
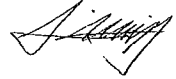


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|--|---|---|
| <br><b>YMCA</b><br>We build strong <b>PEOPLE</b><br>strong <b>FAMILIES</b><br>strong <b>COMMUNITIES</b> | <b>Management Area:</b><br>CHILDRENS SERVICES | Pages: [03]<br>Version No: [02]<br>Date: [01/12/2009]                                       |
|  | <b>Sub section (if applicable):</b>           | Signed:  |
| <b>Policy Title: DUTY OF CARE</b>  |   | <b>Author: CHILDCARE TASKFORCE</b>  |

## 1. Scope

- 1.1. Staff, management, families & children

## 2. Policy Statement

The YMCA of Sydney has a legal responsibility or duty of care to protect people using its facilities and participating in YMCA activities including its employees.

The YMCA of Sydney volunteers have this same duty of care.

## 3. Related Policies & Procedures/Guidance Notes

- 3.1. Child Protection Policy
- 3.2. Communication Policy
- 3.3. Conditions of Employment Policy
- 3.4. First Aid Policy
- 3.5. Food Handling and Nutrition Policy
- 3.6. Occupation Health and Safety Policy
- 3.7. Professionalism

## 4. Responsibilities & Delegations


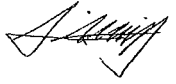
- 4.1. The Childcare Taskforce is responsible for the review of this policy.
- 4.2. The Childcare staff & management are responsible for the implementation of this policy.
- 4.3. The families and children are responsible for the support of this policy.

## 5. Considerations

- 5.1. National Standards
- 5.2. Q&A principles
- 5.3. OH&S

## 6. Records Maintenance

- 6.1. This policy is to be reviewed annually.

|   |   |   |
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## PROCEDURES

What is "duty of care"?

Duty of care is the legal obligation each person has to take reasonable care to avoid causing foreseeable harm to another person or their property.

How does the YMCA fulfil its duty of care?


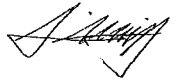
The YMCA of Sydney fulfils this duty of care, in part, by taking reasonable steps to ensure that activities are conducted in a reasonable, safe and informed manner.

Our duty of care is - not to act in a manner that may cause foreseeable harm to another person or their property. This harm to person or property may be due to:

- (a) Not doing something that it would be reasonable to expect us to do;
- (b) Doing something that it would be unreasonable to expect us to do;
- (c) Not knowing something that it would be reasonable to expect us to have found out;
- (d) Being unprepared for something that it would be reasonable to expect us to be prepared for;
- (e) Not advising someone of the risks involved in an activity;
- (f) Deliberately misrepresenting our degree of knowledge of the situation (including failure to disclose significant risks) to participants or other people.

## 7. Version History

| Version | Description of changes           | Author    | Effective Date |
|---------|----------------------------------|-----------|----------------|
| 2       | Review and update.<br>New format | M. Rupnik | December 2009  |
|         |                                  |           |                |
|         |                                  |           |                |

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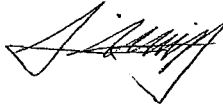
I endorse the Duty Of Care Policy.

Name: *Maryann Rupnik*  
 Childrens Services Program Manager

Signature: 

Date: 7 December 2009

Name: *Liam Whitley*  
 Group Manager

Signature: 

Date: 7 December 2009