 <p><b>YMCA</b> We build strong <b>PEOPLE</b> strong <b>FAMILIES</b> strong <b>COMMUNITIES</b></p>	<b>Management Area:</b> CHILDREN'S SERVICES	<b>Pages:</b> [05] <b>Version No:</b> [04] <b>Date:</b> [12/07/2011] <b>Signed:</b> <i>[Signature]</i>
	<b>Sub section (if applicable):</b>	
<b>Policy Title: CHILDSAFE CODE OF CONDUCT</b>		<b>Author: CHILDCARE TASKFORCE</b>

## 1. Scope

- 1.1. Staff, management, families and children.

## 2. Policy Statement

The YMCA is committed to the safety and well being of all children and young people accessing our services. We support the rights of all children and will strive to deliver a child safe environment at all times. We also support the rights and well being of our staff and volunteers and encourage their active participation in building and maintaining a secure environment for children.

This Childsafe Code of Conduct clarifies the standards of behaviour that are expected of staff working for the YMCA in the performance of their duties. It gives guidance in areas where staff need to make professional and ethical decisions. It is a requirement for all Staff and Volunteers of the YMCA to observe fully the following Code of Conduct.

## 3. Related Policies and Procedures/Guidance Notes


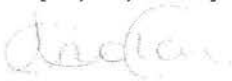
- 3.1. Duty of Care Policy
- 3.2. Positive Guidance of Children's Behaviour
- 3.3. Staff Unsatisfactory Performance Policy
- 3.4. Staff Workplace Practises Policy
- 3.5. Staff Workplace Relations Policy
- 3.6. Working with Children Check.

## 4. Responsibilities and Delegations

- 4.1. The Childcare Taskforce is responsible for the review of this policy.
- 4.2. The Childcare staff & management are responsible for the implementation of this policy.
- 4.3. The families and children are responsible for the support of this policy.

## 5. Considerations

- 5.1. Q and A Principles (Future NQS Requirements)
- 5.2. National Standards (Regulation)
- 5.3. Children's and Young Persons Act
- 5.4. United Nations Convention on the Rights of the Child.
- 5.5. Family and Community Services Keep them Safe Legislation.
- 5.6. Working with Children Check.

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## 6. Records Maintenance

This policy is to be reviewed biannually or as required based on operational or legislative change

### PROCEDURES

#### DO:


- Staff recruitment processes will include a clearly defined selection criteria, panel interviews, reference checks and Working with Children Checks on any employee in a position which provides direct care to children. Positions Descriptions will reflect current industry standard for each position within the YMCA, these will be signed off by all new employees.
- Working with Children Checks will be completed on internal staff each time they are promoted to a new position.
- Read, understand and comply with all organisational policy and guidelines in particular those regarding the safety of children and creating a safe environment.
- Will inform participants and their families of our complaints procedures and ensure that all documentation is readily available for use.
- When in the centre or on excursion conduct yourself in a manner consistent with your position as a positive role model to children, and as a representative of the YMCA of Sydney.
- Work in a cooperative and positive manner.
- Respect the confidential nature of information gained, or observed, whilst participating in the program, in relation to other children and adults.
- Seek to reduce risk of harm to all participants including other YMCA staff. Regularly practice evacuation and lockdown procedures with children.
- As a condition of employment staff will participate in both internal and external professional development as an ongoing process. Training must cover areas inclusive of Child Protection and First Aid.
- Promote participations and access of all children.
- Be sure to assist children and be respectful of their individual needs. Put programs / activities in place which are suitable to meeting any identified needs.
- Act as an advocate for children with additional needs that are enrolled in our programs. Ensure that they are welcomed freely to participate in planned activities and assisted in a manner that does not detract from their dignity.

