

# Manningham YMCA Safeguarding Children and Young People Policy



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## **Policy Details**

**Policy Name:** Manningham YMCA Safeguarding Children and Young People Policy

**Policy Owner:** Manningham YMCA CEO

### **Policy Scope:**

- Whole organisation
- How Manningham 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 Manningham YMCA
- Board Members
- All staff
- Volunteers
- Job candidates
- Student placements
- Contractors, subcontractors
- Organisations with user agreements with Manningham YMCA

### **Responsibility for implementing policy:**

MYMCA Inc: Group Administration Manager

Aquarena: Centre Manager

Youth Services: Youth Services Manager

Stadiums: Stadiums Manager

### **Date policy implemented:**

This policy was implemented on 31/1/2013

**Policy Last reviewed:** 23/2/2017

### **Review Date of Policy:**

This policy is due to be reviewed by 28/2/2018

## Policy Statement

*"Mankind owes to the child the best it has to give."*

United Nations Convention on the Rights of the Child 1989

Across all of its services, sites and operations, YMCA Manningham takes its responsibility seriously to provide an environment for children and young people that is caring, nurturing and safe. This includes recognising and supporting the additional vulnerabilities and needs of children and young people who are Aboriginal, who are from culturally and linguistically diverse backgrounds or who have a disability.

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

Manningham 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.

Manningham 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 Manningham YMCA Policies
- Complying with the **Manningham YMCA Code of Conduct** at all times
- Reporting any abuse, of which they become aware, that is perpetrated by staff or volunteers within Manningham YMCA, or by those outside of Manningham YMCA, including extended family members, neighbours, friends, peers, siblings or strangers

### Related Policies

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

- Responding to child abuse reports and allegations
- MYMCA Code of Conduct
- MYMCA Positive Behaviour Guidance Policy
- Membership, Enrolments and Facility Hire Policy
- Recruitment and Selection Policy
- Social Networking Policy

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

## **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 Victoria, under the Children Youth and Families Act 2005 a child or young person is a person under eighteen years of age.

## **Safeguarding Young People and the Law**

Safeguarding children and young people is covered by both federal and state legislation. Relevant Acts include:

- Children, Youth And Families Act 2005 (Vic) (Principle Act)
- Child Wellbeing and Safety Act 2005 (Vic)
- Child Wellbeing and Safety Amendment (Child Safe Standards) Act 2015
- Child Wellbeing and Safety Amendment (Oversight and Enforcement of Child Safe Standards) Act 2016
- Child Wellbeing and Safety Amendment (Child Safe Standards) Regulations 2015
- Working with Children Act 2005 (Vic)
- The Charter of Human Rights and Responsibilities Act 2006 (Vic)
- Family Law Act 1975 (Cth)
- Crimes Act 1958 (Section 45)

## **Manningham YMCA**

Manningham YMCA is a not-for-profit organization and is governed by a board made up of local residents who volunteer their time and expertise. We operate within the City of Manningham. We have provided a range services to people of all ages including children and young people between the ages of 0 and 17 years since 1992. Our services include:

- Health and fitness services including swimming, aquatic education, squads and junior gym
- Childcare facilities
- Youth services including outreach, school programming, events, counseling, mentoring and disability services

We take our responsibility to provide an environment that is caring, nurturing and safe very seriously. The Manningham 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**

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

**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

## **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.

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, eg. soiling, wetting pants
- Displaying difficulties in relating to adults and peers

## **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 behavioral 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

## **Roles and Responsibilities of Staff**

Roles and responsibilities in regards to Safeguarding Children and Young People and related Policies are listed on each Manningham YMCA position description. See appendices1-3 for a summary of roles and responsibilities against the criteria of the Australian Childhood Foundation Safeguarding Children program for:

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



## Appendix 1: Roles and Responsibilities: Staff and Volunteers

In the tables below, a summary of roles and responsibilities have been listed against the seven current accreditation standards in the Safeguarding Children and Young People Program

