

Young Men's Christian Association of the Inner North East of Adelaide Inc.



Safeguarding Children and Young People Policy



We build strong **PEOPLE**
strong **FAMILIES** strong **COMMUNITIES**

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Version	Date	Description of changes	Author	Effective Date
1	2009	New policy	YMCA Australia	2009
2	2011	Nil	YMCA Australia	2011
3	2014	Adaption of Manningham YMCA Policy	David Clayton	23/10/2014
4	2016	Nil	INEA YMCA	07/04/2016

1 Policy Details

Policy Name: Young Men's Christian Association of the Inner North East of Adelaide Inc. Safeguarding Children and Young People Policy

Policy Owner: INEA YMCA Chief Executive Officer

Policy Scope:

- Whole association
- How INEA YMCA provides services and programs to customers and how it interacts with members of the public
- All aspects of employment, recruitment and selection

Stakeholders:

- Customers, children young people who use the services of INEA YMCA
- Board Members
- All staff
- Volunteers
- Job candidates
- Student placements
- Contractors, subcontractors
- Organisations with user agreements with INEA YMCA

Responsibility for implementing policy:

- INEA YMCA Chief Executive Officer

Date policy implemented:

This policy was implemented on 23 October 2014.

Review Date of Policy:

Review Period: Annually

This policy is due to be reviewed by 07/04/2017

2 Policy Statement

“Mankind owes to the child the best it has to give.”

(United Nations Convention on the Rights of the Child 1989)

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

INEA YMCA considers any form of child/young person abuse, including emotional, physical, sexual abuse or neglect, as intolerable under any circumstances.

INEA YMCA has a legal, moral and Mission-driven responsibility to protect children and young people from harm and to ensure that any incidents of suspected child abuse are promptly and appropriately managed.

INEA YMCA is legally and morally responsible for ensuring that appropriate policies and practices are in place to minimise, if not eliminate, the risk of abuse of children and young people who participate in our services and programs.

All of our staff and volunteers are required to act to safeguard children and young people by:

- Adopting appropriate practices and behaviour when carrying out their duties.
- Complying with INEA YMCA Policies
- Complying with the **INEA YMCA Staff Code of Conduct** at all times
- Reporting any abuse, of which they become aware, that is perpetrated by staff or volunteers within INEA YMCA, or by those outside of INEA YMCA, including extended family members, neighbours, friends, peers, siblings or strangers

3 Related Policies

This policy is supported by a suite of policies. These are:

- Responding to child abuse reports and allegations
- INEA Staff Code of Conduct
- INEA Positive Guidance Policy
- Membership, Enrolments and Facility Hire Policy
- Recruitment Policy

All INEA board members, staff and volunteers are required to comply with these policies

4 Definitions

Child abuse

Child abuse is an act by parents, caregiver, other adult or peer who by virtue of their age, power, responsibility or authority endangers a child or young person's physical or emotional health or development.

Child abuse can be a single incident, but more commonly involves a relationship that takes place over time.

Child

In South Australia, under the *Children's Protection Act (SA) 1993* a child is any person under the age of eighteen (18).

It is important to note that the age of consent is seventeen (17) years of age.

Young person

Young person is defined as being any person between the ages of twelve (12) and twenty four (24). Whilst this age range overlaps with the age group defined as children (0-18) and recognises the fact that transition from childhood to youth is a gradual process, beginning and ending at different ages for different individuals

5 Safeguarding Young People and the Law

Safeguarding children and young people is covered by both federal and state legislation.

Relevant Acts include:

- Children's Protection Act (SA) 1993
- Family Law Act 1975 (Cth)
- Education and Care Services National Law Act (Cth) 2010
- Education and Care Services National Regulations (Cth) 2011
- Education and Early Childhood Services (Registration & Standards) Act (SA) 2011
- Criminal Law Consolidation Act (SA) 1935

6 INEA YMCA

INEA YMCA is a not-for-profit organisation and is governed by skills based volunteer board. We operate within a catchment comprising Town of Walkerville, City of Norwood Payneham St Peters, City of Prospect and City of Port Adelaide Enfield (portion).

