



YMCA Geelong Safeguarding Children and Young People –

Appendix A – Safeguarding Children and Young People Training and Compliance Requirements

OFFICE USE ONLY

Procedure Number	Date Approved	Date Last Amended	Status
YG 104- O Appendix A	20/03/2019	20/03/2019	APPROVED

This Appendix clarifies the induction and training requirements for staff, volunteers, contractors and consultants at YMCA Geelong.

Except as outlined in this Appendix all YMCA employees, volunteers, contractors and consultants will complete an induction process including information on the YMCA’s commitment to safeguarding children, the SCYP Commitment Statement and Sign-Off Form, the Australian Childhood Foundation/SCYP or Child Protection Training (or its equivalent), and behaviour/conduct expectations as outlined in the YMCA Code of Conduct.

1. Employees Training and Compliance Requirements

To support the implementation of the SCYP Policy and Procedure, the below framework can be used (as a guide only) to identify the various training and compliance requirements for employees at the Y. All employees are required to participate in the YMCA’s SCYP policy and procedure implementation, this includes completion of the ACF Child Protection Training, satisfactory NCHRC, a valid WWCC, face to face interviews and 2 Reference Checks.

Employee Scaling

Using the below framework, each employee position will be evaluated to identify the level of interaction with children or their time commitment (which ever is higher); this will then inform the training and compliance requirements for that employee.

Contact with Children and Young People

Minimal	Low	Medium	High
<ul style="list-style-type: none"> No contact 	<ul style="list-style-type: none"> Irregular & supervised/unsupervised contact 	<ul style="list-style-type: none"> Supervised contact Regular contact 	<ul style="list-style-type: none"> Direct supervision Core part of role Regular Contact

Time Commitment

Minimal	Low	Medium	High
<ul style="list-style-type: none"> Short Term Engagement (less than 1 week) 	<ul style="list-style-type: none"> Up to one month 	<ul style="list-style-type: none"> Up to 4 months 	<ul style="list-style-type: none"> More than 4 months

Examples

Category	Example Positions
High	Most Center/Services Staff (e.g. Managers, Directors, Team Leaders and Coordinators, Personal Trainers (Who work with Children/Young People), Lifeguards, Camping Employees, Children’s Services Employees, OSHC Employees, Crèche Employee, Swimming Coach/Teachers, Gymnastic Coaches/Assistants, Program Employee, Youth Services Employees, Duty Managers, Shift Supervisor)
Medium	Centre/Service Staff that don’t work with children (e.g. Café Staff, Cleaner, Maintenance employee)
Low	Support Staff (e.g. Corporate Service staff who do not work with children)
Minimal	Support Staff (e.g. Finance Dept Contractors Offsite who have no contact with children)

Training & Compliance Requirements for Employees

Following the identification of the level of child interaction and/or time commitment, the training and compliance requirements for each position will then be based on the below framework.

Level	Online Child Protection Training Timeframe	Working with Children Check Timeframe	Other Checks Required	SCYP Statement of Commitment
Minimal	Completed before commence of shift	Can commence on Application Receipt	<ul style="list-style-type: none"> NCHRC 2 Reference Checks Full Recruitment Process (Completed prior to Commencement)	Included in Staff and Volunteer Handbook Signoff (Completed prior to Commencement)
Low	Completed before commence of shift	Can commence on Application Receipt		
Medium	Completed before commence of shift	Can commence on Valid WWCC		
High	Completed before commence of shift	Can commence on Valid WWCC		

1. Volunteer Training and Compliance Requirements

To support the implementation of the SCYP Policy and Procedure, the below framework can be used (as a guide only) to identify the various training and compliance requirements for volunteers at the Y.

Volunteer Scaling

Categorising volunteer positions within the matrix is based on contact with Children & Young People and the duration of volunteer engagement at the Y. Higher categorised positions have more compliance and training requirements. The following matrix has been populated with some examples as a guide.

