



YMCA Children's Services

Centre Coordinator Training Day

Monday 18th July 2011

Ryde Community Sports Centre,
ELS Hall Park, Kent Road, Ryde

9.30am Arrival and Registration – Taskforce

10.00am Welcome / Housekeeping – Maree Hayes

10.10am Icebreaker

Top 10 Newsletters Inclusions (Linda Hicking)

-How to get the best results from your OSHC Newsletter

10.30am Session One – The YMCA as a Charity

Introduction – Jacqui Barnat

Presented by Damien Mandla

- Overview of having a Charity status
- Identifying what this means to our individual centres
- Changes to our current fundraising activities / events
- General discussion on issues and sharing of strategies

Wrap up – Jacqui Barnat

11.00am Morning Tea

11.15am Session Two – Duty of Care

Introduction – Gavin Ross

Presented by Anne-Mary Nolan

- Review of Current Duty of Care Policy
- Review of the document and reasons behind amendments
- Questions and answers

Wrap up – Gavin Ross

12.00pm Session Three – Duty of Care / Staff Code of Conduct

Introduction – James Thompson

Presented by Morgan Lander

- Current practice, Industry practice
- What is a Code of Conduct
- What is a Child Safe Organisation
- How to implement strategies from Recruitment and Induction stages.

Wrap Up – James Thompson



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1.30pm Lunch

2.00pm Session Four – Policy Review - Staff Code of Conduct

Introduction – Simone Clinch

Presented by Anne-Mary Nolan

- Review of Current Code of Conduct
- Review of the document and reasons behind amendments
- Questions and answers

Wrap Up – Simone Clinch

2.45pm Session Five – Practical Session – Recycled Craft

Introduction – Juanita Boakye-Danquah

Presented by Mary Ann Rupnik

- Each Coordinator to pre-send one craft idea to Mary Ann Rupnik, Children's Services Manager. They need to include clear instructions, photo is possible and a list of all required resources. Please bring an example on the day.
- Coordinators will be presented with Recycled craft ideas that can be easily implemented within individual programs.
- Staff interaction is a must.

Wrap up – Juanita Boakye- Danquah

3.30pm Policy Folders Updated and Creative Play Resource book handed out

4.00pm Finish