

## SAFEGUARDING CODE OF CONDUCT



<b>YMCA SAFEGUARDING CODE OF CONDUCT</b> <b>*Staff (Including Volunteers and Contractors).....MUST</b>	
<b>(A) Complete YMCA Safeguarding Induction Process</b>	
1 <sup>st</sup> Week:	I. Know how to access YMCA Safeguarding and Child Protection Policy and Safeguarding Code of Conduct, including requirements on identifying and reporting concerns.
1 <sup>st</sup> Month:	II. Staff <b>must</b> complete ACF Online Safeguarding Training within their 1 <sup>st</sup> month (preference is to complete within their first week). III. Attend a Safeguarding and Child Protection Policy Briefing, completing their commitment statement. IV. Role model their Position of Trust, treating this position, power and trust with the highest responsibility.
3 Months:	V. Undertake YMCA Safeguarding Training applicable to position responsibilities (to be refresh annually). VI. Have awareness of and adhere to sector standards in approved or otherwise regulated YMCA services e.g. ECE, OSCAR, Camps, etc.

(B) YMCA Staff Position of Trust	(C) Child/Young Person's Welfare
<ol style="list-style-type: none"> <li>1. Only start YMCA positions and active duties upon full completion of YMCA Safer Recruitment, including Police Vetting (revised every 2 years).</li> <li>2. Report any criminal charges or convictions prior to and during employment that may indicate a possible risk to children/young people or may affect position duties.</li> <li>3. When customer facing wear YMCA uniform (ideally with name badge), ensuring conduct adheres to YMCA values and Uniform Policy.</li> <li>4. Make sure staff and service information creates parental awareness to positions or activities needing 1-to-1 working and/or physical contact with a child/young person (e.g. Raise Up, Camps, Swim school, Fitness, Recreation activities, etc.).</li> <li>5. Make certain parent/carer written consent is obtained for:                             <ol style="list-style-type: none"> <li>a. YMCA excursions or camps (including informing of travel and sleeping arrangements).</li> <li>b. Any imagery taken by or within YMCA settings/programmes (in accordance with YMCA Safeguarding Imagery Policy).</li> </ol> </li> <li>6. Use only YMCA platforms/resources for communicating with children/young people or their families (e.g. YMCA email, phones, social media, etc.) with all communication reflecting appropriate language and tone.</li> <li>7. All electronic communication for U18s is for service purposes only and directed via parents/carers, unless guided via business unit procedures (e.g. Raise Up). Business unit processes enabling direct contact must reflect parental consent. Staff are still only to use YMCA resources.</li> </ol>	<ol style="list-style-type: none"> <li>1. Adhere to staff/child ratios and where possible reflect staff diversity.</li> <li>2. Make certain work with children/young people is within hearing distance and the line of sight of other YMCA staff or other adults. Exceptions may apply when:                             <ol style="list-style-type: none"> <li>a. Difference is reflected in position descriptions or service operation information.</li> <li>b. An exceptional circumstance (e.g. emergency), managed with Safeguarding staff.</li> </ol> </li> <li>3. Maintain signing in/out logs, being vigilant to the arrival/collection of children/young people.</li> <li>4. Only release children/young people to those recorded as authorised or as notified to YMCA by the parent/carer. Verifying the ID upon collection.</li> <li>5. Ensure visitors are signed in/out, visible to staff and never left alone with children/young people.</li> <li>6. Maintain appropriate language, boundaries and relationships when working with children/young people and their families. Using YMCA behaviour management processes to manage any challenging behaviour.</li> <li>7. Make sure all children/young people using or within the areas of IT are protected from exposure to inappropriate material (emotional, sexual or violent) e.g. web content, social networking sites, instant messaging or game sites.</li> <li>8. Remain alert to identifying and reporting indicators of vulnerability, abuse (including grooming) and/or neglect.</li> <li>9. Obey YMCA's mandatory safeguarding reporting processes.</li> <li>10. Respect diversity and promote inclusivity, where needed working with parents/carers and/or other services to offer additional support.</li> </ol>
<b>*Different training and induction processes apply for staff under 16 years</b>	