Contact with Children & Young People	High (Direct contact with children Core part of role Regular Contact or unsupervised interactions)	<i>Example: Children's Activities Leader at Fundraising Event</i>	<i>Example: Weekend Camp Leader</i>	<i>Example: Camp Leader</i> <i>Youth Mentor</i>	<i>Example: YouthParliament Taskforce</i> <i>Regular Campsite Worker</i> <i>Unsupervised Coaching</i> <i>Chaperone for Club Competitions with athletes</i>
	Medium (Regular contact with children, Supervised)			<i>Example: Holiday Program Leader</i> <i>Basketball Club Coaches</i> <i>YMCA Buddies</i> <i>Sporting Referees</i>	<i>Example: Sports Coaches</i>
	Low (Irregular contact with children, supervised)	<i>Example: Work/Field Experience Student</i>		<i>Example: Sporting Referees</i> <i>Event Volunteer Spectacular/ Family fun Day/ BBQ Stalls/Judges Support/ Doors Collectors/ Raffle selling at event</i>	<i>Example: Board Member</i> <i>Sporting Referees</i>
	Minimal (No contact)	<i>Example: Online Focus Group Member</i>	<i>Example: Fundraising Event Volunteer/ Committee member</i>	<i>Example: Marketing Volunteer</i>	<i>Example: Administration Volunteer</i>
		Minimal (1-2 hours on a non-regular basis)	Low (Up to a day per week on a non-regular basis)	Medium (1-7 days per week on a non-regular basis)	High (1-7 days per week on a regular basis)
	Time Commitment at the Y				

Please note: Some positions may spread across multiple levels, and some individual people may also have higher compliance requirements than others in the same position, depending on their contact and time commitment (eg. sporting referees).

Please note: Positions classified with both Medium time commitment AND Medium interaction with children should undergo the same training and compliance requirements as those classified as ‘High’.

Training & Compliance Requirements for Volunteers

Based on the identified scaling for a given volunteer position, the following table outlines the training and compliance requirements for that volunteer position.

Level	Online Child Protection Training Timeframe	Working with Children Check Timeframe	Other Checks Required	SCYP Statement of Commitment
Minimal	Not Required	Can commence on Valid Volunteer WWCC	Not required	Not Required
Low	YMCA Event Induction immediately prior to event (15 min group training)	Can commence on Valid Volunteer WWCC	<ul style="list-style-type: none"> • NCHRC 	Yes (Completed prior to Commencement)
Medium	ACF SCYP Online Training prior to commencement or Approved Training program – Face to Face	Can commence on Valid Volunteer WWCC	<ul style="list-style-type: none"> • NCHRC • 2 Reference Checks • Face to face interview (Completed prior to Commencement)	
High	ACF SCYP Online Training prior to commencement- or Approved Training program – Face to Face	Can commence on Valid Volunteer WWCC	<ul style="list-style-type: none"> • NCHRC • 2 Reference Checks • Face to face interview (Completed prior to Commencement)	

If the requirement to complete the mandatory 2 reference checks for any prospective volunteer is not viable, an exemption request must be submitted to the relevant CEO. The request is to be submitted by email to both CEO and the People and Culture Director. If the exemption is not approved by both managers, the volunteer cannot be rostered.



1.3 Consultants and Contractors Training and Compliance Requirements

To support the implementation of the SCYP Policy and Procedure, the below framework can be used (as a guide only) to identify the various training and compliance requirements for contractors/consultants at the Y.

Contractor & Consultant Scaling

Using the below framework, each contractor position should be evaluated to identify the level of interaction with children and/or their time commitment (whichever is higher); this will then inform the training and compliance requirements for that contractor.

The following matrix has been populated with some examples of our most common contractor positions.

 Contact with Children & Young People	High (Direct supervision Core part of role Regular Contact)			<i>Example: Ongoing Contractor YMCA Program Deliver Contractor Provider of School holiday program incursion Pilates /Yoga/ Health consultant/ Masseur</i>
	Low (Irregular supervised contact)		<i>Example: Event Contractor Provider of School holiday program incursion Pilates /Yoga/ Health consultant/ Masseur</i>	
	Minimal (No programming or service contact)	<i>Example: Maintenance Contractor Financial Services contractor Training Contractor Provider of School holiday program incursion Pilates /Yoga/ Health consultant/ Masseur</i>		
	Minimal (1-2 hours on a non-regular basis)	Low (Up to one day per week on a non-regular basis)	Medium (Ongoing programming)	
	Programming Commitment 			

Examples:

Maintenance Contractor – includes such as plumber, electrician, engaged maintenance contractors for corrective maintenance or capital works.

Financial Services Contractor – includes financial team providing services to YMCA Geelong

Provider of School holiday program incursion – includes business providers delivering a program to the children of school holiday program.

