
 <p>YMCA We build strong PEOPLE strong FAMILIES strong COMMUNITIES</p>	Management Area: CHILDRENS SERVICES	Pages: [03] Version No: [02] Date: [01/12/2009]
	Sub section (if applicable):	Signed: 
Policy Title: CHILDSAFE CODE OF CONDUCT		Author: CHILDCARE TASKFORCE

1. Scope

- 1.1. Staff, management, families & children.

2. Policy Statement

The YMCA of Sydney is committed to the safety and well being of all children and young people accessing our services. We support the rights of the child and will strive to deliver a child safe environment at all times. We also support the rights and well being of our staff and volunteers and encourage their active participation in building and maintaining a secure environment for children.

It is a requirement for all Staff and Volunteers of the YMCA of Sydney to observe fully the following Code of Conduct.

3. Related Policies & Procedures/Guidance Notes

- 3.1. Duty of Care Policy
- 3.2. Administration Policy
- 3.3. Safeguarding Children and Young People Policy
- 3.4. Child Management Policy
- 3.5. Working with Children Check.

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. Q& A Principles.
- 5.2. National Standards.
- 5.3. Children's and Young Persons Act
- 5.4. United Nations Convention on the Rights of the Child.
- 5.5. Department of Community Services Mandatory Reporting Guidelines.
- 5.6. Working with Children Check.

6. Records Maintenance

- 6.1. This policy is to be reviewed annually.

 YMCA We build strong PEOPLE strong FAMILIES strong COMMUNITIES	Management Area: CHILDRENS SERVICES	Pages: [03] Version No: [02] Date: [01/12/2009]
	Sub section (if applicable):	Signed: 
Policy Title: CHILDSAFE CODE OF CONDUCT		Author: CHILDCARE TASKFORCE

PROCEDURES

DO:



- Conduct yourself in a manner consistent with your position as a positive role model to children, and as a representative of the YMCA of Sydney.
- Read, understand and conform to organisational policy and guidelines around the safety of children as outlined in the YMCA of Sydney Child Protection Policy.
- Treat all young people with respect and take notice of their reactions to your tone of voice and manner.
- Raise all concerns, issues or problems with your program coordinator as soon as possible.
- Ensure all allegations or suspicions of abuse are reported immediately to your coordinator and record the relevant details in writing.
- Ensure that staff and volunteers providing direct care for children are identified by a name tag and uniform that is familiar to the children with whom they work. Children will be instructed to avoid any person not so identified.
- Follow all other procedures relating to children's safety as stipulated in YMCA of Sydney's policies and procedures.

DO NOT:

- Engage in rough physical games.
- Hold, kiss, cuddle or touch children in an inappropriate and/or culturally or insensitive way. Children sitting on a staff members laps is considered inappropriate. Children needing a cuddle should be "side cuddled" (adult to only allow child to cuddle the side of their body).

Note: Children with additional need may require physical contact in order to cater to their personal care needs. Staff should always ensure that another adult is present & that parents have consented to the specific care required.

- Discuss your personal life with children or families.
- Make violent or sexually suggestive comments to a child, even as a joke.
- Undertake a task of a personal nature that a child can do for themselves, for example; changing clothes, grooming, feeding and toileting.

 YMCA We build strong PEOPLE strong FAMILIES strong COMMUNITIES	Management Area: CHILDRENS SERVICES	Pages: [03] Version No: [02] Date: [01/12/2009]
	Sub section (if applicable):	Signed: 
Policy Title: CHILDSAFE CODE OF CONDUCT		Author: CHILDCARE TASKFORCE

- Spend time alone with a child in a secluded environment; always ensure another adult is present or you are insight of another staff member.
- Take a child to your home, or encourage meeting outside the program activity.
- Discipline children by the use of:
 - Emotional abuse
 - Favouritism
 - Physical abuse
 - Verbal abuse
 - Reference to cultural or ethnical differences
- Transport child/ren in your personal vehicle.

7. Version History

Version	Description of changes	Author	Effective Date
2	Review and update. New format	M. Rupnik	December 2009


I endorse the Childsafe Code of Conduct Policy.

Name: *Maryann Rupnik*
 Childrens Services Program Manager

Signature: 

Date: 7 December 2009

Name: *Liam Whitley*
 Group Manager

Signature: 

Date: 7 December 2009