



26th September 2018

Attention – School Board/Councils, School Principals, Educators and Schools Camp Co-ordinators

YMCA Geelong Commitment and Compliance to Child Safety Standards

At the YMCA we consider the safety and wellbeing of children and young people to be our highest priority.

YMCA Geelong wish to provide to our community, schools, education providers, user groups and members transparency to the implementation and compliance to the Child Safety Standards and provide details of the following processes that are in place for all employees/volunteers at Camp Wyuna.

- All employees and volunteers are required to have a current Working with Children Check. This is audited weekly by our HR department.
- All employees and volunteers over 18 years of age are required to complete a National Police Record Check and reviewed on a three-year basis as a minimum however can be more frequent if required.
- All employees and volunteers over 18 years of age who have worked overseas are required to provide a copy of their International Police Record Check that has been conducted no more than 6 months prior to the commencement of the position.
- All employees and volunteers are referenced checked by qualified trained personal.
- All employees and volunteers over 18 years of age are required to complete a Safeguarding Children and Young People training program at the commencement of their employment and undertake annual review of the Policy or attend training on topics such as reportable conduct, grooming behaviours, trauma informed practice, empowerment of young people.
- All staff meetings have standard agenda items that addresses proactive compliance to the YMCA Safeguarding Children and Young People Policy and Procedures and incident reporting.
- YMCA employees and volunteers are required to undertake and acknowledge commitment to YMCA Geelong Safeguarding Children and Young People Policies. Procedures, Mandatory Reporting and Guiding Principles and Behaviours statement.

YMCA Geelong is accredited as a Safeguarding Children Organisation that have met all criteria associated with the policy, procedures, recruitment, inductions and personal records, training, parent and children engagement, responding to child abuse reports and allegations

<https://professionals.childhood.org.au/safeguarding-children-services/accreditation-program/>

YMCA Geelong Inc.

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YMCA employees and volunteers are educated to empower children and young people from all cultures, abilities and ages to have voice and feel comfortable to speak up about matters that affect them. We are particularly mindful to assist those children and young people that are vulnerable to be supported to be able to feel comfortable to talk to others.

YMCA employees and volunteers are required to;

- Wear a uniform and/or a name tag
- Make sure children are cared for and supervised well
- Do not get upset, mad or angry with children at any time
- Explain rules clearly to children so that they understand what they are supposed to do
- Do not take children or young people anywhere in their car, on their bike, a bus or any other transport in a one on one situation in a work/professional or private setting.
- Will not take children or young people on an excursion unless they have your parent or guardian's permission in writing and the group is going
- Not call children or young people on their mobile, text or contact on social media or at any time when you are not at a Y activity

All employees at YMCA Geelong met the requirements outlined in the **Catholic Education Office Child Safety Policy** and **Ministerial Order 870**

Ministerial Order 870 specifies the following requirements;

- **Minimum Standards for a Child Safe Environment**
- **Principle of inclusion**
- **Strategies to embed an organisational culture of child safety**
- **A child safety policy or a statement of commitment to child safety**
- **A child safety code of conduct**
- **School staff selection, supervision and management practices for a child-safe environment**
- **Procedures for responding to and reporting allegations of suspected child abuse**
- **Strategies to identify and reduce or remove risks of child abuse**
- **Strategies to promote child empowerment and participation**

Please visit www.geelong.ymca.org.au for more information on our Safeguarding Children and Young People practices and guidelines.

If you have any questions, please don't hesitate to contact me on
E: shona.eland@ymca.org.au

Yours sincerely,

Shona Eland
Chief Executive Officer
YMCA Geelong Inc