

YMCA Geelong - Child Safety and Wellbeing Policy (Safeguarding Children and Young People)

OFFICE USE ONLY

Policy Number	Date Approved	Date Last Amended	Status
YG 104-G	04/03/2026	11/12/2025	APPROVED

1. INTRODUCTION

YMCA Geelong (“the Y”) is committed to fostering a culture of child safety within all our services including online environments and experiences where children and young people are safe, feel safe, and are empowered to participate and thrive.

This policy:

- Sets out YMCA Geelong’s overarching commitment to child safety and wellbeing.
- Aligns with the Victorian Child Safe Standards (11 Standards) and the National Principles for Child Safe Organisations (10 Principles).
- Brings together and replaces earlier standalone statements under the Safeguarding Children and Young People framework to create a single, contemporary Child Safety and Wellbeing Policy for YMCA Geelong.

The Y has **zero tolerance** for child abuse, racism and harm in any form. All concerns and allegations will be taken seriously, responded to promptly and reported to relevant authorities in line with legal and organisational requirements. We want all children to feel safe throughout their journey with Y.

This policy must be read together with the Child Safety/Safeguarding Children and Young People Procedures, Responding to Safeguarding Matters Policy, and other related documents listed in the “Supporting Documents” section.

This Policy complies with YMCA Australia Priority One Licensing Standards and National Safeguarding Policy Requirements.

2. POLICY

2.1 Policy Statement

YMCA Geelong (the Y) is a child safe and child friendly organisation. We recognise the rights of children and young people as set out in the United Nations Convention on the Rights of the Child and are committed to their safety, wellbeing, participation and empowerment.

The Y :

Has zero tolerance for child abuse, harm, exploitation and neglect.

Actively works to ensure children and young people are listened to, believed, and involved in decisions that affect them.

Welcomes and respects:

- Aboriginal and Torres Strait Islander children and young people
- Children and young people from culturally and linguistically diverse backgrounds
- Children and young people with disability

YG 104-G Child Safety and Wellbeing Policy V14 04.03.2026 (Replaces YG 104- G Safeguarding Children and Young People Policy)

- Children and young people of all genders, sexualities, faiths and family structures.

Embeds child safety and wellbeing in our governance, leadership, planning, risk management, people practices and culture, consistent with the Victorian Child Safe Standards and National Principles for Child Safe Organisations.

Commits to continuous improvement through regular monitoring, evaluation and review of this policy and associated procedures.

The Y will:

- Promote a culture where child safety is everyone's responsibility.
- Ensure that people working with children and young people are suitable, screened, inducted, trained and supported.
- Maintain safe physical and online environments by identifying, assessing and managing risks of child abuse and harm.
- Have clear, accessible and child-focused complaints and reporting mechanisms.
- Work in partnership with families, carers, communities and external agencies to keep children and young people safe.
- Organisational Leaders support staff, volunteers and community members to acknowledge and appreciate the strengths of Aboriginal and Torres Strait Islander culture and understand its importance to the wellbeing and safety of Aboriginal and Torres Strait Islander children.
- All Y People actively support and facilitate the participation and inclusion of Aboriginal and Torres Strait Islander children, young people and their families.
- The Y is committed to ensuring all children and young people are heard, feel safe and are free from harm.
- The Y fosters a culture of continuous improvement, which ensures families and children and young people are involved about decisions which will influence their time at the Y.

2.2 Y GEELONG'S Code of Conduct Expectations

- Y people engaged in work tasks and/or when interacting with colleagues, customers, children and young people are expected to:
- Demonstrate professionalism, skill and due diligence when performing your duties (including all online and electronic interactions).
- Communicate with each other honestly, courteously, and respectfully.
- Treat all people with courtesy, and with respect for their rights, duties, and aspirations.
- Use your position in good faith and in the best interests of the Y.
- Adopt a zero-tolerance approach to any real/potential act/intent of racism.
- Follow and uphold all legislative requirements that may apply to your role, that you should reasonably be aware of.
- Not improperly use your position to gain an advantage for yourself or someone else, and/or cause a detriment to Y.
- Not engage in conduct that constitutes bullying, harassment, victimisation, or unlawful discrimination, in the course of your employment.
- Only engage in conduct that is in line with your role and our expectations of behaviour.
- Maintain the confidentiality of any information that you acquire in the course of your duties.

