening contact police on Triple Zero '000'**.
- ❖ For immediate **concerns about the safety of a child of a child within their family unit**, contact the **Department of Human Services Child Protection Crisis Line by telephone on 13 12 78**.
- YMCA Geelong is also required to report all matters to YMCA Australia 9699 7655 and Australian Childhood Foundation E:safeguarding@childhood.org.au

- 8.5.10 YMCA managers must seek advice and direction from the relevant YMCA Managers/supervisors, in consultation with the CEO, regarding the involvement/notification of the parents/legal guardians of the child or young person, in relation to the matter.

Patron and Child Reporting

- 8.5.11 All YMCA employees, volunteers and managers must observe the same procedural requirements outlined in clauses 8 when a patron or member of the public reports of inappropriate contact, suspicious behaviour, or any form of suspected child abuse.

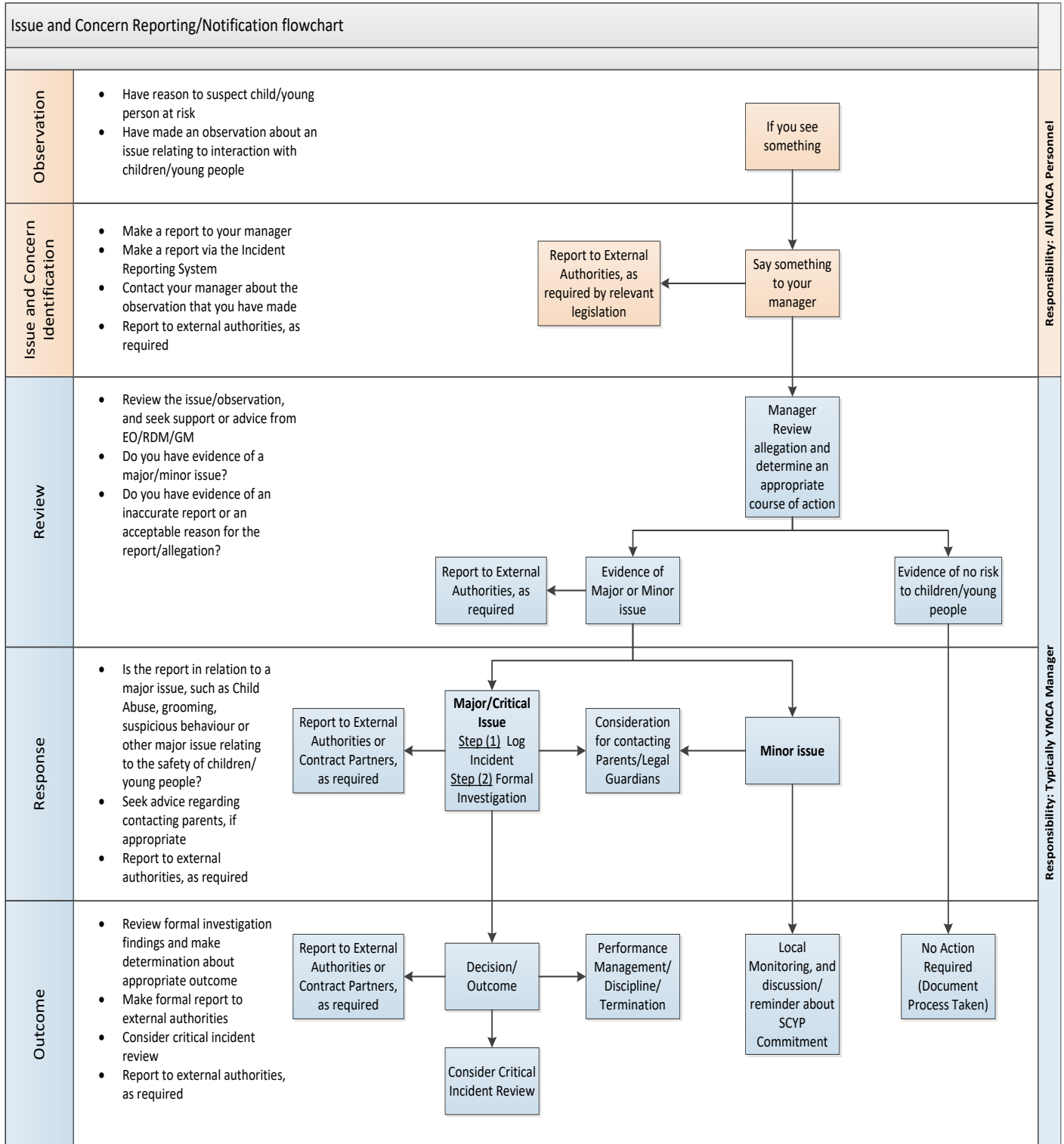
Allegation Reporting and Notification Chart

