



Safeguarding Children and Young People at YMCA Canberra Parent Version

YMCA Canberra is a not-for-profit organization governed by a volunteer Board of Directors from the local community. We operate within the ACT. YMCA Canberra has provided services to the community for over 72 years. Our services include:

- Accommodation Services for visiting school groups and camps
- Children's Services: Early Learning Centres, Outside School Hours Care Services, Vacation Care Services and Early Intervention programs
- Health and Fitness services

The safety and wellbeing of children attending YMCA Canberra activities, programs and services is paramount. YMCA Canberra people take very seriously the responsibility of keeping children safe from harm. Our policies and procedures support our aim of keeping children and young people safe. These include:

- YMCA Safeguarding Children and Young People Policy
- YMCA Canberra Reporting and Responding to Allegations of Abuse Policy and Procedure (Mandatory Reporting)
- YMCA Canberra Responding to Child Protection Allegations involving YMCA Canberra Staff (Reportable Conduct) Procedure
- YMCA Behaviour Guidance ELC and OSHC Policies
- YMCA Canberra SCYP Recruitment Procedure

If you would like to discuss, have questions or feedback regarding any YMCA Policy, Procedure or work practice please contact Administration on 6232 4285.

View the Safeguarding Children and Young People Policy in full and other Child Protection and the child and young people-friendly versions on the YMCA website.

Safeguarding Children and Young People Policy

YMCA recognizes that all children and young people have the right to develop and reach their potential in environments that are caring, nurturing and safe.

Definition: A child or young person is defined as a person less than eighteen years of age.

YMCA Canberra works to safeguard children and young people in our care from:

- Sexual abuse

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- Physical abuse
- Emotional or psychological abuse
- Neglect

YMCA Canberra People Roles and Responsibilities

YMCA Canberra people have clear roles and responsibilities with respect to safeguarding children and young people.

YMCA Code of Conduct Summary

YMCA Canberra people are required to maintain the highest standards of professional conduct towards customers, children and young people.

YMCA's Code of Conduct details and prevents behavior that may be harmful to the children and young people in our care.

Transport

Children and young people are not to be transported by YMCA people and never permitted to give children or young people lifts home or transport them to or from a YMCA activity.

Overnight Stays

YMCA Canberra does operate Camps for children and young people out of accommodation facilities. YMCA Canberra people are permitted to stay overnight with participants of YMCA activities, programs and services in segregated rooms and bathroom facilities.

Physical Contact With Children and Young People

Any physical contact with children and young people must be appropriate to the delivery of the YMCA activity or program and based on the needs of the child or young person (such as to assist or comfort a distressed young person) rather than on the needs of YMCA Canberra people.

Positive Guidance

We aim to make children and young people aware of the acceptable limits of their behaviour. There are times when YMCA Canberra people may be required to use appropriate behaviour management strategies to ensure an:

- Effective and positive environment
- The safety and/or wellbeing of children, young people or others participating in our programs and services.



Any behaviour management strategy used must be:

- Fair
- Respectful
- Appropriate to the developmental stage of the children or young people involved.

The child or young person will receive clear directions and be given an opportunity to redirect their behavior in a positive way.

Under no circumstances are YMCA people to take disciplinary action involving physical punishment or any form of treatment that could reasonably be considered as degrading, cruel, frightening or humiliating.

Uniform

YMCA Canberra people are to wear their YMCA uniforms only while involved in delivering service, representing YMCA at events, or when travelling to and from work.

Adhering to role boundaries

YMCA people are not to act outside the confines of their duties, as specified in their position description, when helping to deliver YMCA activities, programs and services.

YMCA Canberra actively discourages YMCA Canberra people to engage with children who participate in YMCA programs, in non-YMCA activities such as baby-sitting and weekend trips. Such activities may only occur with prior written approval of the Chief Executive Officer.

Photographs of children and young people

Children and young people can only be photographed by YMCA people and others while involved in our programs and services if:

- Prior written parental/guardian authorization is obtained
- The context is directly related to participation in YMCA activities, programs and services
- The child is appropriately dressed and posed.

Use of electronic communication

YMCA Canberra requires all communication via email, social media and text messages are sent to a parent or guardian.



Responding to Child Abuse Reports and Allegations

YMCA Canberra people play an important role in protecting children and young people who may be at risk of harm due to abuse or neglect. YMCA Canberra people often have daily or weekly contact with children, young people and their families, and so are well placed to observe when a child or young person appears to be at risk of harm.

YMCA people are required to identify, report and respond to any concerns about, or incidents of abuse or neglect towards children or young people to whom we provide services.

Abuse or neglect refers to situations in which a child or young person has suffered, or is likely to suffer, harm (ACT Children and Young People Act 2008 and NSW Children and Young Person (Care and Protection) Act 1998).

YMCA Canberra people are required to:

- Report suspected abuse to their direct supervisor/manager
- Report suspected abuse to the CPYS or the police

YMCA people involved in a reporting process will be provided with support during this time.

Confidentiality is of the utmost importance to supporting fair and effective reporting processes. Only authorized YMCA Canberra people, Australian Children's Foundation staff and YMCA legal representatives will have access to documentation regarding a report.

YMCA will co-operate with the relevant authorities, Police and other agencies as required by law. YMCA will comply with any reasonable request in a timely manner.