In addition, in relation specifically to child safety and wellbeing, Y people are expected to:

- Place the best interests of children and young people at the centre of all decisions and actions.
- Comply with this Child Safety and Wellbeing Policy and procedures, the YMCA Code of Conduct and relevant Codes of Behaviour at all times.
- Maintain clear professional boundaries with children and young people (including online) and avoid any behaviour that could be misinterpreted as grooming or favoritism.
- Listen to children and young people, take their concerns seriously and respond in a timely and child-centered way.
- Follow approved behaviour guidance strategies and never use physical punishment, humiliation or degrading treatment.
- Immediately report any reasonable belief, concern, disclosure or allegation of child abuse, harm or neglect, or any breach of this policy or Code of Conduct, in accordance with the Y's processes and legal requirements.
- Ensure our programs and facilities are culturally safe and attend professional development to support this aim.

3. SCOPE

This policy applies to:

- All YMCA Geelong Board members and sub-committee members
- The Chief Executive Officer (CEO) and all employees (permanent, temporary, casual and fixed term)
- All volunteers, students and work experience participants
- All contractors, consultants, commercial partners and user groups working on YMCA sites or delivering YMCA programs involving children and young people
- All children and young people participating in YMCA programs and services
- Parents, carers, families and community members who engage with YMCA Geelong.

This policy applies to all YMCA Geelong programs, services, facilities, events, camps, activities and online platforms where children and young people are present or engaged, whether on-site, off-site or online.

4. WHAT CHILDREN & YOUNG PEOPLE HAVE TOLD US KEEPS THEM SAFE AND HAPPY AT THE Y

Children's and young people's direct input for this policy highlights that attending our programs are a positive experience for them when:

- *I can play or participate with my friends and make new friends*
- *I feel cared for and listened to by my educators or coaches and leaders*
- *Playing with new, fun and exciting toys*
- *Being outside and exploring my surroundings*
- *Cooperation and participation are encouraged.*

Parents and guardians input in the policy outlines that;

- *Educators, Coaches and Leaders provide structure and support*
- *There is constancy, clear communication and connection with our children for them to thrive*
- *Staff are kind inclusive and friendly*
- *You can see the Child Safety is important to the Y staff*

Children and Young People's direct input for this policy highlights how children can provide feedback by:

- *Talking to Y staff and/or my mum and dad or carer*
- *Using feelings check in boards*

YG 104-G Child Safety and Wellbeing Policy V14 04.03.2026 (Replaces YG 104- G Safeguarding Children and Young People Policy)

- *Talking to my friends*

5. ALIGNMENT WITH CHILD SAFE STANDARDS AND NATIONAL PRINCIPLES

The Y is committed to being a child safe and child friendly organisation. This policy and the associated **YG 104-O Child Safety and Wellbeing Procedures** are designed to ensure our ongoing compliance with:

- the **Victorian Child Safe Standards** (11 Standards) made under the *Child Wellbeing and Safety Act 2005 (Vic)*; and
- the **National Principles for Child Safe Organisations**, which provide nationally consistent, best-practice guidance for child safe organisations in Australia.

The Y will:

- embed child safety and wellbeing in our governance, leadership, strategy and culture, including Board and Executive decision-making
- maintain a documented framework of policies, procedures and guidelines that demonstrate how we meet each Child Safe Standard, including this policy, YG 104-O procedures and related policies (e.g. recruitment, training, Code of Conduct, complaints and incident management)
- ensure that roles and responsibilities for child safety are clearly defined and understood across the organisation, from the Board and CEO through to managers, staff, volunteers and contractors
- regularly review and improve our child safety practices using self-assessment against the Child Safe Standards, analysis of incident and complaint data, external guidance and audit findings.
- A detailed mapping of the Victorian Child Safe Standards to YMCA Geelong policies and procedures is provided in Appendix 1 to this policy.