<p>Accreditation Standard</p>	<p>1. Commitment to Safeguarding and children and young people</p> <p><i>The organisational commitment to the safety and wellbeing of all children and young people is embedded in all relevant aspects of the organisation's operations.</i></p>	<p>2. Roles and Responsibilities</p> <p><i>All involved personnel understand and formally agree to abide by all organisational safeguarding policies, practices and expectations.</i></p>	<p>3. Recruitment and Screening</p> <p><i>Organisation has in place appropriate SCP recruitment and screening practices that apply to the appointment of all paid and voluntary positions, including CEO and Board members.</i></p>	<p>4. Child Protection and Induction</p> <p><i>All involved personnel undertake Induction and child protection training to Standard within agreed time from starting</i></p>	<p>5. Involving parents, children and young people</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>6. Child abuse, reporting and allegations</p> <p><i>Organisation implements clear policies and procedures to report all cases of suspected familial and organisational abuse</i></p>	<p>7. Supporting a child safe culture</p> <p><i>Organisation continually resources, promotes, monitors and evaluates all safeguarding policies and practices.</i></p>
<p>Staff and volunteers</p>	<p>Be aware of all Safeguarding Children and Young People requirements within your Position Description. 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. In all contacts with children and young people, respect their rights and always act to protect their</p>	<p>Formally acknowledge that you have read and will comply with the Safeguarding Children and Young People Policy, the Code of Conduct, Responding to child abuse reports and allegations, Recruitment and Selection, MYMCA Positive Guidance Policy, Membership, Enrolments and Facility Hire Policy. New staff are to sign to acknowledge that they have read the position description for their role.</p>	<p>Meet all organisational recruitment and screening requirements involving national criminal records, Working With Children checks, interview and referee checks. Where applicable checks will include apprehended violence orders, Child Protection records, Foster Care records, and other employment or disciplinary body proceedings, records</p>	<p>Undertake organisational induction and training in Safeguarding Children which meetings the Safeguarding accreditation Standard. Participate in ongoing Child Protection training and practice sessions as required. Undertake designated Safeguarding Children and Young People training specific to a</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. Undertake appropriate training and identify any further organisational support you require</p>	<p>Understand your legislative and Organisational responsibilities to report suspected child abuse. Have ready access to relevant Reporting policy and procedural documents. Understand organisational decision making and consultation requirements along with relevant support mechanisms and contact-personnel. In addition to</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. Where possible take opportunity to promote the ideals and activities of Safeguarding children and young people with other personnel, professional</p>

<p>Accreditation Standard</p>	<p>1. Commitment to Safeguarding and children and young people</p> <p><i>The organisational commitment to the safety and wellbeing of all children and young people is embedded in all relevant aspects of the organisation's operations.</i></p>	<p>2. Roles and Responsibilities</p> <p><i>All involved personnel understand and formally agree to abide by all organisational safeguarding policies, practices and expectations.</i></p>	<p>3. Recruitment and Screening</p> <p><i>Organisation has in place appropriate SCP recruitment and screening practices that apply to the appointment of all paid and voluntary positions, including CEO and Board members.</i></p>	<p>4. Child Protection and Induction</p> <p><i>All involved personnel undertake Induction and child protection training to Standard within agreed time from starting</i></p>	<p>5. Involving parents, children and young people</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>6. Child abuse, reporting and allegations</p> <p><i>Organisation implements clear policies and procedures to report all cases of suspected familial and organisational abuse</i></p>	<p>7. Supporting a child safe culture</p> <p><i>Organisation continually resources, promotes, monitors and evaluates all safeguarding policies and practices.</i></p>
	<p>safety.</p>	<p>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>of charges pending, spent convictions and charges without conviction, and juvenile offenses. Agree to report any subsequent criminal charges or convictions to your supervisor or designated Child Protection coordinator.</p>	<p>particular role or position requirement.</p>	<p>in this area as necessary. Ensure that you are familiar with and have ready access to all Organisational communication and information materials relating to this requirement. Ensure that materials and communications are appropriately sensitive to age, culture, language, religion and capacity.</p>	<p>Safeguarding Children and Young People Standard training, undertake any further training necessary to feel confident in your reporting requirements. Utilise supervision, training and other support mechanisms as necessary to fulfil these responsibilities.</p>	<p>colleagues, and where appropriate, with children, young people and their parents. 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.</p>