YG 104A-O Safeguarding Children and Young Policy PROCEDURE V7 28.08.2018 (DRAFT).docx

Version: V7 Updated 28.08.2018

Approved: CEO

Next Review: 30/11/2019



Responsibility: All YMCA Personnel

Responsibility: Typically YMCA Manager

8.6 Safeguarding Guidelines for Parent Volunteers, Short-Term Appointees, Minors and Student Placements

Parent Volunteers

For Parents who volunteer assistance with children and young people in our care:

We emphasise to these parents the importance our organisation places on protecting the children and young people to whom we deliver services, informing them that, while rare, there have been instances of parents using their volunteer status within organisations such as ours as a path to abusing children. At the same time, we also state that we appreciate that the vast majority of Parent Volunteers find the idea of abusing or neglecting a child abhorrent and that parents make a considerable contribution to delivering our services and thereby to the wellbeing of the children and young people to whom we provide services.

We inform prospective parent volunteers that, in light of the above, YMCA Geelong's approach is to take every precaution to protect the children and young people in our care. Accordingly, we have adopted that as parents are never left alone with our children, we therefore exempt parents from undergoing a Working With Children Check and a National Criminal History Check. In the instance that a parent become a regular volunteer, these Checks will be required to be implemented.

Any parent that volunteers on our programs as a parent helper is at no stage to be left alone with any child. They must always be in full view of staff members. No parent is allowed to take a child outside, to the toilet or anywhere on the premise without the assistance of a staff member.

Short-Term Appointees (except Field Students/ Work Experience Students)

National Criminal History Checks are required for any person over 18 years who is engage in volunteering or employment with YMCA Geelong. Exemptions are at the discretion of the CEO.

Where our organisation makes use of the services of personnel for short periods we require all short term appointees to have a current Volunteer or Employee Victorian Working With Children Check. Short term appointees must also complete our online Safeguarding Children training, and complete our Safeguarding questionnaire before commencement with YMCA Geelong.

It is imperative that those working within our organisation for short terms are closely supported, closely supervised and monitored while they assist with delivering our service, in line with our commitment and procedures to safeguard children and young people at all times.

YMCA Geelong actively encourages Field Student placements and has developed guidelines to facilitate their inclusion and learning outcomes. Please refer to YMCA Geelong Field Placement Guidelines

Minors (under 18 years of age)

If a person under the age of 18 is employed or volunteers with YMCA Geelong, the person undergoes all recruitment and induction procedures. However, minors are exempt from completing a Working With Children

YG 104A-O Safeguarding Children and Young Policy PROCEDURE V7 28.08.2018 (DRAFT).docx

Version: V7 Updated 28.08.2018

Approved: CEO

Next Review: 30/11/2019

Check, but is to undergo a National Criminal History Check and provide 100 points of ID. This includes undergoing our Safeguarding Online Training as well as the Safeguarding Questionnaire.

9. Laws relating to Safeguarding Children and Young People (Child Safety)

In 2014 and 2015, new Laws have come into effect regarding the Safeguarding Children and Young People. These new laws could expose YMCA staff and volunteers to criminal liability in the performance of their work. For example, if in the course of conducting a class, a participant or another person discloses an offence committed against them or the participant as a child, and that offence has not been disclosed already, then the staff or volunteer to whom the information was disclosed must disclose it to the authorities.

New 'Failure to Disclose' Offence

Source: Betrayal of Trust Factsheet: Failure to Disclose, Victorian Government.

Reporting child sexual abuse is a community-wide responsibility. Accordingly, a new criminal offence has been created in Victoria that imposes a clear legal duty upon ALL adults to report information about child. Any adult who forms a reasonable belief that abuse has been committed by an adult against a child or young person has an obligation to report that information. Failure to disclose the information is a criminal offence.