6. CHILD SAFE STANDARDS

STANDARD 1: ORGANISATIONS ESTABLISH A CULTURALLY ENVIRONMENT IN WHICH THE DIVERSE AND UNIQUE IDENTITIES AND EXPERIENCES OF ABORIGINAL CHILDREN AND YOUNG PEOPLE ARE RESPECTED AND VALUED.

- The Y has a **zero-tolerance approach to racism and discrimination**. We recognise the absence of racism does not indicate cultural safety.
- We have documented procedure to ensure that incidents /complaints are recorded, actioned, investigated and potential consequences are in place for breaches of our policy and procedures.
- Our Code of Conduct and position descriptions clearly outline expectations of staff and volunteer behaviour including: –zero tolerance of racism and expectations that staff and volunteers will act on incidents of racism –that children will be supported to express their culture and enjoy their cultural rights. (1.1, 1.3)
- The organisation creates an inclusive and welcoming physical and online environment for Aboriginal children and their families by acknowledging and respecting Aboriginal people, communities, cultures, and values.
- All children receive information from the organisation about cultural rights and the organisation takes active steps to encourage Aboriginal children to express their culture. When children express their culture, staff and volunteers in the organisation give them support.
- Aboriginal children, young people and families are consulted about services and programs Y Victoria offers.

YG 104-G Child Safety and Wellbeing Policy V14 04.03.2026 (Replaces YG 104- G Safeguarding Children and Young People Policy)

Page 5 of 15

Endorsed: BOARD

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- The Y takes steps to empower Aboriginal children and young people and provides them with opportunities to participate and be included in a way that is culturally safe.
- The organisation takes steps to empower Aboriginal families and provides them with opportunities to participate in a way that is culturally safe.
- The Y provides members of the Y's community with information on cultural rights and the importance of culture to the wellbeing and safety of Aboriginal children.
- We support staff and volunteers to support children to express their culture and enjoy their cultural rights with strategies to keep Aboriginal children and young people safe. These practices are developed, implemented, and embedded.

STANDARD 2: CHILD SAFETY AND WELLBEING IS EMBEDDED IN ORGANISATIONAL LEADERSHIP, GOVERNANCE AND CULTURE.

- Child safety is championed in our all levels of management and included in on boarding processes, training and agenda items.
- Senior leaders model our commitment to child safety and regularly review our child safety policy every three years or as required based on legislative changes.
- The leadership teams have a responsibility to help everyone involved with the Y to acknowledge and appreciate the strengths of Aboriginal culture and understand its importance to the wellbeing and safety of Aboriginal children. (1.1, 1.2, 1.3, 1.4, 1.5)
- We have a dedicated child safety team who provide expert advice on all child safety matters and report on child safety to our executive and board members.
- Good governance prioritises child safety and promotes our commitment of child safety in our policy to the organisation by setting clear expectations on child safety behaviours and values.
- Our culture of child safety is embedded in our code of conduct, setting clear expectations of what behaviours will and will not be tolerated.
- All Y people are informed of information sharing and record keeping practices at the Y, to strengthen their confidence when working with children and young people.

STANDARD 3: CHILDREN AND YOUNG PEOPLE ARE EMPOWERED ABOUT THEIR RIGHTS, PARTICIPATE IN DECISIONS AFFECTING THEM AND ARE TAKEN SERIOUSLY.

- We create easy to read and age appropriate documents to educate and engage with children about their rights, safe environments and how to raise concerns and access support services
- All children are provided with the opportunity and encouraged to make friends and participate in a number of activities in their enrolled program or service line.
- We ensure our policies and procedures are created with the intention to empower and support children with decision making.
- Our staff are trained on the importance of creating environments where children can learn, engage in peer activities and also responding to any child's needs regarding their safety and wellbeing.

STANDARD 4: FAMILIES AND COMMUNITIES ARE INFORMED AND INVOLVED IN PROMOTING CHILD SAFETY AND WELLBEING.

