

YMCA NSW**YMCA NSW Safeguarding Children, Young People and Vulnerable Adults Policy****1. Document control**

Overview	The YMCA NSW Safeguarding Children, Young People and Vulnerable Adults Policy puts into practice the YMCA Australia Safeguarding Children and Young People Policy.
Objective	To provide operational guidance on the implementation of the YMCA Australia Safeguarding Children and Young People Policy, to ensure YMCA NSW creates and maintains an environment where all children, young people and vulnerable adults are protected from any form of abuse or harm, and are provided with an environment that promotes a culture that is safe.
Scope	All YMCA NSW staff and volunteers including Board Directors, student placements, any consultants or contractors engaged by YMCA NSW and clients of YMCA NSW.
Policy owner	Chief Risk Officer
Policy approver	Chief Executive Officer
Effective date	
Review date	
Related policy	Reporting Child Protection Concerns Policy Mandatory Reporting Procedure Responding to Child Protection allegations involving YMCA staff procedure

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Term	Definition
Child or Young Person	Refers to a person under the age of eighteen years
Vulnerable Adult	An adult, aged 18 or over: <ul style="list-style-type: none"> • who is, or may be, in need of community services due to age, illness or a mental, intellectual or physical disability. • who is, or may be, unable to take care of himself/herself, or unable to protect himself/herself against significant harm or exploitation.
Staff	Any person YMCA NSW employs, or engages – including paid employees, volunteers, Board Directors, contractors, consultants and student placements.
Employee	Paid employees of YMCA NSW.
Volunteer	Unpaid volunteers, student placements and Board Directors.
Client	Any user of YMCA NSW services – children's services, recreation services, camping services and community programs including children, young people, vulnerable adults, parents/guardians and facility users.
Parent/guardian	Parent – a person's mother or father Guardian – a person who is entrusted by law with the care of the person or property, or both, of another, as a minor or someone legally incapable of managing his or her own affairs.
Extended Guardianship	Extended guardianship acknowledges that children, young people and vulnerable adults rely on all adults to create a safe environment and act in an informed and committed way to protect them. YMCA staff will act as extended guardians of children, young people and vulnerable adults who take part in any YMCA NSW service or activity.
Safe Culture	The ongoing provision of organisational beliefs and processes that support YMCA NSW as a workplace and community facility where all people are able to engage freely without the threat or potential threat of any harm.
Safeguarding	Refers to the individual and collective conscious efforts and commitment by all staff of YMCA NSW, to be aware of and adhere to their responsibilities as defined by organisational policies, procedures, Standards of Conduct and relevant laws. Staff are expected to take all possible actions to prevent risks of harm to anyone in receipt of YMCA NSW services who are in one of the following categories: <ol style="list-style-type: none"> I. A child or young person or group of people who are under 18 years of age II. A vulnerable adult

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3. Policy statement

YMCA NSW, including its Board of Directors, commits to creating and maintaining an environment that ensures all people involved in YMCA NSW activities, programs or services act in the best interests of children, young people and vulnerable adults, and take all reasonable steps to ensure their safety, welfare and wellbeing.

The YMCA NSW Safeguarding Children, Young People and Vulnerable Adults Policy endorses the Policy commitments as outlined in the YMCA Australia Safeguarding Children and Young People Policy:

- Our commitment to children and young people
- Our commitment to parents and carers
- Our commitment to YMCA people
- Our commitment to ensuring a child safe organisation.

4. What YMCA will do to promote this policy

YMCA NSW is committed to the safeguarding of children, young people and vulnerable adults and will embed all relevant aspects of this policy and related policies and procedures into all of the organisation's operations, and ensure compliance with relevant legislation. YMCA NSW empowers and expects all staff, Board Directors, consultants and contractors to create and maintain a safe culture for children, young people and vulnerable adults.

All YMCA NSW staff will show extended guardianship to children, young people and vulnerable adults and take all reasonable steps to protect them from risk of harm.

5. Policy Requirements

There is a requirement for all YMCA NSW employees, volunteers (including its Board of Directors), student placements, consultants and contractors, affiliated associations, clients, parents, guardians, families and others associated with the YMCA NSW to understand the important responsibility they have to:

- Protect children, young people and vulnerable adults from all forms of abuse, bullying and exploitation by our people;
- Be alert to incidents of child abuse and neglect occurring outside the scope of our operations and services that may have an impact on the children, young people and vulnerable adults to whom we provide a service; and
- Create and maintain a child-safe culture that is understood, endorsed and put into action by all the individuals who work for, volunteer or access our programs and services.