Pilates/Yoga/Health consultant/Masseur – includes business providers delivering programs to coaches and participants of YMCA Geelong.

Event Contractor – includes contractors engaged to deliver service for a particular event such as a magician, face painter, holiday program incursion.

Ongoing Contractor – includes ongoing contractors engaged in positions such as exercise physiologist or personal trainer, who deliver ongoing services.

YMCA Program Delivery Contractor – includes contractors engaged to deliver a YMCA program such as a tennis coach, personal trainer (in YMCA uniform) or group fitness classes.

Training & Compliance Requirements for Contractors:

The training requirements for various levels of contractors are as follows:

Level	Minimum Checks Required (EO/RDM/Manager may require additional checks)	Minimum SCYP Training Required	SCYP Statement of Commitment
Minimal	<ul style="list-style-type: none"> Valid WWCC Risk Assessment (Prior to Commencement)	n/a	No
Low	<ul style="list-style-type: none"> Valid WWCC Risk Assessment (Prior to Commencement)	Introductory Child Protection training (e.g. Equivalent/similar to YMCA Event Induction provided to YMCA Volunteers , or externally provided similar induction/training)	Abbreviated Commitment statement that refers to abiding by SCYP Policy and Procedure. See Appendix B of SCYP Procedure
High	<ul style="list-style-type: none"> Valid WWCC NCHRC Recruitment & Selection Policy/Procedure Apply (including interviews, 2x Reference Checks etc.) (Prior to Commencement)	Detailed Child Protection Training (e.g. Equivalent to online ACF Child Protection Training provided to YMCA Employees & Volunteers)	Abbreviated Commitment statement, that refers to abiding by SCYP Policy and Procedure. See Appendix B of SCYP Procedure

Managers should ascertain whether the individual is correctly classified as a contractor or employee, material available on the [Fair Work Ombudsman's website](#) is available to assist. For further information or assistance, please see your manager.

Please note: Contractors categorised as High will need to demonstrate that they have fulfilled the above SCYP requirements. This may include evidence of child-protection training completed elsewhere, within the last 12 months. Contractors can complete training from other providers, but the YMCA is happy to provide access to the SCYP training to assist them to comply with our policy.

External Organisation Partnership Requirements

All external organisations that enter into commercial contracts/partnerships with the YMCA (e.g. Independent Cafes, Physiotherapists etc.) will be required to agree/abide by the YMCA's SCYP Policies and Procedures, similarly to the contractor/consultant requirements above. These requirements should form part of the engagement agreement entered into upon commencement of the arrangements, and be accompanied with a YMCA Risk Assessment where elements of the SCYP Policy/Procedure cannot be adhered to (e.g. Physiotherapist alone with a person under 18).

Note: User Groups are different to consultants/contractors or commercial partners; "User Groups" operate within a YMCA Facility via a room/stadium hire agreement and operate a service that isn't required or established by the YMCA (such as a basketball/netball competition), and are not considered commercial partnerships. **These agreements should incorporate the requirements set out in the User Group Agreement SCYP Template.**

1.1.1 Special Circumstances

A YMCA Manager should provide alternative training opportunities to an individual who is unable to complete the Australian Childhood Foundation Child Protection Training due to a special circumstance, including but not limited to:

- Intellectual disability
- Learning difficulty
- Culturally and linguistically diverse background
- Adult survivor
- Under 18 years of age

The below table provides some of the options available in special circumstances.

Special Circumstance	Compliance Requirements (other than training)	Child Protection Training Options
Intellectual Disability	<ul style="list-style-type: none"> • Same as Employee/Volunteer/Contractor Requirements 	<ul style="list-style-type: none"> • One: One guidance Assistance • Job Support or Agency Assistance • Interactive Group Session • Facilitator Led Group Session • Easy English Alternative
Learning Difficulty	<ul style="list-style-type: none"> • Same as Employee/Volunteer/Contractor Requirements 	
Culturally and linguistically diverse background	<ul style="list-style-type: none"> • International Police Check may be required, as per NCHRC Policy/Procedure • Same as Employee/Volunteer/Contractor Requirements 	
Under 18	<ul style="list-style-type: none"> • Same as Employee/Volunteer/Contractor Requirements (except WWCC Not Required) 	
Adult Survivor	<ul style="list-style-type: none"> • Same as Employee/Volunteer/Contractor Requirements 	
Other Special Circumstances	<ul style="list-style-type: none"> • Same as Employee/Volunteer/Contractor Requirements 	As above, or consult your manager