We have provided a range of services to people of all ages including children and young people between the ages of 0 and 18 years since the 1960s.

Our services include:

- Gymnastics
- Birthday parties
- Court sports
- Squash
- Health and fitness services and classes
- Martial arts
- Hire activities

We take our responsibility to provide an environment that is caring, nurturing and safe very seriously. The INEA YMCA Board is committed to safeguarding children and young people from abuse and neglect.

In particular, we are committed to safeguarding the children and young people in our care from:

- Sexual abuse
- Physical abuse
- Emotional or psychological abuse
- Neglect

6.1 Sexual abuse

Sexual abuse is any act in which a person with power or authority over a child (female or male) uses a child for sexual gratification. An abuser can be an adult, adolescent or older child. Sexual abuse spans a range of contact and non-contact behaviour.

Non-contact behaviour includes:

- making sexual comments (in person, in letters, or by telephone, text messages or email)
- voyeurism – including commenting on physical attractiveness
- exposing a child to pornography
- nudity – an abuser exposing parts of their body or the child's body.

Contact behaviour includes:

- fondling or kissing
- sexual penetration
- exploiting a child through prostitution.

Sexual abuse is not usually identified through physical indicators. Often the first sign is when a child tells someone they trust that they have been sexually abused. However the presence

of sexually transmitted diseases, pregnancy, or vaginal or anal bleeding or discharge may indicate sexual abuse.

One or more of these behavioural indicators may be present:

- Child telling someone that sexual abuse has occurred
- Complaining of headaches or stomach pains
- Experiencing problems with schoolwork
- Displaying sexual behaviour or knowledge which is unusual for the child's age
- Showing behaviour such as frequent rocking, sucking and biting
- Experiencing difficulties in sleeping
- Having difficulties in relating to adults and peers

6.2 Physical abuse

Physical abuse occurs when a parent or caregiver subjects a child to non-accidental physically aggressive acts. The abuser may inflict an injury intentionally or inadvertently as a result of physical punishment or the aggressive treatment of a child. Physically abusive behaviour includes (but is not limited to) shoving, hitting, slapping, shaking, throwing, punching, biting, burning and kicking.

Physical indicators include:

- Bruises, burns, sprains, dislocations, bites, cuts
- Fractured bones, especially in an infant where a fracture is unlikely to occur accidentally
- Poisoning
- Internal injuries

Possible behavioural indicators include:

- Showing wariness or distrust of adults
- Wearing long sleeved clothes on hot days (to hide bruising or other injury)
- Demonstrating fear of parents and of going home
- Becoming fearful when other children cry or shout
- Being excessively friendly to strangers
- Being very passive and compliant

6.3 Emotional or psychological abuse

Emotional or psychological abuse occurs when a caregiver or parent repeatedly rejects or threatens a child. Often there is a pattern of emotional or psychological abuse, rather than a single incident. Such abuse may involve humiliating, terrorising, name-calling, belittlement, inappropriate symbolic acts or continual coldness from the caregiver or parent, to an extent that results in significant damage to the child's physical, intellectual or emotional wellbeing and development. Domestic violence in the presence of a child is also a form of abuse which may impact on the child's physical and emotional wellbeing

There are few physical indicators, although emotional abuse may cause delays in emotional, mental, or even physical development.

Possible behavioural indicators include:

- Displaying low self esteem
- Tending to be withdrawn, passive, tearful
- Displaying aggressive or demanding behaviour
- Being highly anxious
- Showing delayed speech
- Acting like a much younger child, e.g. soiling, wetting pants
- Displaying difficulties in relating to adults and peers

6.4 Neglect

Neglect occurs when a parent or caregiver fails to provide a child with the basic necessities of life. Such neglect includes the failure to provide adequate food, clothing, shelter, medical attention or supervision to the extent that the child's health and development is, or is likely to be, significantly harmed.