There are exemptions to the requirement to reporting. However, YMCA requires that all information of suspicions or reports of abuse must be passed on to the Safeguarding Coordinator or direct Supervisor. The Safeguarding Coordinator will then decide whether exemptions apply, such as:

- The person requests confidentiality. This only applies for people aged 16 or over. The law recognises that a child under 16 is not able to make this kind of decision and may lack the capacity to fully understand the effects of abuse. However, this does not apply in the following circumstances:
 1. The person has an intellectual disability,
 2. The victim does not have the capacity to make an informed decision about a disclosure.
- The information has already been passed on to authority.
- There is reasonable belief that the report will endanger the safety of the person or others.

The maximum penalty for failing to disclose is 3 years imprisonment.

New 'Grooming' Offence (Victoria)

Source: Betrayal of Trust Factsheet: Grooming, Victorian Government.

Grooming is now a criminal offence. This offence targets predatory conduct designed to facilitate later sexual activity with a child. The offence applies where an adult communicates, by words or conduct, with a child under the age of 16 years or with a person who has care, supervision or authority for the child with the intention of facilitating the child's involvement in sexual conduct, either with the groomer or another adult.

The offence can be committed by any person aged 18 years or over (not children who are aged 16 or 17). It does not apply to communication between people who are both under 18 years of age.

The maximum penalty for grooming is 10 years imprisonment.

New 'Failure to Protect' Offence (Victoria)

Source: Betrayal of Trust Factsheet: Failure to Protect, Victorian Government.

YG 104A-O Safeguarding Children and Young Policy PROCEDURE V7 28.08.2018 (DRAFT).docx

Version: V7 Updated 28.08.2018

Approved: CEO

Next Review: 30/11/2019

A new criminal offence has been created in Victoria for failing to protect a child under the age of 16 from criminal sexual abuse. The offence will apply where there is a substantial risk that a child under the care, supervision or authority of an organisation will become a victim of an offence by an adult associated with that organisation.

What is the offence of failing to protect a child from sexual abuse?

If a person in authority knows that someone within their organisation poses a risk of committing a sexual offence against a child and they fail to remove that person who poses the risk, they will themselves be guilty of a criminal offence. As soon as a person in authority becomes aware of a risk of child sexual abuse, they will be under a duty to take steps to remove or reduce that risk.

An individual who falls short of the standard of care that a reasonable person would exercise in the circumstances will be found guilty of the offence. It will not apply where a person takes reasonable steps to protect a child from the risk of abuse, for example, where the allegation is reported and the person removed from any child-related role pending an investigation.

The maximum penalty for failing to protect a child is five years' imprisonment.

Victorian Child Safe Standards

The Child Safe Standards have been introduced in Victoria to keep children safe from harm and abuse.

On 13 November 2013, the Victorian Parliament tabled the report of its Inquiry into the Handling of Child Abuse by Religious and Other Non-Government Organisations (the Betrayal of Trust Inquiry).

The report provided recommendations, including the introduction of minimum standards for ensuring child-safe organisations. These are embedded in the YG 104-O Safeguarding Children and Young People Procedures

1. Embedding a culture of child safety through effective leadership.
2. Making a commitment to child safety with a policy or statement.
3. Having a clear code of conduct that establishes appropriate behaviour with children.
4. Screening, supervision and training for staff, to reduce the risk of child abuse.
5. Clear processes for responding to and reporting suspected child abuse.
6. Identifying child abuse risks and ways to reduce them.
7. Empowering children to share their feedback and experiences about feeling safe.

Royal Commission into Institutional Child Sexual Abuse

YMCA Geelong supports the The Child Safe Standards as recommended in the Royal Commission into Institutional Child Sexual Abuse Final Report Clause 6.4-6.5

1. Child safety is embedded in institutional leadership, governance and culture
2. Children participate in decisions affecting them and are taken seriously
3. Families and communities are informed and involved
4. Equity is upheld and diverse needs are taken into account
5. People working with children are suitable and supported
6. Processes to respond to complaints of child sexual abuse are child focused
7. Staff are equipped with the knowledge, skills and awareness to keep children safe through continual education and training
8. Physical and online environments minimise the opportunity for abuse to occur
9. Implementation of the Child Safe Standards is continuously reviewed and improved
10. Policies and procedures document how the institution is child safe.

