

ANNEXURE "21" OF THE STATEMENT OF RUTH CALLAGHAN DATED 18 OCTOBER 2013

Witness: _____

Signature: _____

Ruth Callaghan

YMCA CARINGBA. 1
 Visit conducted on 12.01.2012

11.00 → 2.00 pm.

<p>Speak with Jacqui Barnat and determine who they are proposing as their nominated supervisor (you can also check provider delegate if they have completed their forms)</p>	<p>Area manager Irene Minos Prog. " Anne - Mary Nolan</p> <p>No applications completed/submitted</p>	
<p>o Outline responsibilities of nominated supervisor (eg child protection training, checking of authorised persons, checking of individual sites etc) Ref. Law & Reg.</p>	<p>YMCA will be supervisor (Nom.)</p> <p>Recent dec. to not put on staff w/out CP training</p> <p>YMCA has internal training (27.01.12)</p>	
<p>o Show NQS area two refers to child protection and the Guide to the national law and regulation includes that child protection should be covered under the required "providing a child safe environment" policy.</p>	<p>Statement of attendance / attainment</p> <p>incident/trauma? safe/protected environment</p>	
<p>o Check if there's a policy that relates to child protection and collect copy if there is ✓</p>	<p>Reviewing policies since incident</p> <p>Child care specific across YMCA services</p> <p><u>Next on</u></p>	<p>Michelle Angles</p>
<p>o Ask how staff are to be trained in child protection matters and Keeping Them Safe</p>	<p>27.01.12 - 2 training sessions per yr</p> <p><u>all staff</u> time / Jan.</p> <p>Regional based more often in house training</p> <p>Staff meetings locally 2x term, conducted by Jacqui Barnat with all staff</p>	
<p>o Ask about process for mandatory reporting and if policy refers to this. Do staff know they are allowed to make mandatory reports to helpline if they need to? (Apparently there was incident of management not making report on staff's behalf). (Also apparently there was a confidentiality agreement that staff were asked to sign and then the staff were told to rip up as wasn't appropriate)</p>	<p>Policy against staff in policy obtained</p> <p>2 briefing sessions w staff conducted after incident</p> <p>3 parent briefings plus emails to 600 families (to cover each site) plus sch. principals from local area.</p> <p>(60 approx attended across 3 sessions)</p> <p>100% for parents</p>	

supervisor 2 staff on premises @ all times
 "line of sight" ; toilet etc in GPS
 Numbers (30, 3m 25, 45) B/A has approved
 110 approved. av. 60

2

Not required as a new reg. service 2011

@ Carriphob.

Irene Mura

<p>o Check if Ombudsman's office been notified of matter & helpline reports placed by service/management</p> <p>Will provide Ombuds. report after charges are laid.</p>	<p>1st alleg came to YMCA (Jacqui B. & Shane Demir) → s A M Nolan FACS Helpline Report by Anne - Mary Nolan</p> <p>Need to contact Anne - Mary Nolan for Ombuds/helpline #</p>	
<p>o Check if screenings are conducted on all staff</p>	<p>No staff returned to start until WCC clear.</p>	
<p>o Ask about collection of children in buses/cars - how this is done, and any improvements planned in this area. Do parents provide written permission for children to go in <u>staff cars</u>?</p>	<p>Vehicle transport in Code of Conduct policy refers to buses; policy refers to YMCA registered vehicles. Parents authorise transport in enrolment No personal vehicles permitted</p>	<p>Michelle.06.09.12</p>
<p>o Ask about numbers of staff on at one time or driving alone with children - are they planning any improvements in this area?</p>	<p>Convey of vehicles in Vac. Care to transport chn. No individ. child to travel in a car. If car is used it holds several chn @ 1 time never 1 child alone YMCA registered vehicles only. Transport policy obtained</p>	<p>Michelle.06.09.12</p>
<p>o Ask about use of staff laptops and mobiles during work hours - how is this to be managed and checked by management</p>	<p>Parent authorise photos/videos photos stored on computer & deleted from camera camera is labelled YMCA use only photos are downloaded @ YMCA Photography policy obtained.</p>	
<p>o Ask about how services ensure appropriate supervision of children, and how premises are designed to facilitate supervision?</p>	<p>See pge 1. Policies obtained. Safe environment policy/supervision obtained</p>	

Staff performance & evaluation?

Appraisal annually incl. self appraisal
Managers do centre audit-checklist
Plan to increase service monitoring 2012

<p>o Ask about how the service would manage a situation like this in the future after a child suffers trauma – what protocols would they need to consider in their policy (eg ensure families are notified, can they offer any support etc)</p>	<p>policy outlines steps, lines of reporting in allegation. emails, update, etc. to families professional support offered & provided - families not awaited themselves as yet.</p>	
<p>o Ask about what sorts of checks they are intending the nominator supervisor to do across the different sites to assist the individual services with meeting these new legislated requirements</p>	<p>HR dept - personal files - training records YMCA mandatory training (CP) incl. "Network"</p>	

Staff induction - read policies folder Code of Conduct Must read.
Intend to "sign off" on readings, in 2012

Michelle Ayde

Communication to families
Emails - bounceback used mail out to families

Confidentiality All staff now understand the "Confidentiality" agreement
All staff co-operative with investigation. No "contamination" of information
YMCA has had "unauthorised persons" seeking information re: the incident
& all staff have been instructed NOT to talk about it.

* NIB:
IRENE MINOS & ANNE-MARY NOLAN attended the meeting
at approx 1.30pm to finalise the discussion.
A-MN will provide Belpline Report Numbers of 9 chn reported.

Michelle Ayde & Elizabeth Birch.