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- c. **Training of carers and staff in identifying signs of sexual abuse in children, encouraging disclosures and responding to those disclosures.**

Youth Care Policies & Procedures Manual Section 10.3: Page 571-574 [Attachment 9]

10.3 TRAINING AND DEVELOPMENT

Youth Care UPA Policy No: 10.3

To ensure that staff maintains the skills and knowledge required for the services they deliver and to promote effective work practices.

Policy Overview

All staff will receive training appropriate to their position subject to availability, budgetary and time constraints. By providing opportunities for staff development and encouraging staff to expand their knowledge and skills, Youth Care UPA believes that the improved abilities of all staff members will be reflected in continuing improvements to services.

Training and professional development activities will align with organisational objectives, operational and strategic plans. Training will be provided by people with the necessary skills and/or formal qualifications. Staff will be informed of study leave entitlements and organisation support of tertiary study.

Staff development, education and training are tied into the performance appraisal and staff supervision process. Provision of this training will include the following elements:

Annual Training – Mandatory and Regulatory Requirements

Youth Care UPA will endeavour to provide the following training on an annual basis:

- Response Ability Pathways (RAP)
- Cultural Awareness – Aboriginal & Torres Strait Islander & Culturally and Linguistically Diverse Behaviour Management Skills and Strategies
- Behaviour Management
- Staff's role in implementing Behaviour Management & Care Plans – In house
- Record keeping/Document Standards and recording significant events – In house
- Specialist Foster Carers:
- Child development and age appropriate care
- Safety, welfare and wellbeing of children and young people
- Connectedness with families
- Working in partnership with other professionals
- Roles and responsibilities of the organisation and carer under the Act, the Regulation and the NSW Out-of-Home Care standards.

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- Religion and Spiritual Identity
- Aboriginal & Torres Strait Islander & Culturally and Linguistically Diverse/identity (preferably provided by an Aboriginal and Torres Strait Islander accredited trainers and/or consultation with Elders or community members)
- Special Needs

**much of the above is covered in the foster care training processes prior to placements.*

- Identifying and Responding to Risk of Harm –
- Mental Health – i.e. Suicidal or Self destructive behaviours
- Identifying signs of sexual abuse and providing support following disclosures
- Training which covers emotional, social and cultural needs – these issues are largely covered with our Mental Health First Aid/ECAV/PART and Aboriginal and Torres Strait Islander /Culturally and Linguistically Diverse training.
- Responding to disclosures of abuse
- Children and Young Persons(Care and Protection) Act 1998 - Child Protection/Reportable Conduct etc. – through the Office of the Ombudsman
- WH&S
- Responding to Aggressive and threatening behaviour – generally comprehensively covered in PART.
- Hygiene and Infection Control
- Risk Management - Training relevant to the position held by Management Committee members.
- Disclosure of Placement Information

Basic Training Requirements

Training needs of staff are to be discussed with the Youth Care UPA Program Manager at annual staff performance appraisals, and at monthly supervision sessions with the Team Leader. It is the responsibility of Team Leader and Program Manager to ensure that basic training needs of staff are met. This will be through a variety of measures including: provision of a staff orientation kit and/or procedures manual; referral to an external training course; provision of 'in-house' training sessions or on the job traineeships and training.

Content of Basic Training

Basic training for staff will ensure that:

- all new staff have induction training through an orientation session and are issued with the staff orientation kit;
- staff receive training on Work Health & Safety issues and in the use of equipment;
- staff receive training regarding the legal responsibilities associated with their work and in relation to duty of care issues;
- staff receive training related to the needs of the client group;

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- staff receive on-going training on the content and use of the Policy and Procedure Manual.

Specialist Aboriginal And Torres Strait Islander & Culturally And Linguistically Diverse Training

Staff and carers will receive specialist training to support the placements of children and young people who are descendants of Aboriginal and Torres Strait Islander or Culturally and Linguistically Diverse backgrounds.

Approved training programs will support a heightened awareness of culture and promote the implementation of informed practices.

Staff Development

Youth Care UPA will support all staff members in staff development, education and training activities that are relevant to and will benefit the organisation.

Support may include:

- staff seminars and conferences run by Youth Care UPA or other agencies but must remain within the training budget of the individual projects;
- purchasing resources such as videos and research literature.

Attendance at External Courses

Information in regards to training courses is available through Centre for Community Welfare Training (CCWT)/Community Services/Health. Authorised carers will be offered courses and will be kept informed of courses which are available currently and in the future.

Promotional material, which relates to conferences and seminars etc, will be displayed in areas where all staff have access.

Procedures apply where a course is identified as being appropriate or necessary to the development of the employee's skills and meets the criteria of the employee's training allocation time.

Where a staff member requests permission to attend a training course that is outside the guidelines in this section and because of special circumstances their application is approved, no entitlement to 'time in lieu' will be recognised nor will costs be paid. Where the Committee requires staff to attend a training course, time in lieu for a normal day's hours will apply and costs will be paid in accordance with the schedule for each appropriate Award.