- We provide regular, accessible information about the organisation's child safety and wellbeing policies via newsletters, emails and online.
- We approach families with opportunities to become involved in policy development regarding child safety and wellbeing.

- Families from linguistic and cultural backgrounds are provided with resources to build cultural safety when accessing our programs.
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STANDARD 5: EQUITY IS UPHELD AND DIVERSE NEEDS RESPECTED IN POLICY AND PRACTICE.

- We are committed to ensuring children from all backgrounds are respected and can freely express their identity.
- We promote inclusion of all nationalities, religions, abilities and gender identity, in all our programs, policies and procedures.
- We provide regular, accessible information about the organisations child safety and wellbeing policies in a number of languages as required
- We work with the families, community and children to provide opportunities on enrolment or booking to provide information on their children's individual needs so we can support them participate fully.
- We ensure children, young people, their families and communities receive information on where they can provide feedback in a culturally safe and easy to understand manner.
- Our staff and volunteers are trained to recognise and respond to allegations of abuse and neglect that are culturally safe for children and young people.
- Each service or business unit will have information displayed on how complaints information about complaints processes and supports, are accessible, age-appropriate and available in a range of languages and formats as needed. Y People will listen to all concerns and report them through Folio Incident Management System as a Near Miss/ Hazard of Incident and reviewed by Management.
- The Y will use information provided by the families and Children to make reason adjustments that fosters the participation of all children in our services.
- We will use symbols, partnerships and visual displays to communicate that the Y is welcoming and inclusive for all children and young people and free from discrimination.
- Our Staff are supported with Professional Development opportunities and guidance about children's diverse and individual supports to ensure children are safe, supported and free from harm.

STANDARD 6: PEOPLE WORKING WITH CHILDREN AND YOUNG PEOPLE ARE SUITABLE AND SUPPORTED TO REFLECT CHILD SAFETY AND WELLBEING VALUES IN PRACTICE

- We commit to recruiting the right people through using best practice standards in recruitment, screening and employment.
- Our recruitment protocols ensure that all staff and volunteers must have a current Employee Working with Children Check and clear Criminal Check prior to being offered a position at the Y, and respond to mandatory child safety questions as part of the interview process. Two references are required for all staff, volunteers, students on practicum placement and work experience successful in their interview process.
- All staff and volunteers must undergo child protection training prior to commencing at the Y.
- We integrate child safety responsibilities in supervision, annual appraisals and performance management processes for all our staff and volunteers.
- Our child safety procedures clearly outline the steps involved to report and escalate child safety concerns.
- We foster a culture of continuous improvement and ongoing professional development.

STANDARD 7: PROCESSES FOR COMPLAINTS AND CONCERNS ARE CHILD-FOCUSED.

- We ensure all children and young people have access to complaints processes in age appropriate and culturally safe resources.

- Our staff and volunteers are trained to take all complaints seriously, respond and escalate complaints to relevant authorities.
- Our policies and procedures outline clear processes for mandatory reporting obligations.
- We offer support to those who have raised disclosures and complaints and communicate as required throughout the resolution.

STANDARD 8: STAFF AND VOLUNTEERS ARE EQUIPPED WITH THE KNOWLEDGE, SKILLS AND AWARENESS TO KEEP CHILDREN AND YOUNG PEOPLE SAFE THROUGH ONGOING EDUCATION AND TRAINING.

- Our staff and volunteers must complete child safety training upon commencement of employment with Y Victoria.
- We continue to strengthen our staff and volunteer’s child safety knowledge through annual child safety training to ensure they know how to identify indicators of abuse, support a person making a disclosure about harm to a child, respond to issues of child safety including internal and external reporting requirements, notifying families and carers and managing risks to children and how to support cultural safety.

STANDARD 9: PHYSICAL AND ONLINE ENVIRONMENTS PROMOTE SAFETY AND WELLBEING WHILE MINIMISING THE OPPORTUNITY FOR CHILDREN AND YOUNG PEOPLE TO BE HARMED.

