

Table 3.1 (Annexure A, Question 3)

Attachment reference for earlier version of policy/procedure/document (as per numbering in submission to Royal Commission dated 21 June 2016)	Policy/procedure/document name	Description of change (as between submission to Royal Commission dated 21 June 2016 and statement of Leisa Hart dated 21 November 2016)	Rationale for change (i.e. how the improvement or revision to the policy, procedure or document was aimed at increasing child safety)	Date change issued/implemented	Other comments
A16 & A17	Recruitment and Selection Guide 2016	Amendment of the Recruitment and Selection Guide to include updated information specific to the current recruitment and selection procedure.	Update on the Guide to Recruitment through a child safe lens and Guide to Making Great Hiring Decisions	1/08/2016	
A50	YMCA NSW Standards of Conduct	The Overview section was updated to include the statement "the YMCA NSW Standards of Conduct is to be read in conjunction with the Safe Behaviours policy".	Standard 2.2 of ACF accreditation requirements requested YMCA NSW to "develop practice and behaviour guidelines" for YMCA NSW staff. As YMCA NSW had already developed both a Standards of Conduct and Safe Behaviours Policy (which outlined the practice and behaviour guidelines of YMCA NSW staff), ACF requested both documents be read in conjunction with each other.	14/07/2016	
A52	YMCA NSW Statement of Commitment	The YMCA NSW Statement of Commitment was in the process of being updated throughout 2016 in line with specific ACF requirements. The June 2016 submission included a previous version of the YMCA NSW Statement of Commitment developed on 17 March 2016.	The updated YMCA NSW Statement of Commitment provides information which clearly states the organisation's commitment to child safety. The Statement defines sexual abuse, physical abuse, emotional or psychological abuse, neglect and witnessing family violence. The Statement also indicates that all YMCA NSW staff are expected to act to safeguard children and young people by: - Adopting appropriate practice and behaviour; and - Reporting any abuse by personnel within YMCA NSW or by others.	1/08/2016	
A56	Policy Working Group Charter	The "Purpose and Scope" section was amended to state that policies are implemented effectively and thoroughly across the organisation. Further, the following responsibility was added to the Policy Working Group Charter, under development and approval of the policy implementation plans - "applicable policy working group business owner has responsibility for the implementation plan development and deployment for policies and procedures allocated to their business area."	The changes to the Policy Working Group Charter were to ensure the effective implementation of policies and procedures across the organisation and clarify responsibilities. Changes were made to the Charter to reflect changes in the policy working group members due to changes in personnel.	27/06/2016	
A57	Policy Review Cycle	This is a document which is updated and which records YMCA NSW's ongoing review of its policies and procedures. The document submitted with the submission dated 21 June 2016 was current as at 17 June 2016.	This is a live document that is continually updated to reflect YMCA NSW's review cycle with respect to the development and implementation of its policies and procedures. This document was current as at 16 November 2016.	16/11/2016	
A58	Safe Behaviours Policy (previously submitted under Safe Behaviour Policies title)	The Safe Behaviours Policy was amended to include specific information requested by ACF regarding: - Overnight stays/sleeping arrangements; and - Bathroom /change room practices.	The changes to the Safe Behaviours Policy were in line with specific ACF accreditation requirements for Standard 2 -Personnel Roles and Conduct.	25/07/2016	This file contained 4 policies - Safe Behaviours Policy, Ratio Policy, Transport Policy and Photography Policy. Only the Safe Behaviours Policy was updated.