## Appendix 2: Roles and Responsibilities: Managers, Team Leaders, Co-ordinators and Supervisors

Accreditation Standard	1. Commitment to Safeguarding and 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 organisation's 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 Safeguarding Children and Young People recruitment and screening practices that apply to the appointment of all paid and voluntary positions, including CEO and Board members.</i>	4. Child Protection and Induction  <i>All involved personnel undertake Induction and child protection 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 all safeguarding policies and practices.</i>
Managers, Team Leaders, Co-ordinators and Supervisors	<p>Demonstrate leadership and support direct care staff and volunteers in the consolidation of a safeguarding culture across all levels of the organisation. Oversee the effective inclusion of these principles in position descriptions and performance management for direct care personnel, along with relevant quality improvement strategies and service monitoring/reviews. Ensure that all policies and procedures are accessible to</p>	<p>Formally acknowledge that you have read and will comply with the Safeguarding Children and Young People Policy, the Code of Conduct, Responding to child abuse reports and allegations, Recruitment and Selection, MYMCA Positive Behaviour Guidance Policy, Membership, Enrolments and Facility Hire Policy. New staff are to sign to acknowledge that they have read the position description for their role. Oversee the provision of safeguarding resourcing for all direct care personnel. Ensure that the</p>	<p>All involved personnel are subject to organisational recruitment and screening expectations and requirements. Ensure that organisational Recruitment and Selection Policy is applied consistently to standard for all appointments. Undertake, monitor and review all recruitment activities within your responsibilities as specified on your position description. Ensure that all procedures relating to Working With Children checks,</p>	<p>Undertake child protection training and ongoing education. Ensure that all direct care personnel are appropriately trained, inducted and have access to ongoing child protection education and development. Oversee the provision of child protection training needs for staff that you oversee, including maintaining records. Where appropriate take a direct role in Safeguarding Children and Young People 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. Ensure that this information can be made available in ways that are relevant and sensitive to age, language, culture and religious</p>	<p>Ensure that all personnel understand their roles and responsibilities in relation to responding to child abuse reports and allegations. Ensure that organisational guidelines, procedures and supports are available and are clearly understood and accessible to all personnel. Ensure that all suspected child abuse incidents are responded to according to Responding to child abuse reports and allegations policy.</p>	<p>Comply with all standards requirements. Fulfil a direct role in nurturing a Safeguarding Children and Young People culture. Participate in regular reviews of practices, policies and guides to assist in the continual improvement of our safeguarding children culture. As far as possible engage staff, volunteers, children, young people and their parents in contributing to a continuously improving Safeguarding Children culture.</p>

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	<p>personnel, along with organisational safeguarding promotional and information communications to personnel and public</p>	<p>principles underpinning Safeguarding Children and Young People accreditation standards are an integral component of all case management and service provision. Oversee regular monitoring, reporting and review of all aspects of Safeguarding Children and Young People. Update Safeguarding Children and Young People policies according to organisational policy.</p>	<p>interviews and referees are appropriately applied, and that proper records are kept, secured and/or destroyed according to standard. Update/recommend Recruitment and screening improvements where applicable and according to organisational policy.</p>		<p>considerations.</p>		

