
 YMCA We build strong PEOPLE strong FAMILIES strong COMMUNITIES	Management Area: CHILDREN'S SERVICES	Pages: [06] Version No: [05]
	Sub section (if applicable):	Date: [01/04/2012] Signed: 
Policy Title: CHILDSAFE CODE OF CONDUCT		Author: CHILDREN'S SERVICES TASKFORCE

1. Scope

- 1.1. Educators, management, families and children.

2. Policy Statement

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

This Childsafe Code of Conduct clarifies the standards of behaviour that are expected of educators, volunteers, students and visitors working for or attending the YMCA in the performance of their duties. It gives guidance in areas where educators need to make professional and ethical decisions. It is a requirement for all educators and volunteers of the YMCA to observe fully the following Code of Conduct.

YMCA Services are a tobacco, drug and alcohol-free environment.

3. Related Policies and Procedures/Guidance Notes



- 3.1. Duty of Care Policy
- 3.2. Positive Guidance of Children's Behaviour
- 3.3. Educator Unsatisfactory Performance Policy
- 3.4. Educator Workplace Practises Policy
- 3.5. Educator Workplace Relations Policy
- 3.6. Working with Children Check.

4. Responsibilities and Delegations

- 4.1. The Children's Services Taskforce is responsible for the review of this policy.
- 4.2. The educators and 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 Quality Standard 2.3.1 "Children are adequately supervised at all times."
- 5.2. National Quality Standard 2.3.2 "Every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury."

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- 5.3. National Quality Standard 2.3.4 "Educators, coordinators and Educator members are aware of their roles and responsibilities to respond to every child at risk of abuse or neglect."
- 5.4. National Quality Standard 5
- 5.5. National Quality Standard 5.1 "Respectful and equitable relationships are developed and maintained with each child."
- 5.6. National Regulation 150 "Responsible person"
- 5.7. National Regulation 155 "Interactions with children"
- 5.8. National Regulation 156 "Relationships in groups"
- 5.9. National Regulation 170 "Policies and Procedures to be followed"
- 5.10. National Regulation 82 "Tobacco, drug and alcohol – free environment"
- 5.11. National Regulation 83 "Staff members and family day care educators not to be affected by drugs or alcohol"
- 5.12. Children (Education and Care Services National Law Application) Act 2010
- 5.13. Children's and Young Persons Act
- 5.14. United Nations Convention on the Rights of the Child.
- 5.15. Family and Community Services Keep them Safe Legislation.
- 5.16. Working with Children Check.


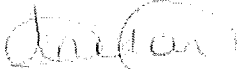
6. Records Maintenance

This policy is to be reviewed annually or as required based on operational or legislative change



PROCEDURES

DO:

- The responsible person at each Education and Care service is the Coordinator and/or Nominated Supervisor, in the case where the Nominated Supervisor is absent another educator member will be appointed to the supervisory position for the shift by the Children's Services Coordinator and/or Manager, this is to be displayed to parents on the Nominated Supervisor Sign, and also will be recorded on the timesheet at the centre.
- Educator recruitment processes will include clearly defined selection criteria, panel interviews, reference checks and Working with Children Checks on any employee in a position which provides direct care to children. Positions Descriptions will reflect current industry standard for each position within the YMCA, these will be signed off by all new employees.
- Working with Children Checks will be completed on internal educators each time they are promoted to a new position.
- Read, understand and comply with all organisational policy and guidelines in particular those regarding the safety of children and creating a safe environment.