**YMCA Staff (Including Volunteers and Contractors).....MUST NOT**

MUST NOT breach Safeguarding Code of Conduct Must criteria,

<b>(A) YMCA Staff Position of Trust</b>	<b>(B) Child/Young Person's Welfare</b>
<ol style="list-style-type: none"> <li>1. Undertake any form of sexual behaviour or engagement with, or in the presence of, an U18 accessing YMCA services or programmes. Doing so is a breach of YMCA's position of trust.</li> <li>2. Sexual behaviour includes contact and non-contact behaviour e.g. flirting, sexual innuendo, sexting, taking or exposing children/young people to inappropriate messages, images or nudity (e.g. via text, email, magazines, other).</li> <li>3. Behave in a manner open to perceptions of grooming. Whilst not exclusive this includes:               <ol style="list-style-type: none"> <li>a. Taking a child to a personal setting (e.g. staff member's home) or encourage contact outside of YMCA remit.</li> <li>b. Being 'secretive' with or encouraging children/young people to keep secrets.</li> <li>c. Giving of personal gifts.</li> <li>d. Sharing accommodation with a YMCA child/young person.*</li> <li>e. Provide additional childcare for a YMCA child/young person, outside of YMCA's Out-of-hours Childcare Services Guidance.</li> </ol> </li> <li>4. Attend work under the influence of or in the possession of drugs or alcohol.</li> <li>5. Take or share child/young person imagery without parental consent.</li> <li>6. Travel alone with or transport in own vehicles, a YMCA child/young person before, during or after a YMCA program, excursion or camp. Exceptions may apply when:               <ol style="list-style-type: none"> <li>a. Difference is reflected in position descriptions or service operation information.</li> <li>b. An exceptional circumstance (e.g. emergency), managed with Safeguarding staff</li> </ol> </li> <li>7. Wear YMCA uniforms when not working (except to travel to and from work).</li> <li>8. Work/volunteer for YMCA if additional hours either via YMCA or secondary employment, will or have had, an impact on staff's capability and competence to perform YMCA duties.</li> </ol>	<ol style="list-style-type: none"> <li>1. Release a YMCA child/young person to anyone other than an authorised person(s) without the parents' permission.</li> <li>2. Leave children/young people alone when they are personal facilities. Peers may escort one another in pairs, although variance in pairings should be evident.</li> <li>3. Discipline a child/young person outside of sector standards and/or YMCA expectations.</li> <li>4. YMCA discipline processes do not include:               <ol style="list-style-type: none"> <li>a. Any form of physical punishment or contact affecting the physical or emotional welfare of a child/young person.</li> <li>b. Emotional abuse including use of threats, favouritism, swearing, reference to diversity differences and/or withdrawal of care necessities (including food, shelter and emotional warmth).</li> <li>c. Any form of treatment that could be considered cruel, frightening or degrading:</li> </ol> </li> <li>5. Say negative, violent or sexually suggestive comments to a child/young person.</li> <li>6. Initiate or participate in unnecessary or inappropriate physical contact. Whilst not exclusive this includes:               <ol style="list-style-type: none"> <li>a. Performing unwanted touch and/or touching personal body areas.</li> <li>b. Performing personal care that a child is capable of performing on its own e.g. changing clothes, feeding, toileting and/or assisting with medication.</li> <li>c. Contact that risks causing pain, distress or harm.</li> <li>d. Engage in unnecessary affection to a child/young person e.g. sitting a child on laps, hugging, cuddling, kissing, etc.</li> <li>e. Permitting and participating in games promoting unnecessary physical contact e.g. rough, boisterous play (e.g. horseplay/jungle gym).</li> </ol> </li> <li>7. Provide independent support to a YMCA child/young person or their family that's not part of YMCA's services or outside of YMCA Out-of-hours Childcare Services Guidance.</li> </ol>

**A BREACH OF ANY OF THE ABOVE MAY BE SUBJECT TO DISCIPLINARY ACTION UP TO AND INCLUDING DISMISSAL**