Training Options for use, as appropriate

Training Options	Details
One: One guidance	Where another person sits with the individual and takes them through the online training, to assist with their learning. This will mean that the individual receives a Completion Certificate.
Job Support or Agency Assistance	Where an external provider is engaged to take the individual through the online training, to assist with their learning. This will mean that the individual receives a Completion Certificate.
Interactive/ Computer-based Group Session	A group session led by a YMCA Manager, where individuals complete the online training together. Each participant sits in front of a separate computer and everyone works through the training together. This will mean that the individual receives a completion certificate
Facilitator Led Group Session	A group session led by a YMCA Manager, where individuals all sit together and are taken through the training (i.e. on a projector/big screen). This will mean that the individual will not receive a completion certificate. Appropriate records must be kept and stored.
Easy English	Provision of the ACF Child Protection training in 'Easy English'.

NB: There is not a one size fits all approach, YMCA Managers will need to consider each situation on a case by case basis, and implement a solution that meets the special circumstances and the Child Protection training obligations.

In special circumstances where an individual is unable to complete the online child protection training, the YMCA Manager must ensure adequate records are kept (and provided to the relevant Payroll Specialist, or Volunteer Manager) that include details of the training completed, and reasons for special circumstances.



YMCA CENTRALISED CHILD SAFETY UNIT – Guide to Child-facing status of all YMCA programs and roles

Date of Approval	Approved by	Date Review Due	Corresponding Priority 1 Licensing Standards
1 March 2019	SGLT	15 November 2019	Standards 2 and 3 – Screening and Induction & Training

This guide has been prepared to assist with definitions of non-child and child facing roles and how each role should be treated within Child Safety Licensing Standards. **Key: *** = All roles in these categories are considered child-facing unless a role is working exclusively with adults/ involves no contact with children**

	Program	Roles	Child-facing?		Minimum hours of Safeguarding Training P/A		Enhanced interview questions?		Enhanced reference questions?		Enhanced PD responsibility?	
			Yes	No	3	1	Yes	No	Yes	No	Yes	No
Sport & Recreation ***	Gymnastics (E.g. All types of gymnastics, including, Circus Skills, Cheerleading, Kinder Ed/ Gym)	Assistant, Coach, Coordinator, Crèche Staff, Instructor, Judge, Manager, Supervisor Team Leader, Volunteer or Any other role involving direct service delivery to children and young people, in whole or part	✓		✓		✓		✓		✓	
	Stadium Sports (E.g. Basketball, Badminton, Futsal, Indoor Cricket, Indoor Roller Hockey, Squash, Tennis)		✓		✓		✓		✓		✓	
	Field Sports (E.g. Athletics, Baseball, Cricket, Football, Hockey, Soccer, Softball, Rugby, Teeball)		✓		✓		✓		✓		✓	
	Martial Arts (E.g. Brazilian Jujitsu, Judo, Karate, Kendo, Kicking Boxing, Sumo Wrestling, Self Defence, Taekwondo, Tai Chi, Yoga)		✓		✓		✓		✓		✓	
	Group Fitness (E.g. Belly dancing, Boot Camp, Boxing, Dancing, Fitness classes, Personal Trainers, Mums & Bubs Exercise Programs, Special Needs Recreation Programs, Teen Fitness)		✓		✓		✓		✓		✓	
	Health Club (E.g. Gym staff, Personal Trainer)		✓		✓		✓		✓		✓	

	Program	Roles	Child-facing?		Minimum hours of Safeguarding Training P/A		Enhanced interview questions?		Enhanced reference questions?		Enhanced PD responsibility?	
			Yes	No	3	1	Yes	No	Yes	No	Yes	No
Youth Programs ***	Youth Camps	Assistant, Assessor, Case Worker, Coordinator, Instructor, Manager, Mentor, Teacher Team Leader, Volunteer Any other role involving direct service delivery to children and young people, in whole or part	✓		✓		✓		✓		✓	
	Juvenile Justice (E.g. Pre and Post Prisoner Release, Rehabilitation Programs, Bridge Project)		✓		✓		✓		✓		✓	
	Diversion Programs (E.g. Mobile Youth Programs, Motor Mechanics)		✓		✓		✓		✓		✓	
	Youth Mentoring (E.g. Big Brother Big Sister)		✓		✓		✓		✓		✓	
	Youth Parliament		✓		✓		✓		✓		✓	
	Youth Services (E.g. Work experience Programs)		✓		✓		✓		✓		✓	