Physical indicators include:

- Frequent hunger
- Malnutrition
- Poor hygiene
- Inappropriate clothing, eg. Summer clothes in winter
- Left unsupervised for long periods
- Medical needs not attended to
- Abandoned by parents

Possible behavioural indicators include:

- stealing food
- staying at school outside school hours
- often being tired, falling asleep in class
- abusing alcohol or drugs
- displaying aggressive behaviour
- not getting on well with peers

7 Roles and Responsibilities of Staff

Roles and responsibilities in regards to Safeguarding Children and Young People and related Policies are listed on each INEA YMCA position description. See appendices 1-3 for a summary of roles and responsibilities against the criteria of the Australian Children's Foundation Safeguarding Children program for:

- Staff and volunteers
- Managers, Team Leaders, Co-ordinators and Supervisors
- EO & Board Members

8 Enquiries

Enquiries about this policy to:

Scott Dalglish

YMCA of the Inner North East of Adelaide Inc.

39 Smith Street, WALKERVILLE 5081

Ph: 8344 3811

Fax: 8342 0040

email: inea@ymca.org.au

9 APPENDIX 1: Roles and Responsibilities Board Members and Chief Executive Officer

Accreditation Standard	1. Commitment to safeguarding children and young people	2. Roles and Responsibilities	3. Recruitment and Screening	4. CP Training and Induction	5. Involving parents, children and young people	6. Child abuse reporting and allegations	7. Supporting a child safe culture
Board Members and Chief Executive Officer	<p>Directors formally endorse the SC accreditation standards applying to all involved personnel and organisational service activities.</p> <p>Ongoing leadership, modelling and support in order to resource and maintain a safeguarding culture and practices across the whole organisation.</p> <p>Oversee the effective implementation of all Standards of accreditation across all organisational personnel and service activities.</p> <p>Ensure that all SC policies and procedures are accessible to all personnel.</p>	<p>Read and sign organisational SC Terms and Conditions, Code of Conduct and Position Description for Board members, (Directors).</p> <p>Lead, comply and resource organisational SC Policies and Procedures and ensure that P&P are available and accessible to all Involved Personnel.</p> <p>Within the Director's Governance responsibilities, oversee regular reporting and review of all aspects of SC.</p> <p>Oversee strategic planning and implementation SC P&P's along with improvement opportunities consistent with organisational SC objectives.</p>	<p>All Directors are subject to organisational recruitment and screening expectations and requirements.</p> <p>Ensure that organisational Recruitment & Screening P&P's are followed consistently to standard for all appointments conducted internally and through external recruitment services.</p> <p>Monitor and review all recruitment activities.</p>	<p>Undertake CP training and ongoing education.</p> <p>Ensure that all IP are appropriately trained, inducted and have access to ongoing CP education and development.</p> <p>Monitor records of all IP CP training.</p>	<p>Oversee the development and implementation of appropriate policies and resources necessary to effectively engage parents, children and young people in organisational SC.</p> <p>These approaches may logically sit within an organisational QI approach that seeks customer feedback and suggestions.</p> <p>Monitor, review and resource the effective implementation of this Standard on a consistent basis.</p>	<p>Ensure that operationally there is a clear functional approach to guide, support and review all organisational reports or incidents of suspected familial and organisational child abuse.</p> <p>Monitor and review all suspected child abuse incidents.</p> <p>Where organisationally implemented, be available to consult and support Manager, Team Leaders or staff/volunteers in incidents of suspected child abuse.</p> <p>Monitor all systems that are implemented to guide, support, record and review suspected incidents of child abuse.</p>	<p>All Directors and Executive positions comply with the requirements of all Standards.</p> <p>Directors ensure that organisational safeguarding culture is nurtured, monitored and continually reviewed for the purpose of maintaining and improving organisational safeguarding.</p> <p>Where possible, endorse and resource a dedicated part position(s) to coordinate all safeguarding children activities.</p> <p>Monitor and review all SC P&P's as applying to personnel, children, young people and their parents, and all service activities.</p>