### Appendix 3: Roles and Responsibilities: Board members and CEO

Accreditation Standard	1. Commitment to Safeguarding and 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 organisation's 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 Safeguarding Children and Young People recruitment and screening practices that apply to the appointment of all paid and voluntary positions, including CEO and Board members.</i>	4. Child Protection and Induction  <i>All involved personnel undertake Induction and child protection training to Standard within agreed time from starting employment</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 all safeguarding policies and practices.</i>
<b>Board members and CEO</b>	Board formally endorses the Safeguarding Children and Young People Accreditation standards applying to all involved personnel and organisational service activities. Ongoing leadership, modelling and support in order to resource and maintain a safeguarding culture across the whole organisation. Oversee the effective implementation of all Standards of accreditation across	Formally acknowledge that you have read and will comply with the Safeguarding Children and Young People Policy, the Code of Conduct, Responding to child abuse reports and allegations, Recruitment and Selection, MYMCA Positive Guidance Policy Membership, Enrolments and Facility Hire Policy. New staff and board members are to sign to acknowledge that they have read the position description for their role. Provide leadership, comply with and resource organisational	All Board members are subject to organisational recruitment and screening expectations and requirements. Ensure that organisational recruitment & screening policies and procedures are followed to standard for all appointments (whether conducted internally or through external recruitment services). Monitor and review all recruitment activities.	Undertake child protection training and ongoing education. Ensure that all involved personnel are appropriately trained, inducted and have access to ongoing child protection education and development. Monitor records of all involved personnel child protection training.	Oversee the development and implementation of appropriate policies and resources necessary to effectively engage parents, children and young people in organisational safeguarding children and young people. These approaches may logically sit within an organisational quality improvement approach that seeks customer feedback and suggestions. Monitor, review and resource the effective	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. Monitor and review all suspected child abuse incidents. Where organisationally implemented, be available to consult and support Manager, Team Leaders or staff/volunteers in incidents of suspected child abuse.	All Board and staff holding Executive positions must comply with the requirements of all Standards. Ensure that an organisational safeguarding culture is nurtured, monitored and continually reviewed. Where possible, endorse and resource a dedicated part position(s) to coordinate all safeguarding children activities. Monitor and review all Safeguarding Children and Young People policies and

<p>Accreditation Standard</p>	<p>1. Commitment to Safeguarding and children and young people</p> <p><i>The organisational commitment to the safety and wellbeing of all children and young people is embedded in all relevant aspects of the organisation's operations.</i></p>	<p>2. Roles and Responsibilities</p> <p><i>All involved personnel understand and formally agree to abide by all organisational safeguarding policies, practices and expectations.</i></p>	<p>3. Recruitment and Screening</p> <p><i>Organisation has in place appropriate Safeguarding Children and Young People recruitment and screening practices that apply to the appointment of all paid and voluntary positions, including CEO and Board members.</i></p>	<p>4. Child Protection and Induction</p> <p><i>All involved personnel undertake Induction and child protection training to Standard within agreed time from starting employment</i></p>	<p>5. Involving parents, children and young people</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>6. Child abuse, reporting and allegations</p> <p><i>Organisation implements clear policies and procedures to report all cases of suspected familial and organisational abuse</i></p>	<p>7. Supporting a child safe culture</p> <p><i>Organisation continually resources, promotes, monitors and evaluates all safeguarding policies and practices.</i></p>
	<p>all organisational personnel and service activities. Ensure that all Safeguarding Children and Young people policies and procedures are accessible to all personnel.</p>	<p>Safeguarding Children and Young People Policies and Procedures. Ensure that policies and procedures are available and accessible to all Involved Personnel. Oversee regular reporting and review of all aspects of Safeguarding Children and Young People policies, including the identification and implementation of changes and improvements. Oversee strategic planning and implementation of Safeguarding Children and Young People policies and procedures.</p>			<p>implementation of this Standard on a consistent basis.</p>	<p>Monitor all systems that are implemented to guide, support, record and review suspected incidents of child abuse.</p>	<p>procedures as they apply to personnel, children, young people and their parents, and all service activities.</p>

**Amendment history**

<b>Version</b>	<b>Date</b>	<b>Author</b>	<b>Change Description</b>
13	3/2/17	Fiona Miller	Child Wellbeing and Safety Amendments and Regulations added to list of relevant acts
13	3/2/17	Fiona Miller	First paragraph edited to include reference to responsibility in recognizing and supporting additional needs of children/young people are Aboriginal, from culturally and linguistically diverse backgrounds or who have a disability