- We commit to **physical and online safety of children and young people** in our work, policies and procedures and environments.
- Our approach to Risk, Safety, Environment and Quality supports operations, including ensuring child safe risk mitigation strategies are employed, monitored and reviewed.
- We provide training for our staff and volunteers on maintaining physical and online safety for children and young people.
- All risks of harm and abuse of children, and actions identified to mitigate and eliminate the risk of abuse of children are recorded centrally on the Y ‘s incident management system.
- Children, young people, families and communities are engaged to provide feedback on how we can continue to improve and maintain safe physical and online environments.

STANDARD 10: IMPLEMENTATION OF THE CHILD SAFE STANDARDS IS REGULARLY REVIEWED AND IMPROVED.

- We have established an operational requirement that all policies and procedures are reviewed every three years, and updated as required within this time.
- Child safe incidents and complaints are reviewed by our dedicated child safety team for specialist review and external reporting where thresholds have been met.
- Incident management procedures outline the process for how we respond, classify, communicate, investigate and learn from incidents.

STANDARD 11: POLICIES AND PROCEDURES DOCUMENT HOW THE ORGANISATION IS SAFE FOR CHILDREN AND YOUNG PEOPLE.

- Our child safety Policy and Procedure sets mandatory organisational expectations around child safety protocols
- Our child safety policy is available in child friendly and teen friendly versions to support their accessibility to children and young people.
- We conduct regular risk assessments and audits to identify risks to children and young people and action mitigating strategies to reduce and/or eliminate the risk.

YG 104-G Child Safety and Wellbeing Policy V14 04.03.2026 (Replaces YG 104- G Safeguarding Children and Young People Policy)

- Children, young people, their families and the community are actively invited to provide feedback on child safe polices and processes.
- Our policies and procedure are embedded in practice, education and training to prevent child abuse and harm resulting from discrimination based on disability, race, ethnicity, religion, sex, intersex status, gender identity or sexual orientation. The Code of Conduct and Bullying and Harassment Policies provide clear guidance to all Y People about behaviours, expectations and potential consequence.

7. STATE SPECIFIC LEGISLATION

Our Responding to Child Safety Concerns and Complaints Procedure details our process of reporting and investigating child abuse matters. The below overview details our obligations of reporting child abuse concerns under each state legislation Y Victoria operates in.

VICTORIA: REPORTABLE CONDUCT SCHEME

The Y has responsibility to report child abuse matters to the Commission for Children and Young People (CCYP). Our child safety specialists will assess all child safe incidents, provide advice for staff and volunteers, and liaise directly with the Commission for all reportable conduct matters.

All reportable conduct matters will be reported to the Commission within 3 business days.

We will provide a mandatory 30-day update should the investigation not be finalised by this time

We will conduct thorough investigations and provide findings to the Commission as promptly as possible.

The 11 Child Safe Standards are legislated requirements for all organisations in Victoria who work and volunteer with children and young people.

7. NON-COMPLIANCE WITH THIS POLICY AND THE CODE OF CONDUCT

- The Y will enforce this policy, the Code of Conduct and any other child safety and wellbeing policies (see list below). Potential breaches by anyone will be investigated and may result in restriction of duties, suspension or termination of employment or engagement or other corrective action. More information can be found in our disciplinary policy.

8. DEFINITIONS

Child / Young Person	A person under 18 years of age.
Child Safety	Freedom for a child or young person from abuse, harm and exploitation, including in physical and online environments.
Code of Conduct	A Code of Conduct outlines the standards of behavior expected of people belonging to a certain organisation or group.
Child Safe Standards / National Principles	The Victorian Child Safe Standards and the National Principles for Child Safe Organisations, which set out nationally agreed minimum expectations for organisations to create and maintain child safe environments.
Commission for Children and Young People	An independent non-government organisation that oversees the Child Safe Standards and Reportable Conduct scheme in Victoria.
Child Wellbeing	The holistic health, development, dignity, participation and connection of a child or young person, including their physical, emotional, social, cultural and spiritual wellbeing.
Child Abuse	Any act, or failure to act, that endangers or is likely to endanger the physical, emotional, psychological or sexual health or development of a child or young person. Child abuse includes, but is not limited to: physical abuse; sexual