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	<p>Ensure that organisational communications that include SC information and resources are available to children and young people and their parent(s).</p> <p>Where relevant, ensure that quality improvement strategies and service monitoring- reviews include SC components.</p>					<p>Where relevant take a lead role in establishing functional relationships and reporting practices with local or regional CP and Police.</p> <p>Ensure that all necessary supports are available and accessible to all IP making a report.</p>	
<p>Statement regarding the Governance and leadership responsibilities towards organisational safety</p>	<p>Statement to effect: The “organisation’s” safeguarding children program was developed in conjunction with the Australian Childhood Foundation (ACF) safeguarding children accreditation standards. The “organisations” safeguarding approach is informed by all 7 standards of the SCP and summarises reference to the key groups of our organisational operations.</p> <p>Key personnel are listed in the left hand column along with their respective roles and responsibilities against each of the 7 standards.</p> <p>Each team or program is to have available a copy of this summary, and all IP are expected to have immediate reference and access to all primary policy and procedural documentation such as: “organisation” Child Protection Policy, Child Protection Manual, Code of Conduct, Training Manual, HR Requirements, validated WWCC/NCRHC and others as described, Position Description, safeguarding resources for children, young people and parents, reporting guidelines and resources in relation to suspected familial and organisational child abuse.</p>						

- SC Safeguarding Children
- IP Involved personnel
- WWCC Working With Children Check
- NCRHC National Criminal Records History Checks
- HR Human Resources
- CP Child Protection
- R&R Roles and Responsibilities
- R&S Recruitment and Selection Policy
- PD Position Description
- QI Quality Improvement
- P&Ps Policies and Procedures