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- Will inform participants and their families of our complaints procedures and ensure that all documentation is readily available for use.
- When in the centre or on excursion 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.
- Work in a cooperative and positive manner.
- Respect the confidential nature of information gained, or observed, whilst participating in the program, in relation to other children and adults.
- Seek to reduce risk of harm to all participants including other YMCA educators. Regularly practice evacuation and lockdown procedures with children.
- As a condition of employment educators will participate in both internal and external professional development as an ongoing process. Training must cover areas inclusive of Child Protection and First Aid Anaphylaxis and Asthma Management. All of these courses must be approved and in line with current regulations. Where possible external training on Food Handling and Nutrition will be sought for educators.
- Promote participations and access of all children.
- Encourage children to express themselves and their opinions.
- Allow children to undertake activities and experiences that develop self-reliance and self-esteem.
- Maintain the dignity and rights of each child at all times
- Give each child positive guidance and encouragement towards acceptable behaviour. Please refer to the positive Guidance of Children's Behaviour Policy.
- Educators will have regards for each family and their cultural values, age and physical and intellectual development and abilities of each child being educated and cared for within our service.
- Be sure to assist children and be respectful of their individual needs. Put programs / activities in place which are suitable to meeting any identified needs.
- Act as an advocate for children with additional needs that are enrolled in our programs. Ensure that they are welcomed freely to participate in planned activities and assisted in a manner that does not detract from their dignity.
- Work cooperatively with families of children with additional needs to develop individual plans so that personal care needs can be met in an appropriate manner. Where personal care needs are of a more personal nature, another educator should be present where possible.
- Provide safe and appropriate first aid to children when required. This will be done in view of other educators. When providing first aid on a more personal area of a child's body ensure that another educator member is present. If this injury is not deemed to be an emergency than parent permission should be attained prior to first aid being performed.

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- Always act in the best interest of children, their families and any other participants within the Children's Services Programs.
- Treat all young people with respect and take notice of their reactions to your tone of voice and manner.
- At all times use courteous and acceptable verbal and non verbal language. Refrain from the use of profane, insulting, harassing, aggressive or otherwise offensive language.
- Respect and value the rights, religious beliefs and practices of individuals. Refrain from actions and behaviour that constitute harassment or discrimination.
- 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 superior and record the relevant details in writing. Follow this up with the correct external reporting methods in a timely manner.
- Ensure that educators 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.
- Encourage family members to participate within programs and have regular opportunities to have input into the services policy and procedures.

DO NOT:



- Educators, volunteers, students and visitors are not to be affected by alcohol or drugs (including prescription medication that acts to impairs ones capacity to supervise or provide education and care to children)..
- Engage in rough physical games without written consent from legal guardians and the verbal consent individual child. At any time consent from both parties can be withdrawn, educators must abide by this.
- Hold, kiss, cuddle or touch children in an inappropriate and/or culturally or insensitive way. Children sitting on a educators 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 an additional need may require physical contact in order to cater to their personal care needs. Educators should always ensure that another adult is present and that parents have consented to the specific care required.

- Share work related information pertaining to a child and or their family or centre specific information outside of work or on social networking sites.

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- Discuss your personal life with children or families.
- Be involved with children and their families outside of the work environment i.e. babysitting or having them as friends on social network sites.
- Where a position is available or child's specific individual needs can be catered for educators must not act in a manner that inhibits children or their families enrolling into YMCA Children's Services Programs.
- Discriminate against a child or family due to their beliefs or practices.
- Involve children in activities where there is a high risk of harm that cannot be minimised to an acceptable level.
- With hold important information from colleagues that is deemed necessary to provide appropriate care for individual children i.e. an apprehended violence order being in place.
- Make violent or sexually suggestive comments to a child, even as a joke.
- Undertake a task, for a child, of a personal nature that the child can do themselves, for example; changing clothes, grooming, feeding and toileting.
- Use language that is considered to be outside the norm within a child friendly environment such as swearing, threatening or teasing.
- Take children off the YMCA property without the written consent from their legal guardian, unless in the event of an emergency.
- Spend time alone with a child in a secluded environment; always ensure another adult is present or you are insight of another educator's member. Where a single child is picked up from school they are to travel in the back of the YMCA vehicle, not up close to the driver.
- Allow a child to leave a service with an unknown adult or minor.
- 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.

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7. Version History

Version	Description of changes	Author	Effective Date
2	Review and update. New format	M. Rupnik	December 2009
3	New structure	AM. Nolan	January 2011
4	Review and update.	AM. Nolan	July 2011
5	Reviewed to NQF Compliance	A M Nolan	April 2012

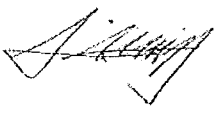
I endorse the Childsafe Code of Conduct Policy.

Name: Anne-Mary Nolan
Children's Services Program Manager

Signature: 

Date: 1st April 2012

Name: Liam Whitley
General Manager Children's Services

Signature: 

Date: 1st April 2012

Board Endorsement

Endorsed By: Phillip Hare 

Position: Chief Executive Officer

Date: 1st April 2012