	abuse (including grooming and exploitation); emotional or psychological abuse; neglect (physical, emotional, medical or educational); exposure to family violence; serious bullying or cyberbullying; and any other behaviour that causes significant harm.
Grooming	Patterns of behaviour aimed at engaging a child or young person, and/or their parents/carers, to establish a relationship, control, power or normalisation of sexualised behaviour with the intent of sexually abusing the child or young person.
Reasonable Belief	A belief that a child or young person is at risk of being, or has been, abused or harmed, based on facts that would lead a reasonable person to believe this. A reasonable belief may be formed through a disclosure, observation of behaviour or injuries, or information from another person.
Reportable Conduct	Conduct by staff/ volunteers which is within scope for reporting to the Commission for Children and Young People, under the Child Wellbeing and Safety act, 2005 (Vic). Types of conduct which would be considered Reportable Conduct include: <ul style="list-style-type: none"> • sexual offences committed against, with or in the presence of a child • sexual misconduct committed against, with or in the presence of a child • physical violence against, with or in the presence of a child • any behaviour that causes significant emotional or psychological harm to a child • significant neglect of a child.
Y People / Personnel	All YMCA Geelong Board members, employees (permanent, casual, fixed term), volunteers, students, work experience participants, contractors, consultants, commercial partners and user group personnel engaged in YMCA programs or services.

9. ROLES AND RESPONSIBILITIES

Child safety and wellbeing is a shared responsibility. Specific responsibilities are outlined below.

Board	<ul style="list-style-type: none"> • Governs YMCA Geelong as a child safe organisation. • Ensures compliance with the Victorian Child Safe Standards, National Principles for Child Safe • Organisations and relevant legal obligations (including the Reportable Conduct Scheme). • Approves this policy and receives regular reports on child safety risks, incidents, compliance and improvements. • Ensures adequate resourcing for effective implementation of child safety and wellbeing initiatives.
Chief Executive Officer (CEO)/ (COO)	<ul style="list-style-type: none"> • Provides visible leadership and sets expectations that child safety is a strategic and operational priority. • Ensures this policy and associated procedures are implemented across all areas of the organisation. • Acts as Head of Organisation for the purposes of the Reportable Conduct Scheme and notifies the Commission for Children and Young People (CCYP) as required.

	<ul style="list-style-type: none"> Ensures child safety and wellbeing responsibilities are reflected in position descriptions, performance planning and organisational planning.
Safeguarding Lead / Child Safety Officer (or equivalent role)	<ul style="list-style-type: none"> Leads the implementation and continuous improvement of the Safeguarding Children and Young People framework. Provides specialist advice, support and guidance to managers and Y people on child safety and wellbeing. Supports and coordinates responses to child safety concerns, disclosures and allegations. Monitors compliance, training, screening and audit processes related to child safety.
Managers, Directors and Coordinators	<ul style="list-style-type: none"> Implement this policy and associated procedures within their programs, services and facilities. Ensure child-safe recruitment, screening, induction, supervision and training processes are followed. Maintain and regularly review safeguarding risk assessments for programs, venues, camps and online environments. Ensure that supervision practices, physical environments and program designs promote safety and minimise risks of harm. Support staff, volunteers and children to raise concerns and respond promptly and appropriately to issues.
Employees and Volunteers	<ul style="list-style-type: none"> Understand and comply with this Child Safety and Wellbeing Policy, Safeguarding Children and Young People Procedures and the YMCA Code of Conduct. Complete all required screening, induction and child safety training and refreshers. Maintain professional boundaries and behave in a manner consistent with organisational values and expectations. Immediately report any child safety concern, disclosure or allegation, and any breach of this policy or the Code of Conduct, in line with YMCA Geelong reporting processes. Contribute to a culture of safety, inclusion, respect and empowerment for children and young people.
Contractors, Consultants, Commercial Partners and User Groups	<ul style="list-style-type: none"> Comply with relevant YMCA Geelong child safety requirements as specified in contracts, agreements and this policy. Ensure their personnel who have contact with children and young people are appropriately screened, trained and supervised. Cooperate with YMCA Geelong in responding to any child safety concerns, disclosures or allegations.
Children and Young People	<p>YMCA Geelong recognises children and young people as active participants in their own safety and wellbeing. They are supported and encouraged to:</p> <ul style="list-style-type: none"> Understand their rights to safety, respect and participation. Express their views and be involved in decisions that affect them.