10. MONITORING, EVALUATION, REVIEW

10.1 Procedure Document Monitoring, Evaluation and Review

- The Safeguarding Children and Young People Procedure will be reviewed every 3 years, in consultation with required stakeholders. Some circumstances may trigger an early review, this includes but not limited to legislative changes, incident outcomes involving the YMCA, and other matters deemed appropriate by the Board of YMCA Geelong and/or Chief Executive Officer.
- Compliance Program for this procedure will consist of:
 - a. Each centre/program/service manager is responsible for conducting a SCYP self-assessment (of the applicable centre/program/service), via the Risk Management Framework on an annual basis.
 - b. Compliance will be reported to the Board.
 - c. YMCA will complete an annual organisation-wide self-assessment
 - d. External audit and verification based on a sample, conducted by an independent third party shall occur as required.
 - e. Extraordinary review to be conducted as required by the Board or Chief Executive Officer.

Appendices

11. YMCA Geelong Policy and Procedure Sign Form - Appendix A – Commitment and Sign-off

MEMORANDUM

To: All Employees, Volunteers, Auspiced Clubs,
Board of YMCA Geelong Inc.

From: Shona Eland- Acting CEO YMCA Geelong

Date: 6th April 2014

Re: Policy and Procedures Obligations

It is a condition of your employment/position/involvement with YMCA Geelong that you act in accordance with the YMCA Geelong Policies and Procedures and read, understand and ask your supervisor for clarity if you do not understand the content.

Policies are required to;

- Ensure consistency across all program areas in the way we act or perform tasks
- To inform customers of expectations
- To protect staff and volunteers and provide a safe work place
- Ensure good governance and stewardship of the YMCA.

Our policies are reviewed regularly and your feedback is welcomed at any time by emailing geelong@ymca.org.au or speaking to the CEO.

You will be communicated to when policies are up dated and you will be required to sign off that you have read and understand the content and will perform your roles in accordance with the policy.

Breaches with the policies will be counselled in the first instance and if subsequent breaches occur disciplinary procedures will apply.

Please review the Policies in the Manual which is located at each workplace reception, staff room or on www.geelong.ymca.org.au - click on policies on the home page and sign off each policy you have read and the date.

Staff/volunteers under 18 years are required to complete this also as a condition of employment/volunteering. Parent are encourage to assist their children understand the content.

Some policies will be required to be completed prior to appointment others must be signed off within 3 months of appointment or notifications of a policy update.

Your supervisor or the person undertaking your induction/performance review will indicate which policies are applicable to your roles and therefore which policies you must read and sign off on.

YMCA GEELONG POLICY & PROCEDURE COMPLIANCE FORM

Name: _____ Department: _____

Job Role: _____

Policy No	Policy Name	Version	Policy Type	Area	Page No
YG 100-O	Social Media Policy	V3 23.08.2017	Operational	Marketing	1
YG 101-O	Toileting Supervision in Children's Service Policy	V3 14.03.2017	Operational	Children's Services	12
YG 102-O	GV Technical Membership Subsidy Scheme Policy	V3 16.08.2017	Operational	Operations	19
YG 103-O	Unaccompanied Minor Supervision Policy	V3 14.03.2017	Operational	Children's Services	25
YG 104-G	Safe Guarding Children's and Young People with YMCA Australia Attachment	V10 28.11.2017	Governance	Children's Services	30
YG 104A-O	Safe Guarding Children's and Young People	V6 05.12.2016	Operational	Children's Services	49
YG 105-G	Mandatory Reporting (Abuse or Allegations) Policy	V3 23.02.2016	Governance	Children's Services	82
YG 106-G	Code of Conduct Policy	V4 29 08 2017	Governance	Human Resources	93
YG 107-G	Recruitment and Screening Policy	V4 14.03.2017	Governance	Human Resources	107
YG 108-O	Positive Behaviour Management Policy	V3 14.03.2017	Operational	Human Resources	115
YG 109-O	Membership, Enrolment and Facility Hire Policy	V1 14.03.2017	Operational	Operations	121
YG 111-G	Partner, Organisation, Business Sponsorship Policy	V2 14.03.2017	Governance	Operations	125
YG 112-O	Field Placement Procedures	V3 23.08.2017	Operational	Human Resources	129
YG 113-O	Emergency Management and Evacuation	V3 14.03.2017	Operational	Health & Safety	133
YG 114-O	Medications and Medical Conditions in Children's Service Policy	V5 14.03.2017	Operational	Children's Services	139
YG 115-O	Use of Electronic Devices in Children's Services Policy	V2 14.03.2017	Operational	Children's Services	151