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- Work cooperatively with families of children with additional needs to develop individual plans so that personal care needs can be met in an appropriate manner. Where personal care needs are of a more personal nature, another staff member should be present where possible.
- Provide safe and appropriate first aid to children when required. This will be done in view of other staff members. When providing first aid on a more personal area of a child's body ensure that another staff member is present. If this injury is not deemed to be an emergency than parent permission should be attained prior to first aid being performed.
- Always act in the best interest of children, their families and any other participants within the Children's Services Programs.
- Treat all young people with respect and take notice of their reactions to your tone of voice and manner.
- At all times use courteous and acceptable verbal and non verbal language. Refrain from the use of profane, insulting, harassing, aggressive or otherwise offensive language.
- Respect and value the rights, religious beliefs and practices of individuals. Refrain from actions and behaviour that constitute harassment or discrimination.
- Raise all concerns, issues or problems with your program Coordinator as soon as possible.
- Ensure all allegations or suspicions of abuse are reported immediately to your superior and record the relevant details in writing. Follow this up with the correct external reporting methods in a timely manner.
- Ensure that staff and volunteers providing direct care for children are identified by a name tag and uniform that is familiar to the children with whom they work. Children will be instructed to avoid any person not so identified.
- Follow all other procedures relating to children's safety as stipulated in YMCA of Sydney's policies and procedures.
- Encourage family members to participate within programs and have regular opportunities to have input into the services policy and procedures.

**DO NOT:**


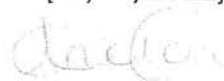
- Engage in rough physical games without written consent from legal guardians and the verbal consent individual child. At any time consent from both parties can be withdrawn, staff must abide by this.
- Hold, kiss, cuddle or touch children in an inappropriate and/or culturally or insensitive way. Children sitting on a staff members laps is considered inappropriate. Children

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needing a cuddle should be "side cuddled" (adult to only allow child to cuddle the side of their body).

Note: Children with additional need may require physical contact in order to cater to their personal care needs. Staff should always ensure that another adult is present & that parents have consented to the specific care required.

- Share work related information pertaining to a child and or their family or centre specific information outside of work or on social networking sites.
- Discuss your personal life with children or families.
- Be involved with children and their families outside of the work environment i.e. babysitting or having them as friends on social network sites.
- Where a position is available or child's specific individual needs can be catered for staff must not act in a manner that inhibits children or their families enrolling into YMCA Children's Services Programs.
- Discriminate against a child or family due to their beliefs or practices.
- Involve children in activities where there is a high risk of harm that cannot be minimised to an acceptable level.
- With hold important information from colleagues that is deemed necessary to provide appropriate care for individual children i.e. an apprehended violence order being in place.
- Make violent or sexually suggestive comments to a child, even as a joke.
- Undertake a task, for a child, of a personal nature that the child can do themselves, for example; changing clothes, grooming, feeding and toileting.
- Use language that is considered to be outside the norm within a child friendly environment such as swearing, threatening or teasing.
- Take children off the YMCA property without the written consent from their legal guardian, unless in the event of an emergency.
- Spend time alone with a child in a secluded environment; always ensure another adult is present or you are insight of another staff member. Where a single child is picked up from school they are to travel in the back of the bus, not up close to the driver.
- Allow a child to leave a service with an unknown adult or minor.
- Take a child to your home, or encourage meeting outside the program activity.
- Discipline children by the use of:

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- o Emotional abuse
  - o Favouritism
  - o Physical abuse
  - o Verbal abuse
  - o Reference to cultural or ethnical differences
- Transport child/ren in your personal vehicle.

## 7. Version History

Version	Description of changes	Author	Effective Date
2	Review and update. New format	M. Rupnik	December 2009
3	New structure	AM. Nolan	January 2011
4	Review and update.	AM. Nolan	July 2011


I endorse the Childsafe Code of Conduct Policy.

Name: Anne-Mary Nolan  
Children's Services Program Manager

Signature: 

Date: 13 July 2011

Name: Liam Whitley  
General Manager Children's Services

Signature: 

Date: 13 July 2011