

YMCA

Royal Commission Response 2013 – Supplementary Information
Schedule 4

**NEW SOUTH WALES**

Royal Commissions Act 1923

**ROYAL COMMISSION OF INQUIRY INTO INSTITUTIONAL RESPONSES TO CHILD SEXUAL ABUSE
SUMMONS TO ATTEND THE ROYAL COMMISSION**

YMCA NSW RESPONSE

3rd October 2013

SUPPLEMENTARY INFORMATION – SCHEDULE 4

1. The YMCA NSW has enclosed the below listed employee records which includes their entire personnel files. In addition to the employee records, we have also enclosed documents and information in relation to their recruitment, management and training during their employment with the YMCA NSW. The employees listed have records of management in the format of the YMCA NSW Performance Development Review (PDR process) which occurs formally on an annual basis and informal management documents have been enclosed under the Additional Information sub heading. Compliance training or minimum qualifications records are also kept in personnel files; below in the Additional Information section we have enclosed more evidence of program specific training.
 - A. Jacqui Barnat
 - B. Sheree Ockwell
 - C. Carine Elizabeth Beer
 - D. Michelle Bates
 - E. Chloe Grace Starr
 - F. Erin Elizabeth Turner
 - G. Alicia Dellaca
 - H. Shannon Elizabeth Noble
 - I. Jonathan Luke Lord

(All documents in relation to this are enclosed under tab 1)

Additional Information

1. Induction booklets:
 - a) The YMCA NSW has enclosed 3 different versions of staff handbooks; 2 are vacation care specific and 1 is for Before and After School Care (BASC). These are position and program specific Induction handbooks provided to employees upon commencement of employment in addition to any other Induction processes and the YMCA NSW organisational Induction. Any updated versions of these handbooks are reissued to employees at the time they are implemented.

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- a) The YMCA NSW has enclosed records of further supervision and management that occurred between 2006 to date with documents demonstrating the regular management, supervision and communication with employees. The documents enclosed are records of "pit stops" or site visits, coordinator reports (site specific), and records of memo's, meetings, minutes and agendas have all been included in chronological order.

3. Manager Reports:

- a) The YMCA NSW expects managers complete monthly reporting for both their region and site specific services. Over the course of time the system, process and format for these has changed. Enclosed are historical records of such reports to provide further example of this process.

4. Training Evidence:

- a) The YMCA NSW has provided a chronological list of key Children's Services Training conducted from 2008 – 2013 in the table below. Attached as supporting documents is also the content for the listed sessions.
- b) The YMCA NSW has listed those Caringbah Children's Services employees who attended these sessions.
- c) The YMCA NSW has enclosed the organisations Training Calendars from 2009-2013
- d) The YMCA NSW has provided a payroll report that displays Caringbah Children's Services employees who have attended training.
- e) The YMCA NSW has provided training attendance records from our training department and more recently a report from our Intranet Training Registration page that lists:
- Name of attendee
 - Name of course/training event
 - Name of the centre the employee works at
- f) In April 2013 the YMCA NSW added a mandatory training module for all employees to its suite of compliance training. The national accreditation model of the Safeguarding Children program has been developed by the Australian Childhood Foundation. It supports the YMCA commitment and capability to deliver on its promise to "Protect Children and Young People from harm and to ensure that any incidents of suspected child abuse are promptly and appropriately dealt with." An online training module has been developed by the Australian Childhood Foundation (ACF) to ensure everyone who works at the Y has the capacity to deal with child abuse or suspected child abuse incidents promptly and appropriately. The online tutorial/training takes approximately 2 hours to complete. On completion of the training, employees print a certificate which is measured for compliance in the YMCA NSW training department. Since April 2013 the YMCA NSW has been phasing all current employees to complete this course and gain certification of completion. To date from approximately 2500 employees, 1386 employees have completed this course and 100 have commenced it. This is a mandatory process for all new employees to complete within their first 3 months of employment.

In addition to this recorded training, the YMCA NSW regularly conducts informal training on a weekly, fortnightly and monthly basis.

Year	Training Event	Attendees (from Caringbah Children's Services)
January 2008	Team Effectiveness	
January 2009	Child Protection / Resilience in childhood	
June 2009	A Day Around the World	Jacqui Barnat Danielle Ockwell Sheree Ockwell



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July 2009	Management of the student with Type 1 Diabetes	
January 2010	Famous and Fabulous – effective programming and evaluating	Sheree Ockwell Jacqui Barnat
June 2010	Too cool for Skool – 9+ Programming	
January 2011	Resourcing the Future – Managing Challenging Behaviour	
April 2011	Coordinator Training Day (What is the content of this training?)	
May 2011	Through the eyes of children Network Conference (Managers/Children's Services Coordinators)	
June 2011	Staff make the difference	
July 2011	Coordinators Training Day – Duty of Care / Staff Code of Conduct	
January 2012	Introduction to NQF	Danielle Ockwell Jacqui Barnat Alicia Delleca Chloe Starr Michelle Bates Shannon Noble Sheree Ockwell Carine Beer
April 2012	Identify and Respond to Children at Risk of Harm (Child Protection) – ECTARC	Sheree Ockwell Jacqui Barnat Alicia Delleca Chloe Starr Carine Beer
June 2012	An Educators Guide to NQF	Danielle Ockwell Michelle Bates Jacqui Barnat Carine Beer Sheree Ockwell
July 2012	NQF – Programming and Quality Improvement Plans (Coordinators)	Sheree Ockwell Jacqui Barnat Chloe Starr Carine Beer
December 2012	NQF Programming and Quality Improvement Plans (Educators)	Alicia Delleca Danielle Ockwell Jacqui Barnat
Jan 2013	Educators Conference	Alicia Delleca Danielle Ockwell Chloe Starr Jacqui Barnat

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		Carine Beer Shannon Noble Sheree Ockwell
April 2013	Safeguarding Children's Conference (Coordinators Conference) Child Protection – Safeguarding Children	Danielle Ockwell Chloe Star Jacqui Barnat Sheree Ockwell Carine Beer
June 2013	Behaviour Management / Environmental Sustainability	Danielle Ockwell
July 2013	Assessments and Ratings Visits within the OSHC Environment	

We hope this supplementary information meets your investigative needs.

Please do not hesitate to contact me personally if further clarification is required.

Yours sincerely

Phillip Hare
Chief Executive Officer
YMCA NSW