

11/23/2011

"V"

This is Attachment "V" to
the statement of
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Children's Services Policy and Procedure



Child Protection Policies – YMCA self regulation

- Currently in NSW the Outside School Hours Care (OSHC) Sector is unregulated.
- However, the YMCA of Sydney voluntarily adheres to National Standards auspiced by the National Childcare Accreditation Council.
- Within the National Standards there is a clear list of policies that must be developed and maintained by services.
- The YMCA has a policy for each listed within the Standards and a suite of supporting documents which assist staff in its implementation.
- On January 1st 2012 the Outside School Hours Care Sector will move into a new era of compliance known as the National Quality Framework (NQF).

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Child Protection Policies – What are they?

The YMCA is committed to keeping your child in a safe environment at all times through adherence to the following policies:

- Before commencing employment with YMCA Children's Services, all staff are required to undertake a Working with Children Check. The Y also evaluates staff through contacting referees, 100 point identification check, establishing the person's good character and assessing their capabilities in the workplace.
- In line with National Standards, there is a minimum of two staff members present within centres at all times. This is above industry practise.



Child Protection Policies – What are they? -cont.-

- Parents or guardians are informed that our centres have very clear hours of operation. We request that you do not ask staff to accept your child into the centre outside these hours i.e. dropping them off 10 minutes prior to the centre opening or leaving them there after closing.
- YMCA OSHC staff are instructed not to become involved in personal relationships with families and therefore cannot baby sit children outside of work hours or be involved in social activities or social networking sites with families or children.
- Staff are not permitted to drive a child home from the centre if a child is late or pick a child up from home.

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Child Protection Policies – Staff Training

- When a staff member is employed by the YMCA they go through a supervised period of induction where they work through our policies and procedures.
- Twice throughout the year all childcare staff come together for training and then all coordinators come together for a further two training sessions. During these sessions policies are reviewed with staff to increase their understanding of their content and implementation.
- The Child Protection and Childsafe Code of Conduct was reviewed in July 2011 and staff received training at our Coordinator Training Day on Monday 18th July.



Child Protection Policies – Compliance

- Staff are monitored for compliance within centres by a Regional Children's Services Coordinator.
- Further support is given by the Regional Children's Services Manager and the Children's Services Program Manager of YMCA of Sydney.
- Staff not complying with policy are put through a rigorous Performance Management process that offers training, counselling and mentoring.
- If further non compliance occurs it leads to formal warnings and or possible termination of employment.
- Each of the YMCA's Children's Services Centres receive multiple visits from the National Childcare Accreditation Council.

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Child Protection Policies – Parent/Staff Access

- At all times the YMCA's Children's Services Policy Manual is on display within all of our centres and are made readily available for staff, parents, children and visitors to the centre.
- If at any time you wish to read these policies you should feel free to access the manual and provide feedback to staff. The feedback will be used during the process of review.
- A number of policies are available on the YMCA of Sydney website for parents and interested parties to view at their leisure.
- Staff have further access to the entire policy manual on our internal Intranet.



Child Protection Policies – Where to now?

We were all professionally and personally shocked by the recent allegations against a YMCA staff member and would like to assure our OSHC parents that everything is being done to ensure this does not happen again.

- All YMCA policies, procedures and compliance measures are being internally reviewed.
- Once reviewed training will be on offer at a local/regional level and will be supported by further training as a large group in our upcoming mandatory training session.
- Children's Services staff in the Sutherland Shire are already undergoing formal retraining sessions on key policies.

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Child Protection Policies – Zero Tolerance

- Management has organised an external audit of our practices through the NSW Peak Organisation for Outside School Hours Care – Network of Community Activities.
- Any changes or recommendations will be communicated to families accessing our services.
- The YMCA will enforce a 100% compliance and zero tolerance on all Child Protection Policies.



Amanda Boyd
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