YG 104A-O Safeguarding Children and Young Policy PROCEDURE V7 28.08.2018 (DRAFT).docx

Version: V7 Updated 28.08.2018

Approved: CEO

Next Review: 30/11/2019

YG 116-O	Supervision in Children's Services Policy	V4 29.06.2016	Operational	Children's Services	156
YG 118-O	YMCA Geelong Uniform Policy	V7 15.06.2016	Operational	Human Resources	161
YG 119-O	First Aid Policy	V3 23.08.2017	Operational	Health & Safety	170
YG 120-O	Working at Heights Policy	V3 23.08.2017	Operational	Health & Safety	179
YG 123-O	Family and Friends Policy	V3 23.08.2017	Operational	Human Resources	184
YG 124-O	Corporate Credit Card Policy	V3 14.03.2017	Operational	Finance	187
YG 125-G	Confidentiality Agreement - YMCA Geelong Inc.	V1 14.03.2017	Governance	Human Resources	192
YG 126-G	Privacy Policy	V3 20.03.2017	Governance	Operations	196
YG 127-G	Mission Policy	V1 27.05.2014	Governance	Governance	204
YG 128-G	Risk Management Policy	V1 27.05.2014	Governance	Governance	208
YG 129-G	Ethics and Interest Policy	V2 22.07.2014	Governance	Governance	213
YG 130-G	Participation and Inclusion Policy	V2 15.03.2017	Governance	Governance	218
YG 131-G	Long Service Leave Fund Policy	V2 24.06.2014	Governance	Governance	223
YG 132-G	Board Access to Information Procedure	V1 22.07.2014	Governance	Governance	227
YG 133-G	Board Access to Legal Advice Procedure	V1 22.07.2014	Governance	Governance	230
YG 134-G	Board Recruitment and Election of Office Bearers Policy	V1 22.07.2014	Governance	Governance	234
YG 135-G	Recruitment and Selection Policy	V3 20.06.2016	Governance	Human Resources	241
YG 136-O	Extreme Heat Policy	V2 17.08.2017	Operational	Health & Safety	249
YG 137-O	YMCA Geelong Fees and Charges Policy	V5 01.07.2016	Operational	Operations	259
YG 138-O	Working with Children's Check Policy	V2 20.06.2016	Operational	Human Resources	267
YG 138A-O	Working with Children's Check Procedure	V3 13.12.2016	Operational	Human Resources	273
YG 139-O	Criminal History Record Check Policy	V2 23.03.2016	Operational	Human Resources	282
YG 140-O	Acceptance and Refusal of Authorisations Policy in Children's Services	V4 09.08.2016	Operational	Children's Services	287
YG 141-O	Dishonored Payment Policy	V4 23.08.2017	Operational	Finance	292

YG 104A-O Safeguarding Children and Young Policy PROCEDURE V7 28.08.2018 (DRAFT).docx

