

A young woman with dark hair and a colorful party hat (yellow, purple, and green) is smiling and looking upwards. The image is overlaid with a semi-transparent red geometric shape. The background is filled with warm, bokeh-style lights in shades of red, orange, and yellow.

Safeguarding Children and Young People Policy Implementation Guide

NationalSafeguardingUnit

Feel Safe, Be Safe

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Safeguarding Children and Young People Policy – Implementation Guide

Introduction

In 2020 the Y's Safeguarding Children and Young People Policy was reviewed and a revised version was approved at the Annual General Meeting (AGM). During the review process and through consultation with the Movement there was resounding feedback that Y People would like further tools and resources to assist with the implementation of the Safeguarding Policy. Therefore, the National Safeguarding Unit (NSU) have developed this Implementation Guide to assist Y People understand the new Safeguarding Policy and how to implement it within their Member Y Association.

This Implementation Guide aims to address what is new in the Safeguarding Policy, activities Managers and Safeguarding Leads can run with Y People and tips on how to embed the Safeguarding Policy into the Y's Safeguarding practices.

What's new in the Safeguarding Policy?

The new Safeguarding Policy now aligns to the [Y's Safeguarding Framework](#) which incorporates three pillars; **culture**, **operations** and **environment**. Under these pillars are 15 elements which each outline our commitment to keeping Children and Young People safe. As a collective the Safeguarding Policy aims to keep Children and Young People safe at the Y, in their families and in their communities.

The Safeguarding Framework aligns to the 10 National Child Safe Principles, so in adopting and implementing the new Safeguarding Policy commitments, each Member Y Association is also complying with the 10 Principles.

The new Safeguarding Policy has also removed our Y Safe Behaviours. These have also been reviewed and adapted to now sit within your Member Y Association's Code

of Conduct. The adoption of the Safe Behaviours is however still incorporated in the Safeguarding Policy under 'culture – values and behaviours'.

Finally, the new Safeguarding Policy now incorporates the NSU as a resource and support function for the Movement, along with the Y's Stay Safe, Tell Someone Program. The Stay Safe, Tell Someone Program is based on the nudge theory that if a Child or Young Person sees something, hears something, or feels something that worries or concerns them, they tell someone. This can be a trusted adult, a Y Person, a Manager, a Safeguarding Lead or the NSU through the national online incident reporting form. For more information on how to embed the Stay Safe, Tell Someone Program visit the [Feel Safe Be Safe](#) webpage on the Towards One Y website.

Communicating the new Safeguarding Policy

A template has been developed to assist Member Y Association's communication of the new Safeguarding Policy. Please see Appendix 1 – Safeguarding Children and Young People Policy Launch – Communications Template for example internal and external communications, these can be tailored to suit your Member Y Association's various platforms and/or channels.

Activities for Managers and Safeguarding Leads

Below are some ideas on how to inform all Y People and how to implement the new Safeguarding Policy. But, first things first, before you talk to your Y People ensure you have ticked off the below.

- ✓ Ensure the Safeguarding Policy is easily accessible on your Associations webpage (it should not be more than three (3) clicks from the homepage). You can find the link to the Safeguarding Policy on Y Australia's page [here](#). There are two versions of the Safeguarding Policy – a PDF version which is suitable

for downloading and emailing, and an interactive version which is more engaging and suitable for webpage viewing. Both can be found [here](#).

- ✓ Ensure your Boards, CEO, Senior Leadership Team and all Y People are informed of the new Safeguarding Policy – this should be managed through your Association’s communications processes
- ✓ All Y People will need to sign and acknowledge that they have read and understand the new Safeguarding Policy – this should be managed through your Association’s People and Culture processes
- ✓ Pick one pillar at a time (**culture**, **operations** or **environment**) and dedicate some time to understanding the commitments under each element yourself so you are ready to answer any questions Y People may have
- ✓ It is not expected all of these commitments need to be completed straight away, we recommend starting with what you can and ticking them off as you address each one (some low hanging fruit can be quick wins) – Member Y Associations have until June 2021 to implement the commitments under the new Safeguarding Policy
- ✓ At the next available all staff meeting ensure you have some time dedicated to speak to the Safeguarding Policy so it is front of mind for everyone – if you would like some support on how best to do this please reach out to the NSU, we can help you make it creative and fun (safe@ymca.org.au)

The below tips are for when you are ready to start implementing the Safeguarding Policy with frontline staff and Y People – consider this part of your roadshow map!

- The Safeguarding Policy should be included in any newsletters or communication emails sent out over a period of time (not just a once off) so all Y People are informed of the new Policy and know where to find it.
- This is also required for communicating the new Policy to families and communities. Ensure they are updated either by newsletters, emails or through Y centre/sites usual communication processes

- Use team and staff meetings to discuss the new Policy, especially in the early days to ensure Y People can ask any questions about the changes – make sure this isn't a one off, keep it on as your Safeguarding agenda item
- Pick an element under each pillar and brainstorm with your colleagues, team or utilise your Safeguarding Committees/Working Groups to ensure all commitments can be met and those who need to be informed are. For example when you are ready to look at 'environment – eSafety' you may wish to bring in your IT team, marketing and communications team and anyone who facilitates or has a role in your Association's online programs or services
- Utilise the [NSU's National Safeguarding Guidance](#) – this has all the tools and templates on how to fulfil the Policy commitments. For example templates and tip sheets on how to empower Children and Young People and families and communities as well as 20 minute video recordings of each of the Safeguarding Framework elements and what this means at the Y.
- Consider leaving a hard copy of the Safeguarding Policy in staff lunch and break rooms so they can read in their own time.
- Ensure you make yourself available to answer any questions Y People may have – allow for question time at the end of any meetings regarding the Policy, ensure your contact details along with the NSU's are circulated and consider having a questions box left in staff rooms in case Y People do not feel comfortable asking Policy questions in front of a group

Where can I go for more information?