Camping & Outdoor Education

Water based activities (E.g. Canoeing, Diving, Kayaking, Sea Kayaking, Surfing)	Assistant, Assessor, Coordinator, Instructor, Manager, Teacher, Team Leader, Volunteer Any other role involving direct service delivery to children and young people, in whole or part	✓		✓		✓		✓		✓		
		Climbing activities (E.g. Abseiling, Climbing Wall, Rock Climbing)	✓		✓		✓		✓		✓	
		Bike Programs (E.g. BMX Bike Riding, Mountain Biking, Bike Repairs and Maintenance)	✓		✓		✓		✓		✓	
		Skating Program Staff (E.g. Ice Skating, Roller Skating, Skateboarding, Skating Parks)	✓		✓		✓		✓		✓	
		Walking and running activities Program Staff (E.g. Bushwalking, Cross Country Skiing, Hiking, Orienteering, Outdoor Adventure, running clubs, Walking Programs)	✓		✓		✓		✓		✓	
		Camping (E.g. Accommodation, Archery, Ropes, Flying Fox, Giant Swing)	✓		✓		✓		✓		✓	
Cooks and Kitchen Staff	Cook, Kitchen Staff Any other role involving indirect service delivery to children and young people, in whole or part		✓		✓		✓		✓		✓	

Adults Programs	Community Services (E.g. Aboriginal Elder Programs, Bingo)	Assistant, Coordinator, Instructor, Team Leader, Manager, Program Staff		✓		✓		✓		✓		✓
	Older Adults Fitness Programs (E.g. Active over 50s, Lawn Games, Living Longer Living Stronger, Older Adults fitness classes)											
Disability Services ***	Disability Services (E.g. Disability Respite Programs, In Home Care Services, Social Groups, Support Coordination, Weekend Recreation Programs)	Assistant, Assessor, Case Worker, Coordinator, Instructor, Manager, Mentor, Teacher Team Leader, Volunteer Any other role involving direct service delivery to children and young people, in whole or part	✓		✓		✓		✓		✓	

Contractors ***	Allied Health (E.g. Counselling, Hydrotherapy, Physiotherapy, Massage)	Counsellor, Hydrotherapist, Physiotherapist Masseuse Any other role involving direct service delivery to children and young people, in whole or part	✓		✓		✓		✓		✓	
Aquatics Programs ***	Learn to Swim	Assistant, Assessor, Coordinator, Crèche Staff, Duty Manager, Instructor, Lifeguard, Manager, Teacher Team Leader, Volunteer, Wet Deck Supervisor or Any other role involving direct service delivery to children and young people, in whole or part	✓		✓		✓		✓		✓	
	Aquarobics											
	Synchronised Swimming											
	Water Polo											

Community Programs	Community Development		✓		✓		✓		✓		✓	
	Ballroom Dancing	Assistant,	✓				✓		✓		✓	
	Environmental Activities	Assessor,	✓		✓		✓		✓		✓	
	Homework Club	Case Worker,	✓				✓		✓		✓	
	Face painting	Coordinator,	✓		✓		✓		✓		✓	
	In School Care	Instructor,	✓		✓		✓		✓		✓	
	Mobile Toy Resource Library	Manager, Mentor,	✓		✓		✓		✓		✓	
	Music Programs	Party Organiser	✓		✓		✓		✓		✓	
	Opportunity Shops	Teacher		✓		✓		✓		✓		✓
	Photography	Team Leader, Volunteer	✓		✓		✓		✓		✓	
	Training Programs & Education (E.g. Welfare and Employment)	Any other role involving direct service delivery to children and young people, in whole or part	✓				✓		✓		✓	
	Golf Course			✓		✓		✓		✓		✓
	Facility Hire			✓		✓		✓		✓		✓
Events	Events	Organisers of events but not in attendance (E.g. Barbeques, Fun Runs, Golf Competitions, Markets, Debutant Balls, Discos, DJ Workshops, excursions, parent attendance at events)	Fundraisers, Organisers, Volunteers, Parent Volunteers	Preference 1 – WWCC and full supervision required Preference 2 – If Legalisation doesn't allow for WWCC, a Police Check must be completed and full supervision required								