Version: V7 Updated 28.08.2018

Approved: CEO

Next Review: 30/11/2019

YG 142-O	Incident Reporting Procedure With YMCA Australia Critical Incident Policy 25.11.2017	V7 29.11.2017	Operational	Health & Safety	295
YG 143-G	Bullying, Harassment and Discrimination Policy	V2. 14.03.2017	Governance	Human Resources	332
YG 143A-G	Bullying Harassment and Discrimination Complaint Resolution Procedure	V2 14.03.2017	Governance	Human Resources	346
YG 144-O	Child Safe Environment Policy	V4. 30.03.2017	Operational	Children's Services	350
YG 145-O	Accident Illness Injury and Infectious Diseases Policy	V5 16.03.2017	Operational	Children's Services	354
YG 146-O	Excursions and Routine Outings Policy	V3. 15.03.2017	Operational	Children's Services	376
YG 147-O	Sun Smart Policy	V4 15.03.2017	Operational	Children's Services	385
YG 148-O	Orientation Enrolment in Children's Services Policy	V4 16.3.2017	Operational	Children's Services	392
YG 149-O	Nutrition food and Beverages and Dietary Requirements Policy in Children's Services	V3 16.3.2017	Operational	Children's Services	398
YG 150-O	Customer Feedback Policy	V3 16.3.2017	Operational	Children's Services	404
YG 151-O	Interactions With Children's Policy - Children's Services	V4. 16.3.2017	Operational	Children's Services	413
YG 152-O	Water Safety in Children's Services Policy	V4 20.03.17	Operational	Children's Services	419
YG 153-O	Confidentiality of Records in Children's Services	V4 20.03.17	Operational	Children's Services	425
YG 154-O	Administration of First Aid In Children's Services	V4 20.3.2017	Operational	Children's Services	429
YG 155-O	Responsible Person In Children's Services Policy	V4 20.3.2017	Operational	Children's Services	434
YG 156-O	Administration of Medication in Children's Services Policy	V4 20.3.2017	Operational	Children's Services	439
YG 157-O	Arrival and Departure in Children's Services Policy	V4 20.3.2017	Operational	Children's Services	446
YG 158-O	Emergency Evacuation in Children's Services Policy	V4 20.3.2017	Operational	Children's Services	451
YG 160-O	Transport of Children's in Children's Services Policy	V2 29.02.2016	Operational	Children's Services	456

YG 104A-O Safeguarding Children and Young Policy PROCEDURE V7 28.08.2018 (DRAFT).docx

Version: V7 Updated 28.08.2018

Approved: CEO

Next Review: 30/11/2019

YG 160-O	Permission to Transport a Student or Participant Form	V1 11.10.2016	Operational	Children's Services	461
YG 161-O	Disciplinary and Termination Policy	V3 23.08.2017	Operational	Human Resources	465
YG 161A-O	Disciplinary and Termination Procedure	V3 23.08.2017	Operational	Human Resources	474
YG 162-G	Human Resources Policy	V3. 28.06.2016	Governance	Human Resources	479
YG 163-G	Governance and Management Policy	V3 27.03.2017	Governance	Children's Services	486
YG 164-O	Anaphylaxis in Children's Services Policy	V3. 20.3.2017	Operational	Children's Services	490
YG 165-O	Use of Copyright Material Procedure	V1 14.03.2017	Operational	Marketing	500
YG 166-O	Code of Conduct for Parents, Coaches, Spectators and Participants Policy	V3 09.02.2016	Operational	Operations	505
YG 167-O	Head and Neck Injury Policy	V4 12072016	Operational	Health & Safety	513
YG 168A-O	Workplace Response to Family Violence Procedure	V1 14.03.2017	Operational	Human Resources	524
YG 169-O	Alcohol Use Policy	V4 23.08.2017	Operational	Human Resources	536
YG 170-O	Floor Sealing Procedure	V3 27.10.2016	Operational	Operations	541
YG 171-G	Delegations Policy	V2 30.09.2014	Governance	Governance	547
YG 172-O	Corporate Services Procedures	V4 04.10.2017	Operational	Governance	N/A
YG 173-O	Photography and Filming Policy	V1 29.08.2017	Operational	Children's Services	558
YG 175-O	Key and Security Codes Allocation Policy form	V2 13072015	Operational	Operations	570
YG 176-G	Injury Management Policy	V2 05.08.2015	Operational	Health & Safety	572
YG 176A-O	Injury Management Procedure	V2 05.08.2015	Operational	Health & Safety	577
YG 177-OA	Bushfire Preparedness Procedure	V2. 14.03.17	Operational	Health & Safety	585
YG 178-O	Information Provision for Involved People Abuse or Allegations SCYP Procedure	V1 29.02.2016	Operational	Children's Services	598
YG 179-O	Monitoring Service Delivery Procedure	V1 29.02.2016	Operational	Operations	601

YG 104A-O Safeguarding Children and Young Policy PROCEDURE V7 28.08.2018 (DRAFT).docx