If your question is regarding how to fulfil a particular commitment under the Safeguarding Policy, we recommend checking the Safeguarding National Guidance first and if you are still unsure following that, please reach out to your Manager, Safeguarding Lead or the NSU.



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If you have any other questions or would like further support on how to best implement the new Safeguarding Policy please do not hesitate to reach out to the NSU safe@ymca.org.au



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Appendix 1: Safeguarding Children and Young People Policy Launch – Communications Template

1. Social Media Post / Newsletter – Internal

We'd like to introduce the Y's new Safeguarding Children and Young People Policy. Safeguarding is everybody's responsibility, this Policy applies to all Y People (this includes Board Directors and all those who are employed or volunteer for the Y, including those on work experience); Contractors; and Visitors and Patrons.

To assist you all to understand the new Safeguarding Policy and how to implement it within '*insert Member Y Association*', the National Safeguarding Unit (NSU) have put together an implementation guide.

You can view the new policy and the implementation guide here - <https://oney.ymca.org.au/scyp/Pages/default.aspx>

As always, if you have any questions, please contact '*insert Member Y Safeguarding Lead*' or contact the NSU at safe@ymca.org.au

2. Social Media Post – External

Safeguarding Children and Young people is our highest priority, we want them to 'Feel Safe and Be Safe', and this means we do not tolerate any type of harm or abuse.

After an extensive consultative process, the National Safeguarding Unit (NSU) have released the third version of the National Safeguarding Children and Young People Policy.

Safeguarding is everybody's responsibility, this Policy applies to all Y People (this includes Board Directors and all those who are employed or volunteer for the Y, including those on work experience); Contractors; and Visitors and Patrons.

You can view the new policy [here](#). If you have any questions, you can email '*insert local Safeguarding Lead and/or contact*' or the NSU at safe@ymca.org.au.

#safeguardingchildren #theY

3. Website or Newsletter Article – External

The NSU was formed by consensus amongst the Y Associations of Australia in November 2018 as a collective commitment to the safety and wellbeing of Children and Young People in our programs, services and within their families and communities.

Officially commencing in July 2019, the team, made up of subject matter experts Phillip Doorgachurn, Brent McAllister, Laura Giblett, and Teri McIntyre continue to build upon this commitment by facilitating national collaboration and co-design of safeguarding initiatives and resources.

After endorsing the first-ever national Safeguarding Children and Young People Policy in 2014, the NSU is proud to release the third version of the Safeguarding Children and Young People Policy.

This new policy is the result of an extensive consultation process with the Member Y Associations to ensure all Y People were invited and able to have their say in how the policy should be improved and implemented. During this process, the NSU received over 480 survey responses from Children and Young People, families and communities, Y People, Y Safeguarding Leads and our partner organisations. The NSU also engaged a diverse group of Y People through in-depth focus groups to ensure adequate feedback was heard and considered in the development of the new policy.

At the Annual General Meeting (AGM) on November 28, 2020, the Movement unanimously approved the new Safeguarding Children and Young People Policy. The Policy is now publicly available on the [Y's safeguarding resources page](#) along with an interactive version which was highlighted as an important addition to have based on feedback received during the consultation process.

The NSU are also currently developing a child-friendly version of the policy, along with a communications plan for Member Y Associations and an implementation guide on how to roll out the new policy and ensure all Y People are aware and updated of it.

The policy is designed to align with the Y's Safeguarding Strategy, Vision and Framework, and embeds other key pieces of work from the NSU such as the eCommitment, the National Safeguarding Risk Model and the Stay Safe, Tell Someone program. The NSU has also developed the first-ever national Safeguarding Guidance which complements the policy and supports Member Y Association's to embed the Safeguarding Framework and Policy initiatives in their respective Y's.

If you have any questions, please email the NSU at safe@ymca.org.au



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4. YNET/SharePoint/Towards One Y Post – Internal

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From this consultation, the NSU heard and incorporated the following feedback:

- The policy is presented in a more accessible and interactive way;
- The language is more inclusive; and
- They have ensured it is easy to understand how Safeguarding directly relates to Y Peoples' individual roles.

The NSU are also currently developing a child-friendly version of the policy, along with a communications plan for Member Y Associations and an implementation guide on how to roll out the new policy and ensure all Y People are aware and updated of it.

The new Safeguarding Children and Young People Policy is now publicly available [here](#) along with an interactive version [here](#).

The policy is designed to align with the Y's Safeguarding Strategy, Vision and Framework, and embeds other key pieces of work from the NSU such as the eCommitment, the National Safeguarding Risk Model and the Stay Safe, Tell Someone program. The NSU has also developed the first-ever national Safeguarding Guidance which complements the policy and supports Member Y Association's to embed the Safeguarding Framework and Policy initiatives in their respective Y's. All of these resources are available on the Y Safeguarding Portal [here](#).

Please read the policy and if you have any questions, do not hesitate to reach out to *'insert Member Y Safeguarding Lead'* or the NSU at safe@ymca.org.au