Customer Service	Caravan Park Management	Administrator		✓		✓		✓		✓		✓
		Caravan Park Manager	✓		✓		✓		✓		✓	
	Driving/ Transportation	Drivers		✓		✓		✓		✓		✓
	Maintenance – (E.g. Gardening, Cleaners, DIY)	Cleaner, Gardener, DIY Assistant		✓		✓		✓		✓		✓
	Golf – (E.g. Golf Course)	Instructor		✓		✓		✓		✓		✓
	Hospitality (E.g. Café, Catering)	Café Staff, Caterer, Cook/ Kitchen Hand, Cleaner		✓		✓		✓		✓		✓
	Customer facing roles (E.g. Front Desk)		✓		✓		✓		✓		✓	

If you have questions or concerns about the child-facing status of a role or program, or this document, please contact the Centralised Child Safety Unit.

Safeguarding Risk Assessment

The risks identified in a Safeguarding Risk Assessment are risks to children and young people of abuse. The below template provides **examples** of potential risks, hazards and control measures, some of which may / may not be applicable to your service, program or activity, nor are the examples exhaustive.

Where examples are not applicable, enter N/A and where you intend to develop a more comprehensive Risk Assessment you may include some or all of the factors included in Appendix 2 or identify additional factors specific to your service, program or activity.

If you have an existing Risk Assessment and Management system please ensure that the relevant items are included.

Service, program or activity details	Example
Name of service, program or activity:	<i>Camp Wyuna – Out Sourced Programs</i>
Description:	<i>Swim with Dolphins</i>
Location:	<i>Queenscliff</i>
Date(s):	<i>20.03.2019</i>

Risk Area	Hazard(s)	Control Measures	Procedures	Rating*	Responsibility
<i>* Refer to Risk Matrix Rating (page 7)</i>					
Personnel					
Staff skills, knowledge, attitude & ability	Inadequacy of staff skills, knowledge, attitude & ability to perform required duties causes harm	<ul style="list-style-type: none"> Recruitment guidelines are followed and implemented, including requirement for Police Clearance & WWCC Staff selection, induction, supervision & monitoring 	<i>Example:</i> <i>Recruitment Policy</i> <i>Induction Procedures</i> <i>SCYP Training</i>	<i>Example:</i> <i>LOW</i>	<i>Example:</i> <i>PCD- Adele Andrew</i> <i>Supervisor – Andrew Kidd</i>

Risk Area	Hazard(s)	Control Measures	Procedures	Rating*	Responsibility
		<ul style="list-style-type: none"> Skills assessment, feedback, coaching and support to address needs such as skills deficits, stress, personal support Training provided through: induction, training modules, tutorials, staff meetings, operations manuals Qualifications are periodically updated 	<i>Staff Performance Review framework</i>		
Staff under 18	Vulnerability is not recognised when working alone with adults	<ul style="list-style-type: none"> Clear guidelines in place for employing under 18's On boarding of minors is completed in conjunction with parents/guardians 			
Staff supervision	<ul style="list-style-type: none"> Staff behaviour cannot be directly monitored e.g., outreach, 24/7 residential care Individual staff alone with young people Inappropriate staff behaviour causes harm 	<ul style="list-style-type: none"> Code of Conduct is established with staff when beginning employment Code of Conduct is established with client when beginning professional relationship Policy to ensure that two staff members are present/in view of each other whilst engaging young people Clear policies and procedures regarding terms of entry and access to personal space A risk assessment is conducted prior to any staff working alone If working alone is permitted, monitoring, communication and emergency mechanisms will be provided Staff are trained to minimise risk and able to promptly respond to risks 			
Staff support	Workplace stresses negatively impacting on staff performance	<ul style="list-style-type: none"> Staff are aware of how to access Employee Assistance Program Staff are provided opportunities for de-briefing 	<i>Example:</i> <i>Grievance Policy</i> <i>EAP Policy</i>		

