

Index to attachments to statement of Leisa Hart dated 21 November 2016

Attachment number	Attachment description
<i>Question 1</i>	
LJH1.	YMCA NSW CEO Information Pack
LJH2.	Curriculum vitae of Leisa Hart
<i>Question 2</i>	
LJH3.	Current Organisational Chart of YMCA NSW
LJH4.	Table 2.1
<i>Question 3</i>	
LJH5.	Table 3.1
LJH6.	A16 and A17 - Recruitment and Selection Guide 2016 (for Hiring Managers)
LJH7.	A50 - YMCA NSW Standards of Conduct
LJH8.	A52 - YMCA NSW Statement of Commitment
LJH9.	A56 - Policy Working Group Charter June 2016
LJH10.	A57 - Policy Review Cycle
LJH11.	A58 - Safe Behaviour Policies
LJH12.	A59 - Recruitment and Selection Policy and Procedure
LJH13.	A61 - NSW Working with Children Check and ACT Working with Vulnerable People Procedure and National Police History Check Procedure
LJH14.	A66 - Draft Child Protection Training Plan
LJH15.	A67 - Reporting Child Protection Concerns Policy
LJH16.	A68 - Responding to Child Protection Allegations Involving YMCA NSW Staff Procedure and Mandatory Reporting Procedure
LJH17.	A69 - Child Protection and Reportable Conduct Reporting Process for NSW and ACT and Definitions and Risk Indicators of Abuse and Neglect
LJH18.	A77 - Client Handbook – Children’s Services (April 2014 version of Parent Handbook)
LJH19.	A81 - Child Safe Posters
LJH20.	A83 - Policy Feedback Form – Clients (Parental Consultation around policies)
LJH21.	A84 - Policy Feedback Form – Staff (Staff Consultation around policies)
LJH22.	A87- Client Handbook – Children’s Services (Revised Parent Handbook and Key Information Flyer)
<i>Question 4</i>	
LJH23.	Licensing Standards 16 July 2016
LJH24.	YMCA Australia’s Safeguarding Children and Young People Policy
<i>Question 5</i>	
LJH25.	North west region organisation chart

Attachment number	Attachment description
LJH26.	South east region organisation chart
LJH27.	Letter from NSW Department of Education and Communities - dated 18 July 2014
LJH28.	YMCA NSW Royal Commission Committee Teleconference Meeting Minutes dated 2 June 2014
LJH29.	OLOF Closure Recommendation Paper attached to YMCA NSW Royal Commission Committee Teleconference Meeting Minutes dated 2 June 2014
<i>Question 6</i>	
LJH30.	Curriculum vitae of Lisa Giacomelli dated March 2016
LJH31.	Curriculum vitae of Carolynne Lepp dated April 2016- add name to file
LJH32.	Position description for Lisa Giacomelli
LJH33.	Investigation Procedure
<i>Question 9</i>	
LJH34.	CoS Child Protection Processes Audit - Findings Report
<i>Question 10</i>	
LJH35.	Internal Audit Report 2015-06
LJH36.	Final CoS Internal Audit - YMCA follow-up Report
LJH37.	Welcome to the Y Interactive 2016-04
LJH38.	Employee Induction Handbook
LJH39.	Policy Training Overview
LJH40.	Policy Training - Module 1
LJH41.	Policy Training - Module 2
LJH42.	Policy Training - Module 3
<i>Question 12- element 1</i>	
LJH43.	Governance and Management Policy
LJH44.	Records and Document Management Policy
<i>Question 12- element 2</i>	
LJH45.	Full value Contract
LJH46.	Giant swing 2016 Royal Commission document
LJH47.	Halloween Holiday Camp program 2016
LJH48.	Yarramundi Christmas Camp Enrolment Form 2016
<i>Question 12- element 3</i>	
LJH49.	Membership enrolment form

Attachment number	Attachment description
LJH50.	YMCA feedback form - general
LJH51.	Safeguarding children brochure
LJH52.	2016 YMCA menu template week 7 term 3
LJH53.	Charlestown newsletter - July
LJH54.	Definitions and Risk Indicators of Abuse and Neglect Review 2016
LJH55.	Gymnastics certificate
LJH56.	Interview Guide - Area Manager Children's Services
LJH57.	Interview Guide - Coordinator Children's Services
LJH58.	Interview Guide - Educator Children's Services
LJH59.	Mandatory Reporting Procedure Review 2016
LJH60.	Newsletter dated 26/8/16
LJH61.	Panania term 3 2016 newsletter
LJH62.	Policy feedback form - clients
LJH63.	Quality Improvement Plan YMCA Toronto OSHC
LJH64.	Reporting Child Protection Concerns Policy Review 2016
LJH65.	Responding to Child Protection Allegations Involving YMCA NSW Staff Procedure Review 2016
LJH66.	Safeguarding Children Brochures order numbers - with addresses - 2 November 2015
LJH67.	Safeguarding Children Brochures order numbers - with addresses- translation edition - 21 January 2016
LJH68.	Script- Safeguarding Children November 2015
LJH69.	Spring Vacation Care Feedback Data
LJH70.	Swim Lesson report card
LJH71.	YConnect December 2015
LJH72.	Y Manager Update 8 December 2015
LJH73.	YMCA 2016 Evaluations Chifley College
LJH74.	YMCA Excelsior Quality Improvement Plan March 2016
LJH75.	YMCA NSW Child Protection and Reportable Conduct Reporting Poster ACT Review 2016
LJH76.	YMCA NSW Child Protection and Reportable Conduct Reporting Poster NSW Review 2016
LJH77.	YMCA NSW Position Description CS Area Manager v6 2016

Attachment number	Attachment description
LJH78.	YMCA NSW Safeguarding Children, Young People and Vulnerable Adults Policy Review 2016
<i>Question 12- element 4</i>	
LJH79.	Inclusive Awareness Training
LJH80.	JP 16 training sign off (volunteers)
LJH81.	JP 2016 - Participant feedback
<i>Question 12- element 5</i>	
LJH82.	Ref Check Template - Recreation & Camping
LJH83.	Ref Check Template - Children Service
LJH84.	WWCC email to centre managers
LJH85.	WWCC email to employees
LJH86.	WWCC list 14.11.2016 redacted
<i>Question 12- element 6</i>	
LJH87.	Complaints and Feedback Policy Post PWG
LJH88.	Complaints and Feedback Procedure Post PWG
<i>Question 12- element 7</i>	
LJH89.	Induction procedure
LJH90.	Safeguarding Training Calendar (updated 10 November 2016)
<i>Question 12- element 9</i>	
LJH91.	YMCA CRO Information Pack
LJH92.	YMCA NSW Child Protection Manager PD
LJH93.	Incident Reporting and Management Policy
LJH94.	Incident Reporting and Management Procedure
LJH95.	Local IMCR Procedure
LJH96.	State IMCR Procedure
LJH97.	ELT Incident Report - May 2016
<i>Question 12- element 10</i>	
LJH98.	A message from the CEO about Safeguarding and the Australian Childhood Foundation audit
LJH99.	Email regarding Safeguarding Children Young People and Vulnerable Adults Brochures
LJH100.	Policy Implementation Plan