 YMCA We build strong PEOPLE strong FAMILIES strong COMMUNITIES	Management Area: Governance	Pages: [04] Version No: [01] Board Approved
	Sub section (if applicable): N/A	Date: [16/6/2009] Signed:
Policy Title: Safeguarding Children & Young People		Author: Adam Blatch/ACCYO

1. Scope

- 1.1. All YMCA of Sydney Staff and Volunteers

2. Policy Statement

YMCA of Sydney recognises that all children and young people have the right to develop and reach their potential in environments that are caring, nurturing and safe.

YMCA of Sydney considers any form of child/young person abuse, inclusive of emotional, physical, sexual abuse or neglect, as intolerable under any circumstances.

YMCA of Sydney has a legal, moral and Mission-driven responsibility to protect children and young people from harm and to ensure that any incidents of suspected child abuse are promptly and appropriately dealt with


3. Related Policies & Procedures/Guidance Notes

- 3.1. SCYP Policy Principles
- 3.2. SCYP Forms of Abuse
- 3.3. SCYP General Code of Conduct for Staff and Volunteers
- 3.4. Reporting Incidents and Managing Allegations MOP
- 3.5. SCYP Child Abuse Allegation Form
- 3.6. Working with Children Check Policy
- 3.7. Recruitment Policy
- 3.8. Definitions:
 - 3.8.1. **Child:** A child/young person means every human being below the age of sixteen years (NSW Children & Young Persons Act 1998 No. 157)
 - 3.8.2. **Young Person:** means a person who is aged 16 years or above but who is under the age of 18 years (NSW Children & Young Persons Act 1998 No. 157)
 - 3.8.3. **Child Abuse:** There are different forms of child abuse. These include neglect, sexual, physical and emotional abuse (Department of Community Services); further information of Forms of Abuse are incorporated in 3.2 SCYP Forms of Abuse

4. Responsibilities & Delegations

4.1. Board of Directors

- a) The Board of YMCA of Sydney is legally and morally responsible for ensuring that appropriate policies and practices are in place to minimise, if not eliminate, the risk of child abuse, and to appropriately respond to any allegations that arise.


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- b) The Board, in conjunction with the Chief Executive, is responsible for ensuring YMCA of Sydney's SC&YP Policy is regularly reviewed. This may include service users and their families, staff, volunteers, local/state child protection agencies, contract partners or others. The implemented practises in Safeguarding Children and Young People are to be reported on **at least** annually to the board by the CEO via a tabled board report. This is in line with the annual self reviews that are a requirement of YMCA Australia licensing. (APPENDIX A: Safeguarding Children & Young People Centre Self Review)
- c) It is the responsibility of the Board as a whole, and of individual Directors, to promote child protection and promptly respond to any advice received from the Chief Executive or other sources concerning significant changes to relevant legislation and regulations.
- d) Individual Directors are accountable to themselves, the Board as a whole, and the Voting Members for their behaviour and communications and are expected to always act in ways that do not call into question their commitment to SC&YP and child protection generally or to this Policy.
- e) Each Board member will need to provide at least three forms of identification
- f) As volunteers in a mission driven organisation that aims to 'provide opportunities for all people to grow in body, mind and spirit', and one that specifically provides health, welfare, education, childcare, residential and other programs/ services for children, individual Directors are expected to commit to the practice of notification and to thus familiarize themselves with current notification guidelines regarding the management of abuse suspicions and allegations.
- g) In circumstances where Directors are advised, or otherwise learn of, specific details of any incident of suspected child abuse, they are required to maintain confidentiality and respect the privacy of all parties concerned in order to allow due process and ensure natural justice is served.

The Chief Executive is responsible for informing YMCA Australia of media inquiries or inquiries from members of the public that pertain to suspected child abuse within YMCA of Sydney

4.2. CEO

- a) The Chief Executive is accountable to the Board of Directors for ensuring that the SC&YP Policy, and any related policies, as well as any decisions the Board may take in relation to child protection from time to time, are implemented, monitored, reported on and evaluated in a timely and diligent fashion.
- b) The Chief Executive is responsible for ensuring that significant changes to relevant legislation and regulations are promptly brought to the attention of the Board.
- c) The Chief Executive is responsible for ensuring that more serious incidents of suspected child abuse (generally sexual or physical abuse) are promptly reported to the Board and/ or any Child Protection Committee established by the Board. The Chief Executive is also required to fully cooperate with all relevant State/Federal

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government departments or other recognised bodies in their investigations of suspected child abuse.

- d) The Chief Executive is required to actively promote child safety and protection within YMCA of Sydney and is accountable for ensuring all YMCA staff and volunteers are employed and carry out their work in accordance with both the content and spirit of this SC&YP Policy and the code of conduct.
- e) The Chief Executive is responsible for ensuring that access to training and development in mandatory/ voluntary notification, child protection, protective behaviours and related matters is provided at regular intervals. Skilled counsellors are to be made available to work with staff and volunteers in delivery of some areas of the training and for those who experience distress in dealing with suspected incidents of child abuse.
- f) The Centre Manager is responsible for ensuring that all long term rental/hiring groups have provided the YMCA with proof of their commitment to ensuring children and young people are safe within their programs and services. E.g. they have supplied the YMCA with a copy of their own Child Protection Policy or they are happy to work within the codes of conduct contained within the YMCA's policy.


4.3. Staff & Volunteers

- a) All staff/volunteers, with direct responsibility for child care and/ or other children's programs/ services in the YMCA Centre must be familiar with the Code of Conduct and follow its operational responsibilities at all times
- b) In order to protect YMCA staff, volunteers and program participants and their families, YMCA of Sydney has developed a Code of Conduct which seeks to provide clarity to acceptable behaviour in order to minimise the risk of abuse for a child/young person. The YMCA understands the great benefit of the positive relationships that can form between YMCA staff members and volunteers with the children and young people and during the child's/young persons participation, the YMCA endeavours to make this as safe as possible for all concerned
- c) All staff/volunteers will be required to attend the appropriate training and updates regarding child protection in accordance with each YMCA Centres training schedule. Training will be held at least once annually.
- d) All staff/volunteers will endeavour to provide the children/young people they care for with strategies to enhance resilience and explore help-seeking behaviour. It is important that staff/volunteers have a good rapport with the children/young people so that they feel comfortable, feel as though they can trust that person and have been encouraged to communicate openly with the YMCA staff member/volunteer

5. Considerations

5.1. Children and Young Persons (Care and Protection) Act 1998 No 157

5.2. NSW Commission for Child and young People Act 1998

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6. Records Maintenance

- 6.1. Child Abuse Allegation Forms must be kept and archived for 21 years
- 6.2. Incident Report Form kept and archived for 21 years

7. Version History

Version	Date	Description of changes	Author	Effective Date
1	16/6/09	Initial policy	A. Blatch	16/6/09

I endorse the Safeguarding Children & Young People Policy

Name Adam Blatch
Management Area Manager

Name David Maves
President

Signature  Date 16/6/2009