



Policy Training eLearning Modules

This online training is designed for all team members working at Cook+ Phillip Park Aquatic and Fitness Centre and Ian Thorpe Aquatic Centre.

There are three modules in the training with a total of one hour to complete all three. The expected outcome for learners is to build their capacity to manage situations they come across in their day-to-day roles.

Learners will realise their responsibilities, be capable to do so and be accountable for their implementation. This knowledge will ensure they adhere to YMCA NSW policies and procedures.

The policies and procedures in this training are:

Module 1

- YMCA NSW Code of Conduct Policy

Module 2

- YMCA NSW Safeguarding Children, Young People and Vulnerable Adults Policy
- Reporting Child Protection Concerns Policy
- Mandatory Reporting Procedure
- Allegations against employees

Module 1: Code of Conduct

This module outlines each element of the YMCA NSW Code of Conduct through the induction of new recruit Smithy. In conversations between Smithy and her manager, each topic is discussed with additional points highlighted throughout the module.

Learners will acquire an understanding of the purpose of the Code of Conduct and the importance of compliance. They will be lead through each section by Smithy's questions and answers to her manager.

The Key Point document will be accessible for reference purposes. Learners will be required to complete the online assessment, which will reflect their comprehension and knowledge of the modules contents.

Module 2: Safeguarding Children, Young People and Vulnerable Adults

The topic of this module was introduced in the Code of Conduct, it is expanded in other policies and procedures covered in this module.

Learners will be made aware of the importance for all team members to be committed in acting in the best interests of all clients. They will need to take reasonable steps to ensure clients' safety, welfare and wellbeing.

Keeping clients safe includes being able to recognise indicators of all forms of abuse. At the completion of this module, learners will know what to look for and

Module 3

- Dealing with Medical Conditions Policy
- Administration of Medication Policy
- Allergies and Anaphylaxis Procedure
- Asthma Procedure
- Diabetes Procedure
- Epilepsy Procedure

what to do if they suspect a case of mistreatment of a child, young person or vulnerable adult. This includes how to report these, both within the YMCA and also to external agencies.

Module 3: Policies and Procedures for Medical Conditions and Medication

Many clients suffer from medical conditions that require monitoring and/or management. This module contains information on several common medical conditions – asthma, allergies and anaphylaxis, diabetes and epilepsy. Each condition's symptoms are indicated along with the procedure in their management.

As the administration of medication may be necessary while a client is participating, either as an emergency measure or for day-to-day conditions, the procedure is detailed, showing the importance of accuracy and attention to detail.

Documentation and reporting requirements are also covered in this module.