10 APPENDIX 2: Roles and Responsibilities: Managers, Supervisors, Coordinators and Team Leaders

Accreditation Standard	1. Commitment to safeguarding children and young people <i>The organisational commitment to the safety and wellbeing of all children and young people is embedded in all relevant aspects of the organisations operations.</i>	2. Roles and Responsibilities <i>All involved personnel understand and formally agree to abide by all organisational safeguarding policies, practices and expectations.</i>	3. Recruitment and Screening <i>Organisation has in place appropriate SCP recruitment and screening practices that apply to the appointment to all paid and voluntary positions, including Chief Executive Officer and Board members.</i>	4. CP Training and Induction <i>All involved personnel undertake Induction and CP training to Standard within agreed time from starting.</i>	5. Involving parents, children and young people <i>Parents, children and young people are empowered to exercise a critical and unique role in safeguarding children and young people in the organisation.</i>	6. Child abuse reporting and allegations <i>Organisation implements clear policies and procedures to report all cases of suspected familial and organisational abuse.</i>	7. Supporting a child safe culture <i>Organisation continually resources, promotes, monitors and evaluates for improvement, all safeguarding policies and practices.</i>
Program Managers, Centre Coordinators, Team Leaders and Supervisors	<p>Demonstrate leadership and support direct care staff and volunteers to consolidate safeguarding culture across all levels.</p> <p>Oversee the effective inclusion of these principles in PD's and performance management for direct care personnel, along with relevant quality improvement strategies and service monitoring/reviews.</p> <p>Ensure that all policies and procedures are accessible to personnel, along with organisational safeguarding promotional and information communications to personnel and public.</p>	<p>Read and sign "organisation" SC Terms and Conditions of employment, CoC and position description as relevant.</p> <p>Oversee the provision of safeguarding resourcing for all direct care personnel.</p> <p>Ensure that the principles underpinning SC accreditation standards are an integral component of all case management and service provision.</p> <p>Oversee regular monitoring, reporting and review of all aspects of SC.</p> <p>Update SC policies and practices where relevant.</p>	<p>All IP are subject to organisational recruitment and screening expectations and requirements.</p> <p>Ensure that organisational R&S is applied consistently to standard for all appointments.</p> <p>Undertake, monitor and review all recruitment activities within your PD responsibilities.</p> <p>Ensure that all procedures relating to WWCC, interviews and referees are appropriately applied, and that proper records are kept, secured and/or destroyed according to standard.</p> <p>Update/recommend R&S improvements where applicable.</p>	<p>Undertake CP training and ongoing education.</p> <p>Ensure that all direct care personnel are appropriately trained, inducted and have access to ongoing CP education and development.</p> <p>Oversee all personnel's CP training needs and provision, along with appropriate monitoring, review and training records.</p> <p>Where appropriate take a direct role in SC training and supervision of personnel</p>	<p>Ensure that children, young people and their parents are effectively informed about the risks of child abuse, the steps that the organisation has taken to protect children, and the possible roles that children, young people and parents can each take in order to contribute to the safety of all children and young people..</p> <p>Ensure that this information can be made available in ways that are relevant and sensitive to age, language, culture and religious considerations Where appropriate provide each with relevant written or electronic information along with identified points of contact, supports and strategies that might be necessary to raise alerts or concerns for safety.</p>	<p>Ensure that all personnel understand their R&R's in relation to mandatory reporting plus any organisational policy to reporting all cases of suspected familial and organisational child abuse.</p> <p>Ensure that organisational guidelines, procedures and supports are available and are clearly understood and accessible to all personnel.</p> <p>Ensure that all suspected child abuse incidents are appropriately recorded and all communications internally and with external authorities are followed.</p> <p>Monitor, review and report to the Directors/Chief Executive Officer/ Executive line, all incidents of suspected child abuse.</p>	<p>Comply with all standards requirements.</p> <p>Fulfil a direct role in nurturing a SC culture across all personnel.</p> <p>Within this culture, ensure that practices, policies and guides are regularly reviewed for the purpose of maintaining and improving organisational safeguarding.</p> <p>As far as possible engage staff, volunteers, children, young people and their parents in contributing to a continuously improving SC culture.</p> <p>Within the structural capacity of your team(s) ensure that appropriate resourcing is allocated in order to coordinate and ensure a central reference to all matters relating to child protection remains effective.</p>

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	In relevant areas of program planning and strategic development, ensure appropriate reference and location of SC P&P's.				Managers/Team Leaders can play a direct role in communicating this information but may also need to delegate this to direct care personnel in certain situations. As such ensure that personnel are appropriately trained and supported in this role. Where implemented include SC in any customer surveys or service feedback.	Support to personnel involved in incidents of suspected child abuse and make available counselling, debriefing or further training as requested/assessed.	

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- P&Ps Policies and Procedures