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A59	Recruitment and Selection Policy and Procedure	<p>Additional information was added regarding pre-employment screening, stating that staff are to notify their immediate supervisor within 48 hours of being convicted of a criminal offence.</p> <p>The policy was also updated in line with ACF requirements for agency staff, which required agency staff to complete the same recruitment and screening requirements as YMCA NSW staff.</p>	The changes to the Recruitment and Selection Policy were adopted to reflect specific ACF requirements.	7/09/2016	
A61	NSW Working with Children Check and ACT Working With Vulnerable People Procedure and National Police History Check Procedure	YMCA NSW reviewed these Procedures on 7 September 2016 and only updated the procedure dates (in line with the policy review).	To indicate the date of the most recent review of these procedures.	7/09/2016	
A66	Draft Safeguarding Training Calendar	This document was updated when additional training dates were released. The document is currently in draft and under review by YMCA NSW's (newly appointed) Learning and Development Manager.	To indicate the most up to date safeguarding training date information.	10/11/2016	Name of the Calendar was changed in line with ACF accreditation evidence submission and ACF terminology
A67	Reporting Child Protection Concerns Policy	<p>This policy was amended to:</p> <ul style="list-style-type: none"> - Clearly define the obligation of staff to report suspicions of harm and clarify how to make those reports; - Define which YMCA NSW staff have a legal obligation to report concerns of harm (legal mandatory reporting); and - update accountability and responsibility specific to the requirements of the policy including HR providing support to personnel who are dealing with suspected incidents of abuse and reporting requirements of specific roles. 	An annual review is conducted by YMCA NSW on all Safeguarding Policies and Procedures (which coincided with ACF accreditation for 2016). Changes were made to the policy in line with the annual review and specific ACF requirements. The changes were made in order to increase child safety by clarifying essential reporting information.	22/08/2016	
A68	Responding to Child Protection Allegations Involving YMCA NSW Staff Procedure and Mandatory Reporting Procedure	<p>The Responding to Child Protection Allegations Involving YMCA NSW Staff Procedure was amended to remove information specific to the investigation process when responding to Child Protection allegations, as this information was moved to YMCA NSW's Investigation Procedure. Minor wording changes were updated to ensure the document read correctly.</p> <p>The Mandatory Reporting Procedure was amended to:</p> <ul style="list-style-type: none"> - Clearly define the obligation of staff to report suspicions of harm and clarify how to make those reports; and - reflect the new name for the ACT Child Protection Agency, which was changed from "Care and Protection Services" to "Child and Youth Protections Services". 	<p>Responding to Child Protection Allegations Involving YMCA NSW Staff Procedure - investigation process Information was removed from the Responding to Child Protection Allegations involving YMCA NSW staff procedure and updated in the YMCA NSW's Investigation Procedure, in the interests of keeping all relevant investigation information in the same procedure document.</p> <p>Mandatory Reporting Procedure - an annual review is conducted by YMCA NSW on all Safeguarding Policies and Procedures (which coincided with ACF accreditation for 2016). Changes were made to the policy in line with the annual review, specific ACF requirements and ACT government changes. Further, changes were made in order to increase child safety by clarifying essential reporting information.</p>	<p>Responding to Child Protection Allegations involving YMCA NSW Staff Procedure - 22/08/2016</p> <p>Mandatory Reporting Procedure - 2/09/2016</p>	
A69	Child Protection and Reportable Conduct Reporting Process for NSW and ACT and Definitions and Risk Indicators of Abuse and Neglect	<p>The Reporting Process flowchart was amended to include that staff must notify a manager prior to making a mandatory report. This amendment was made in the Mandatory Reporting Procedure.</p> <p>The ACT Reporting Process flowchart was updated to reflect changes to the Child Protection Agency name (as described for A68 above).</p>	An annual review is conducted by YMCA NSW on all Safeguarding Policies and Procedures (which coincided with ACF accreditation for 2016). Changes were made to the policy in line with the annual review, specific ACF requirements and ACT government changes. The Reporting Process flowchart was amended to facilitate internal awareness and follow up of situations requiring mandatory reporting.	2/09/2016	

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A77	Client Handbook Childrens Services 2016. The April 2014 version of Parent Handbook has been replaced by the Client Handbook Childrens Services 2016.	An organisational wide client handbook was developed for YMCA NSW.	An organisation wide client handbook was developed for YMCA NSW to provide clients with information about the organisation's key programs and practices, including child safety practices.	Mid August 2016	5 separate handbooks were then developed with key information from the different business functions including - Recreation, Camping, Childrens Services, Youth Parliament and Cooma Hub.
A81	Child Safe Posters	<p>An additional two child safe posters have been developed and added to the YMCA NSW's of child safe posters.</p> <p>The first poster, "How Can You Keep Your YMCA Safe", communicates YMCA's new Statement of Commitment to Safeguarding to Clients and Staff and informs readers how to lodge concerns of abuse.</p> <p>The second poster, "Practice and Behaviour Guidelines for Children and Young People", sets out YMCA NSW's behavioural expectations of children, young people and staff throughout its organisation. The poster provides a child friendly version of YMCA NSW's Statement of Commitment.</p>	The posters were created in order to communicate critical child safety information in an easily digestible format, which can be displayed to promote child safety awareness at YMCA NSW sites.	Mid August 2016	
A83	Policy Feedback form clients	YMCA NSW updated its Policy Feedback form used to gather feedback about relevant policy and procedure when reviewed by clients. The form was updated to reflect cross organisational feedback requirements.	The form was updated in order to ensure a consistent approach to gathering feedback on organisational policy and procedure, in the interests of promoting best practice child safety policies and procedures.	Mid June 2016	
A84	Policy Feedback form staff	YMCA NSW updated its Policy Feedback form used to gather feedback about relevant policy and procedure when reviewed by staff. The form was updated to reflect cross organisational feedback requirements.	The form was updated in order to ensure a consistent approach to gathering feedback on organisational policy and procedure, in the interests of promoting best practice child safety policies and procedures.	Mid June 2016	
A87	Client Handbook Childrens Services 2016. The April 2014 version of Parent Handbook has been replaced by the Client Handbook Childrens Services 2016.	An organisational wide client handbook was developed for YMCA NSW.	An organisation wide client handbook was developed for YMCA NSW to provide clients with information about the organisation's key programs and practices, including child safety practices.	Mid August 2016	5 separate handbooks were then developed with key information from the different business functions including - Recreation, Camping, Childrens Services, Youth Parliament and Cooma Hub.