5.1 Recruitment and pre-employment screening

YMCA NSW has recruitment and screening practices to support Safeguarding Children, Young People and Vulnerable Adults Policy for all appointments. As such, all recruitment must adhere to:

- Recruitment and Selection Policy
- Recruitment and Selection Procedure

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- NSW Working with Children Check and ACT Working with Vulnerable People Procedure
- National Police History Check Procedure
- YMCA NSW Guide to Recruitment through a Child Safe Lens

5.2 Training and Induction

Prior to commencement of employment all YMCA NSW staff must complete the *Australian Childhood Foundation (ACF) Safeguarding Children and Young People* online training. Upon commencement of employment all staff must participate in the YMCA NSW Induction Program.

Further Child Protection training will be provided to relevant staff through online learning and internal and external facilitated sessions as per the Essential Qualification Policy Matrices.

5.3 Reporting allegations of child abuse

YMCA NSW staff must report all suspected child abuse and allegations, as per the reporting guidelines outlined in related procedures and relevant legislation. All reports and allegations will be managed in line with:

- Reporting Child Protection Concerns Policy
- Mandatory Reporting Procedure
- Responding to Child Protection Allegations Involving YMCA NSW Staff Procedure
- Whistle Blower Policy and Procedure
- Complaints and Feedback Policy
- Legislative requirements and mandatory reporting obligations.

5.4 Reporting allegations of abuse and neglect of vulnerable adults

YMCA NSW staff must report all suspected abuse and neglect of vulnerable adults, as per the reporting guidelines outlined in related procedures and relevant legislation. All reports and allegations will be managed in line with:

- Abuse and Neglect of Adults Policy
- Abuse and Neglect of Adults Procedure
- Whistle Blower Policy and Procedure
- Complaints and Feedback Policy
- Legislative requirements and mandatory reporting obligations.

5.5 Supporting a safe culture

YMCA NSW is committed to creating and supporting a safe culture in line with the *YMCA Australia Safeguarding Children and Young People Policy* and will ensure adequate resources are allocated to enhancing the YMCA NSW approach to safeguarding children, young people and vulnerable adults. Specific departments and roles will be allocated accountability for ensuring the policies and procedures are successfully implemented, that YMCA NSW staff understand and comply with their responsibilities, and that YMCA NSW has a safe culture.

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5.6 Australian Childhood Foundation (ACF) Safeguarding Children Accreditation

YMCA NSW is currently preparing to be accredited under the ACF Safeguarding Children Program. The Safeguarding Children Program is a voluntary accreditation scheme for organisations who have a duty of care to children and young people whilst delivering a service or activity to them and/or their families. The Safeguarding Children Program demonstrates YMCA NSW's commitment to best practice and quality improvement in relation to the protection of children and young people.

5.7 Providing information and resources

YMCA NSW will ensure clients including parents/guardians, children, young people and vulnerable adults can access appropriate information, resources and educational initiatives in relation to their safety in the community. Information will be provided on the YMCA NSW website and at services.

6. Implications

- **YMCA NSW** - Failing to report an instance, allegation, disclosure or concern relating to abuse or neglect of a child, young person or vulnerable adult is viewed as serious misconduct and may lead to disciplinary action, up to and including formal warning, demotion or termination of employment or cessation of volunteer relationship.
- **NSW Ombudsman** - It is an offence to without lawful excuse, refuse or wilfully fail to comply with any lawful requirement of the Ombudsman.
- **Department of Education** – Children's Services - Failing to report an instance, allegation, disclosure or concern relating to abuse or neglect of a child, young person is an offence under the Children (Education and Care Services National Law Application) Act 2010 Section 167 Offence relating to protection of children from harm and hazards.

7. Accountability and responsibility

Role	Responsibility
YMCA NSW Board	<ul style="list-style-type: none"> • Ensure appropriate policies and procedures are in place to minimise, if not eliminate, the risk of abuse and to appropriately respond to any allegations • Actively promote safeguarding children, young people and vulnerable adults and promptly respond to any advice received from the CEO or other sources concerning significant changes to relevant legislation, policy and regulations • In conjunction with the CEO ensure, the Safeguarding Children, Young People and Vulnerable Adults Policy is reviewed in consultation with all relevant stakeholders annually