	<ul style="list-style-type: none"> • Ask questions, speak up and make a complaint if they feel unsafe or concerned.
Parents, Carers and Families	<p>Parents, carers and families are essential partners in promoting child safety and wellbeing and are encouraged to:</p> <ul style="list-style-type: none"> • Familiarise themselves with this policy and related information. • Provide feedback, raise concerns and participate in consultations where appropriate. • Support children and young people to understand their rights and to speak up if they feel unsafe or worried.

10. MONITORING, EVALUATION AND REVIEW

- This policy will be reviewed every three years or as required based on legislative changes.
- The ongoing monitoring and compliance to this procedure will be overseen by the Chief Risk Manager and Child Safety team.
- The evaluation of the procedure will be facilitated by the policy owner, using stakeholder feedback to drive continuous improvement and reflect service users’ comments where practical.
- Participate in the Y Safeguarding Assurance Program initiatives with independent review of the Y to conduct gap analysis, identification of compliance indicators and continuous improvement.
- YMCA Geelong is committed to ongoing monitoring, evaluation and review of its child safety and wellbeing practices to ensure they remain effective, contemporary and responsive.

We will:

Integrate child safety and wellbeing objectives into strategic, business and operational plans, risk registers and performance measures.

Monitor implementation of this policy through:

- Child safety incident, concern, complaint and near-miss data
- Feedback and surveys from children, young people, families, staff and volunteers
- Internal audits, self-assessments and external reviews related to the Child Safe Standards and National Principles.

Report regularly to the Board on:

- Child safety risks and trends
- Compliance with training, screening and policy requirements
- Improvement initiatives and outcomes.

Review this policy and related procedures:

- At least every two years, and
- Following any significant child safety incident or near-miss, major organisational change, or change in legislation or external standards, or
- When feedback from children, families, staff, volunteers or regulators indicates improvements are required.

Any updates to this policy will be communicated to Y people, children and families via appropriate channels (e.g. induction, training, email, intranet, website, safeguarding information boards).

11. SUPPORTING DOCUMENTS (LINKS TO PROCEDURES, LEGISLATION, FORMS, WORK PRACTICES)

YMCA Geelong Documents:

YG 104-O Child Safety and Wellbeing Procedure

YG 104- O (A) Anti -Racism Action Plan and Reporting Flowchart

Child Safety /Safeguarding Children and Young People Training and Compliance Requirements (YG 104-O Appendix A)

Child Safety /Safeguarding Children and Young People Communication and Distribution Process (YG 104A-G)

Responding to Safeguarding Matters Policy – Mandatory and Reportable Conduct Scheme Reporting – Abuse or Allegations (YG 105-G)

Working with Children Check Policy (YG 138-O)

Criminal History Records Check Policy (YG 139-O)

YMCA Geelong Code of Conduct (YG 106-G)

Bullying, Harassment and Discrimination Policy (YG 143-G)

Program-specific policies and procedures for:

- Children’s Services and OSHC
- Camps and Outdoor Programs
- Gymnastics and Sports
- Recreation, Youth and Community Programs

12. LEGISLATION & INDUSTRY REQUIREMENTS

- Child Wellbeing and Safety Act 2005 (Vic) – including the Victorian Child Safe Standards
- Children, Youth and Families Act 2005 (Vic)
- Crimes Act 1958 (Vic) – including offences of Failure to Disclose and Failure to Protect
- Crimes Act 1958, section 327
- Crimes Act 1958, section 49C
- Working with Children Act 2005 (Vic)
- Children, Youth and Families Act 2015,
- Education and Training Reform Act 2006 and Children, Youth and Families Act 2005
- Wrongs Act 1958, Part XIII
- Education and Care Services National Law and Regulations
- Children’s Services Act and Regulations