11 APPENDIX 3: Roles and Responsibilities: Staff and Volunteers

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	<p><i>The organisational commitment to the safety and wellbeing of all children and young people is embedded in all relevant aspects of the organisations operations.</i></p>	<p><i>All involved personnel understand and formally agree to abide by all organisational safeguarding policies, practices and expectations.</i></p>	<p><i>Organisation has in place appropriate SCP recruitment and screening practices that apply to the appointment to all paid and voluntary positions, including Chief Executive Officer and Board members.</i></p>	<p><i>All involved personnel undertake Induction and CP training to Standard within agreed time from starting.</i></p>	<p><i>Parents, children and young people are empowered to exercise a critical and unique role in safeguarding children and young people in the organisation.</i></p>	<p><i>Organisation implements clear policies and procedures to report all cases of suspected familial and organisational abuse.</i></p>	<p><i>Organisation continually resources, promotes, monitors and evaluates for improvement, all safeguarding policies and practices.</i></p>
	<p>Be aware of all Safeguarding Children and Young People requirements within your Position Description.</p> <p>Be familiar with and ensure ready access to all policy and procedural documents that relate to your role and responsibilities for Safeguarding Children and Young People.</p> <p>In all contacts with children and young people, respect their rights and always act to protect their safety.</p>	<p>Formally acknowledge that you have read and will comply with the Safeguarding Children and Young People Policy, the Staff Code of Conduct, Responding to child abuse reports and allegations, Recruitment and Selection, INEA YMCA Positive Guidance Policy Membership, Enrolments and Facility Hire Policy.</p> <p>New staff are to sign to acknowledge that they have read the position description for their role. Comply with all Safeguarding Children policies and procedures and, at all times exercise due diligence and responsibility in all aspects of Safeguarding Children.</p>	<p>Meet all organisational recruitment and screening requirements involving national criminal records, Working With Children checks, interview and referee checks.</p> <p>Where applicable checks will include apprehended violence orders, Child Protection records, Foster Care records, and other employment or disciplinary body proceedings, records of charges pending, spent convictions and charges without conviction, and juvenile offenses.</p>	<p>Undertake organisational induction and training in Safeguarding Children which meetings the Safeguarding accreditation Standard.</p> <p>Participate in ongoing Child Protection training and practice sessions as required.</p> <p>Undertake designated Safeguarding Children and Young People training specific to a particular role or position requirement.</p>	<p>Acting within organisational policy and procedures, ensure that children, young people and parents have appropriate Safeguarding Children and Young People information, resources and means to raise any protective concerns along with identified point(s) of contact.</p> <p>Undertake appropriate training and identify any further organisational support you require in this area as necessary.</p> <p>Ensure that you are familiar with and have ready access to all Organisational communication and information materials relating to this requirement.</p>	<p>Understand your legislative and Organisational responsibilities to report suspected child abuse.</p> <p>Have ready access to relevant Reporting policy and procedural documents.</p> <p>Understand organisational decision making and consultation requirements along with relevant support mechanisms and contact personnel.</p> <p>In addition to Safeguarding Children and Young People Standard training, undertake any further training necessary to feel confident in your reporting requirements.</p>	<p>Be responsive to all organisational requirements regarding the monitoring, recording and review of all aspects relating to Safeguarding Children and Young people policies and practice.</p> <p>Where possible take opportunity to promote the ideals and activities of Safeguarding children and young people with other personnel, professional colleagues, and where appropriate, with children, young people and their parents.</p>

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			Agree to report any subsequent criminal charges or convictions to your supervisor or designated Child Protection coordinator.		Ensure that materials and communications are appropriately sensitive to age, culture, language, religion and capacity	Utilise supervision, training and other support mechanisms as necessary to fulfil these responsibilities.	Where appropriate utilise both internal and external points of safeguarding children and young people reference to guide practice and broaden your knowledge, awareness and confidence to identify and respond to suspected child abuse.

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Please detach this page, and sign the form with your manager/supervisor who will then place it on your personnel file

YOUNG MENS CHRISTIAN ASSOCIATION OF THE INNER NORTH EAST OF ADELAIDE INC.
SAFEGUARDING CHILDREN/YOUNG PEOPLE AND OTHER VULNERABLE PEOPLE POLICY
STAFF AND VOLUNTEER CONFIRMATION AND ACCEPTANCE FORM

I, _____ (print your full name),

confirm that I have read and understand the YMCA of INNER NORTH EAST OF ADELAIDE's *Safeguarding Children and Young People Policy* and undertake to act in accordance with this at all times during my employment with the Association.

I also understand that a copy of this signed statement will be included in my personnel file.

Staff
member/Volunteer
Signature:

Date: ____/____/____

Manager/supervisor
Signature:

Date: ____/____/____

If you are a new employee, please be aware that you cannot commence your employment until this form has been received by the Chief Executive Officer.