Risk Area	Hazard(s)	Control Measures	Procedures	Rating*	Responsibility
External agency providers / contractors	<ul style="list-style-type: none"> Unsuitable external provider staff: lack of WWCC, police, reference checks, qualifications External personnel unfamiliar with organisation procedures and expectations about behaviour of staff High risk and/or specialised tasks 	<ul style="list-style-type: none"> Contractor agreed scope of works and/or contracts signed prior to commencing work A risk assessment is conducted prior to commencing work and provided to contractor. Supervision of works and contractors Sign in register maintained 	<p><i>Example:</i> <i>External Agency Providers Contract Sign in register</i></p>		
Facility hire groups	<ul style="list-style-type: none"> Unsuitable hire group: lack of WWCC, police, reference checks Hire group unfamiliar with organisation procedures and expectations about behaviour of group 	<ul style="list-style-type: none"> Facility Hire agreement in place prior to hire commencing Hire group abide by conditions of use of facility A risk assessment is conducted prior to commencing the hire and provided to the hirer Sign in register maintained Supervision of hire group Spot check patrols 			
Non-staff residents living on site	<ul style="list-style-type: none"> Lack of WWCC, police, reference checks, qualifications Unfamiliar with agency procedures and expectations about behaviour 	<ul style="list-style-type: none"> Non-staff residents policies, procedures and risk assessment in place and agreed to prior to residency Register of all non-staff residents maintained 			
Facility					
Visibility	<ul style="list-style-type: none"> Remote or seldom-used areas Poor visibility into all areas 	<ul style="list-style-type: none"> CCTV Monitoring Security patrols 			
Security & Access	<ul style="list-style-type: none"> Unauthorised persons entering the facility Inability to restrict activities to area Inability to restrict public access to area Inability to monitor entry / exit from area 	<ul style="list-style-type: none"> CCTV Monitoring Facility Users abide by conditions of use of facility Security patrols Swipe card access 			
Change-rooms, toilets, bedrooms	<ul style="list-style-type: none"> Lack of appropriate privacy including: separation of sexes, separation of staff & 	<ul style="list-style-type: none"> Procedures include planned toilet breaks where children go in groups 			

Risk Area	Hazard(s)	Control Measures	Procedures	Rating*	Responsibility
	<ul style="list-style-type: none"> customer facilities, accessibility to the general public Lack of appropriate supervision including number and gender of personnel 	<ul style="list-style-type: none"> Change-rooms, toilets, bedrooms inspections conducted periodically 			
External venue	Unsuitable external venue (see above – visibility, security and change rooms etc)	<ul style="list-style-type: none"> Hire agreement with external venue provider in place prior to hire commencing to address risk issues 			
Client group					
Vulnerability	Age, disability, social/cultural background, history of maltreatment increases the vulnerability of clients	<ul style="list-style-type: none"> Increased supervision ratios Appropriately experienced and qualified staff 	<i>Example: Service Operations Manual</i>		
Client Behaviour	<ul style="list-style-type: none"> Psychological, physical and /or sexual abuse to other persons Children/ young people do not behave appropriately towards each other Theft of personal possessions, money and assets. 	<ul style="list-style-type: none"> Screening of applicants to identify risk behaviours Risk assessment and (behaviour) management plans completed for clients. Staff informed of the risks, staff trained to deal with behaviour / risks Increased supervision Client enrolment / facility hire agreement incorporates risk assessment, (behaviour) management plans and behavioural expectations and consequences for breaches. Procedure to be outlined in the operations manual, signed on completion by staff/volunteers Behaviour standards are set and monitored by staff CCTV and signage indicating monitoring in place 	<i>Example: (Behaviour) Management Policy and Plans</i>		
Personal care / first aid	<ul style="list-style-type: none"> Unsuitable personal care arrangements e.g. sleeping, bathing, toilet re: age / gender / disability Lack of privacy Lack of appropriate visibility 	<ul style="list-style-type: none"> Personalised management plans for high needs clients Facilities are appropriate to needs 			
Client trauma	<ul style="list-style-type: none"> Clients disclosing abuse 	<ul style="list-style-type: none"> SCYP Policy displayed and communicated to all staff 			