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Chief Executive Officer	<ul style="list-style-type: none"> Accountable to the Board of Directors for ensuring the Safeguarding Children, Young People and Vulnerable Adults Policy, and any related policies, as well as any decisions the Board take in relation to safeguarding, are implemented, monitored, reported on and evaluated in a timely and diligent fashion Actively promote safeguarding children, young people and vulnerable adults and is accountable for ensuring all YMCA NSW staff carry out their work in accordance with the Safeguarding Children, Young People and Vulnerable Adults Policy and YMCA NSW Standards of Conduct Ensure all YMCA NSW staff understand their obligations in accordance with the Safeguarding Children, Young People and Vulnerable Adults Policy Ensure the YMCA NSW culture supports a transparent, continually improving environment in which all YMCA Staff show extended guardianship to children, young people and vulnerable adults.
Executive Leadership Team	<ul style="list-style-type: none"> Ensure management understand their obligations in accordance with the Safeguarding Children, Young People and Vulnerable Adults Policy and procedure Ensure all YMCA NSW staff have received relevant safeguarding induction and training Ensure the workplace culture supports a transparent, continually improving environment in which all YMCA Staff show extended guardianship to children, young people and vulnerable adults Ensure access to appropriate training and development is made available to all staff. Providing staff with the appropriate level of qualified counselling or support for those who experience distress in dealing with suspected incidents of abuse.
Human Resources	<ul style="list-style-type: none"> Ensure access to this policy for all YMCA NSW staff and clients Ensure access to appropriate training and development is made available to all staff. Providing staff with the appropriate level of qualified counselling or support for those who experience distress in dealing with suspected incidents of abuse. Provide advice and support to staff in relation to this policy
Managers and Supervisors	<ul style="list-style-type: none"> Ensure the Safeguarding Children, Young People and Vulnerable Adults Policy and Procedure, and other obligations under this policy, are implemented in their workplace Ensure all YMCA NSW staff understand and can access the policy and related policies and procedures, and comply with them at all times.
Staff Members	<ul style="list-style-type: none"> Participate in YMCA NSW Induction Programs on commencement of employment Take all reasonable steps to protect and safeguard children, young people and vulnerable adults from any form of abuse.

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	<ul style="list-style-type: none"> Participate in approved ongoing training and education programs Review, understand and adhere to the Safeguarding Children, Young People and Vulnerable Adults Policy and related procedures Immediately report an instance, allegation, disclosure or concern relating to abuse or neglect of a child, young person or vulnerable adult to external authorities and YMCA management, as per the reporting obligations Comply with all other procedures relating to children, young people and vulnerable adult safety.
Agency Staff/Student Placements/Contractors/Consultants and other involved persons	<ul style="list-style-type: none"> Complete a <i>YMCA Site Specific Induction for Agency Staff</i> or <i>YMCA Site Specific Induction for Contractors</i> which outlines responsibilities regarding the Safeguarding Children, Young People and Vulnerable Adults Policy. Immediately report an instance, allegation, disclosure or concern relating to abuse or neglect of a child, young person or vulnerable adult to external authorities and YMCA management, as per the reporting obligations Comply with all other procedures relating to children, young people and vulnerable adult safety.
Children, young people, vulnerable adults, parents/guardians and clients.	<ul style="list-style-type: none"> Adhere to the policies and procedures of YMCA NSW Be aware of and understand YMCA NSW's commitment to safeguarding Immediately report any suspected abuse YMCA NSW management.

8. Interactions with related documents

Related policies	Link to the policy
YMCA Australia Safeguarding Children and Young People Policy	
YMCA NSW Standards of Conduct	
Reporting Child Protection Concerns Policy	
Safe Behaviours Policy	
Disability Support Services Abuse and Neglect Policy	
Whistle Blower Policy	
Recruitment and Selection Policy	

Other related documentation	Link to documentation
Definitions and Risk Indicators of Abuse and Neglect	
Roles of Agency in regards to Child Protection	
Grooming Fact Sheet	

Related legislation

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Children and Young Persons (Care and Protection) Act 1998 (NSW)	Children and Young Persons (Care and Protection) Amendment Bill 2009 (NSW)
Children and Young People Act 2008 (ACT)	Child Protection (Working with Children) Act 2012
The Ombudsman Act 1974 (NSW)	Child Protection (Working with Children) Regulation 2013
Working with Vulnerable People (Background Checking) Act 2011 (ACT)	Child Wellbeing & Child Protection – NSW Interagency Guidelines
Children (Education and Care Services National Law Application) Act 2010 No 104	Education and Care Services National Regulations 2011
Disability Inclusion Act 2014 No 41	NSW Disability Services Standards
United Nations Convention on the Rights of the Child	United Nations Convention on the Rights of Persons with Disabilities

9. Monitoring, Evaluation and Review

The YMCA NSW Safeguarding Children, Young People and Vulnerable Adults Policy will be reviewed annually by and in consultation with YMCA NSW Board Directors, Executive Leadership Team and other stakeholders including children, young people, vulnerable adults, clients and staff.

10. Endorsement

I endorse the Safeguarding Children, Young People and Vulnerable Adults Policy:

Name	Role
Signature	Date

The YMCA NSW Safeguarding Children Young People and Vulnerable Adults Policy and related policies and procedures is approved and endorsed by the YMCA NSW Board Directors.

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