YMCA Australia Safeguarding Children and Young People Policy

[Gymnastics Australia \(Victoria\)](#)

- [Child Safe and Child Friendly Policy](#)
- [Member Protection Policy](#) (including updated [Codes of Behavior](#))
- [Grievances and Complaints Policy](#)

Netball Victoria Child Safe Policy

Basketball Australia Child Safe Policy

Australia Tourism Accreditation Program- Australian Camping Association

YG 104-G Child Safety and Wellbeing Policy V14 04.03.2026 (Replaces YG 104- G Safeguarding Children and Young People Policy)

Page 13 of 15

Endorsed: BOARD

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Review Date: 11/12/2025

Next Review: 11/12/2029

Approved by: YMCA Geelong Inc Board

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Review date: 30/11/2023

Policy Owner: CEO

Contact Details policy owner: geelong@ymca.org.au Ph: 52218344

Amendment history:

Version	Date	Author	Change Description
V1	April 2006	YMCA Australia	- Policy approved by Board
V2	April 2011	YMCA Australia	- Reviewed by YMCA Australia
V3	13/02/2014	Shona Eland	- Updated to YMCA Geelong Policy Template - Added- Section 7. monitoring, evaluation and review
V4	03/04/2014	Shona Eland	Reviewed after SMT feedback and Olivia Brown Feedback
V5	16/12/2014	Shona Eland	- Update to include reference to YMCA Australia SCYP Policy approved at National AGM 30/11/2014 - Included reference to The Crimes Amendment (Protection of Children) Act 2014 – reporting obligations. - Included clause pertaining and third-party agency staff working in YMCA venues.
V6	08/02/2016	Shona Eland	- Updated Monitoring and Review to add Policy communication - Document control process - Added ACF Self- Assessment to clause 5 - Included New Victorian Legislation (Victorian Child Safety Standards) in policy.
V7	08/03/2016	Shona Eland	- Corrected typing error page 5- now read YMCA Page 6 the 'Failure to Disclose' offence details updated to reflect that it only relates to sexual abuse.

YG 104-G Child Safety and Wellbeing Policy V14 04.03.2026 (Replaces YG 104- G Safeguarding Children and Young People Policy)

Page 14 of 15

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V8	01/12/2016	Rebecca Johnson	- Added hyperlink to section 49C of the Crimes Act 1958
V9	05/12/2016	Shona Eland	Included Section 8- Gymnastics Victoria <ul style="list-style-type: none"> • Child Safe and Child Friendly Policy • Member Protection Policy (including updated Codes of Behavior) • Grievances and Complaints Policy • Photographic and Filming Policy
V10	25/11/2017	Shona Eland	Attachment updated National Council of YMCA's of Australia SCYP Policy V 2 as approved at AGM 25.11.2017
V11	28/08/2018	Shona Eland	YMCA Australia Letter 20/08/2018- SCYP Policy request to update policy framework Insert National Council of YMCA's of Australia SCYP Policy V 2 as approved at AGM 25.11.2017 from clause 2. Clause 3-6 incorporated into YG 104 –G Safeguarding Children and Young People Procedures
V12	29/11/2020	National Safeguarding Unit	Updated Format for the Safeguarding Children and Young People Policy to reflect the introduction of a new Safeguarding Framework.
V13	30/05/2021	Shona Eland	Updated Roles and Responsibilities for Safeguarding Board Sponsor and Safeguarding Lead
V14	11/12/2025	Shona Eland	Reviewed Policy- Updated the document to reflect Victorian Child Safe Standards and National Child Safe Principles Added Anti-Racism Procedure to YG 104-O Child Safety and Wellbeing Procedure linked to this policy

As adopted by the YMCA Geelong Inc. on 04/03/2026



Shona Eland
Chief Executive Officer YMCA Geelong Inc.