Risk Area	Hazard(s)	Control Measures	Procedures	Rating*	Responsibility
	<ul style="list-style-type: none"> • Clients disclosing or exhibiting self-harming or suicidal tendencies • Clients suffering vicarious trauma 	<ul style="list-style-type: none"> • SCYP training completed by all staff (induction and annually) • Reporting procedures for concerns are documented and implemented within the organisation • Residents and families are encouraged to provide feedback regularly on service provision • Monitoring and checking in system is implemented with young residents. • Referral to external support agencies 			
Supervision	<ul style="list-style-type: none"> • Inadequate supervision causes injury/harm 	<ul style="list-style-type: none"> • Assessment is conducted to ascertain supervisory requirements for any activity 			
Activities					
On-site	<ul style="list-style-type: none"> • Close physical contact • Frequent one-on one interactions • Transporting • Peer supervision 	<ul style="list-style-type: none"> • All activities are outlined within programmed experiences and documented accordingly • Activities are conducted in line with relevant regulations • Staff are trained to balance challenge and risk 			
Transport	<ul style="list-style-type: none"> • Staff behaviour cannot be directly monitored • Individual staff alone with young people • Inappropriate staff behaviour causes harm 	See 'Staff Supervision'			
Excursions	<ul style="list-style-type: none"> • Inadequate approval sign off • Inadequate screening of other persons who may be present e.g. family members 	Excursion Risk Assessment are undertaken			
Overnight stays	<ul style="list-style-type: none"> • Inadequate approval sign off • Inadequate screening of other persons who may be present e.g. family members • Inappropriate sleeping arrangements 	See 'Excursions' and 'Facilities'			
Social Media, photography					

Risk Area	Hazard(s)	Control Measures	Procedures	Rating*	Responsibility
Social media	<ul style="list-style-type: none"> Unacceptable use of Internet-enabled devices Physical location of computers does not facilitate supervision Lack of regulation of contact through social media 	<ul style="list-style-type: none"> Code of conduct is established with client when beginning professional relationship Code of conduct is established with staff when begin employment 			
Photography & videography	<ul style="list-style-type: none"> Inadequate assessment & authorisation prior to photographs/videos being taken Inadequate supervision of external photographers 	<ul style="list-style-type: none"> Parental consent sourced Correct recruitment, screening and supervision of external providers followed 			
General public, spectators, parents					
Parent behaviour	<ul style="list-style-type: none"> Parents do not behave appropriately Children are not collected / supervised as planned 	<ul style="list-style-type: none"> Briefing parents / spectators on behavioural expectations Be clear on any specific requirements including court orders 			
Visitor Behaviour	<ul style="list-style-type: none"> Personal injury from unforeseen violence and aggression from persons 	<ul style="list-style-type: none"> Emergency procedures outline lockdown procedures Communication devices are on staff at all times Client agreements define responsibility for visitor behaviour 			

Risk Matrix Rating

<p>Note: Risk matrix does not fit all situations. If in doubt, please contact the Safeguarding Coordinator.</p>		CONSEQUENCES				
		<p>MINIMAL No injury Minor impact</p>	<p>MINOR First aid events with no adverse effects</p>	<p>MODERATE Medical treatment required. Events with temporary adverse effects</p>	<p>MAJOR Extensive injury. Events with long-term effects. Attracts authorities</p>	<p>CATASTROPHIC Fatality or permanent disability. Event with major impact. Mass media attention</p>
LIKELIHOOD	<p>PROBABLE Is expected to occur in most circumstances</p>	MEDIUM	MEDIUM	HIGH	HIGH	HIGH
	<p>LIKELY Will probably occur in many circumstances</p>	MEDIUM	MEDIUM	HIGH	HIGH	HIGH
	<p>POSSIBLE Could occur at some time</p>	LOW	MEDIUM	MEDIUM	HIGH	HIGH
	<p>UNLIKELY Not expected to occur</p>	LOW	LOW	MEDIUM	MEDIUM	HIGH
	<p>IMPROBABLE May occur only in exceptional circumstances</p>	LOW	LOW	LOW	MEDIUM	HIGH

Approval & Review			
Plan prepared by (print):		Approved by (print):	
Role:		Role:	
Signed:		Signed:	
Date:		Date:	
Venue & Safety Information attached:	Yes / No (please delete)	Communicated to:	

Approved by: YMCA Geelong Board/ SMT 04.04.2019

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Next review: 14/03/2022

Policy Owner: Chief Executive Officer

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Amendment history:

Version	Date	Author	Change Description
V1	01/02/2019	Shona Eland	Training and Compliance Appendix A developed
V2	20/03/2019	Adele Andrew/Shona Eland	Modified to include YMCA Australia Centralised Child Safety Unit – <u>Guide to Child-facing status of all YMCA programs and roles</u> released 20.03.2019

As adopted by YMCA Geelong on 20/03/2019



Chief Executive Officer YMCA Geelong Inc.