Version: V7 Updated 28.08.2018

Approved: CEO

Next Review: 30/11/2019

YG 180-O	Personnel Files (Staff and Volunteer Records) Policy and Procedures	V1 29.02.2016	Operational	Human Resources	605
YG 181-O	Communication Policy for Safeguarding Procedures	V1 29.02.2016	Operational	Children's Services	614
YG 182-O	Document Development, Archiving and Destruction Policy	V2 10.01.2017	Operational	Operations	618
YG 183-O	Safe and Cash Handling Procedure	V4 04.07.2016	Operational	Operations	626
YG 184-G	Occupational Health and Safety Policy	V4 28.06.2016	Governance	Health & Safety	634
YG 185-G	Environment Policy	V3. 28.06.2016	Governance	Health & Safety	638
YG 186-G	Whistleblower Policy	V1 28.06.2016	Governance	Operations	642
YG 187-O	Salary Packaging Procedures	V1 09.08.2017	Operational	Human Resources	650
YG 188-O	Coach and Judge Reimbursement Policy	V2 25.10.2017	Operational	Operations	655
YG 189-G	YMCA Approach to Redress	V2 25.11.2017	Governance	Governance	659

Policy Category	Who needs to know
Children's Services	Community Programs Co-ordinator, Duty Management, Centre Managers, All Children's Services Staff Health and Safety Officer, Auspiced Clubs, Customers
Human Resources	Payroll/HR Co-ordinator, All Staff/Volunteers, Coaches Auspiced Clubs, Centre Managers/Co-ordinators, Board, Management
Operations	Gymnastics staff, Customer Service, Duty Managers Centre Managers/Co-ordinators, Customers
Health and Safety	Management, Customer Service, Duty Managers, Centre Managers/Co-ordinators, Maintenance, Cleaning Staff
Marketing and Communication	All Staff and Volunteers
Financial Management	Board, Management, Customers
Governance	Board, Management,

I _____ hereby certify that I have read the required policies and procedures that are required in my role and understand the intent of the content. I have sought clarification from my supervisor of policies that I am not sure about and to the best of my ability will be able to comply to the requirements outlined in the policies.

Signature employee/volunteer: _____ **Date:** _____

Supervisor: _____ **Date:** _____

YG 104A-O Safeguarding Children and Young Policy PROCEDURE V7 28.08.2018 (DRAFT).docx

Version: V7 Updated 28.08.2018

Approved: CEO

Next Review: 30/11/2019

Approved by: Chief Executive Officer

Effective date: 28.08.2018

Updated: 28.08.2018

Review date: 28.08.2018

Policy Owner: CEO

Contact Details policy owner: T 5221 8344 E geelong@ymca.org.au

Amendment history:

Version	Date	Author	Change Description
V1	17/05/2014	Shona Eland	Draft for discussion
V2	17/07/2014	Shona Eland	Update content after SMT 04/06/2014
V3	16/12/2014	Shona Eland	Update to include reference to YMCA Australia SCYP Policy approved at National AGM 30/11/2014 Included reference to <i>The Crimes Amendment (Protection of Children) Act 2014</i> Included clause 8.1.6b pertaining to contractor and third party staff working in YMCA venues.
V4	08/02/2016	Shona Eland	Added Clause 8.6 – Safeguarding guidelines for parent volunteers, short term appointees, minors and 8.7 added Field Student /Work placement Guidelines
V5	08/03/2016	Shona Eland	Corrected clause references on Clause 8 included definitions reference in Clause 5
V6	05/12/2016	Shona Eland	Updated Clause 8.1.22 to include Cahnge rooms, Hotel and Accommodation, Travel and Sexual relationships. Updated Clause 8.2.5 to include requirements to disclosure pre-exisitng relationships between employees/volunteers and members.
V7	28/08/2018.	Shona Eland	Inserted Clause 8.1.12 <u>Disclosure of Matters Form existing relationships with clients–SCYP 07.09.2016.</u> Deleatd Clause 11 definatiions Deleted Clause 8.7 Field Student and incoproiated into Insert Clause 9 – Royal Commission into Institutional Sexual Abuse Final Recommendations – Clause 6.4 /6.5

As adopted by the YMCA of Geelong Inc. on 28/08/2018



Chief Executive Officer YMCA Geelong Inc.

YG 104A-O Safeguarding Children and Young Policy PROCEDURE V7 28.08.2018 (DRAFT).docx

Version: V7 Updated 28.08.2018

Approved: CEO

Next Review: 30/11/2019