



YMCA Safeguarding Code of Conduct

C/o YMCA Safeguarding and Child Protection Policy

STATEMENT - SAFEGUARDING CODE OF CONDUCT

Purpose

YMCA strives to deliver a safe environment for all. When providing services to children and young people and their families, in accordance with Section 6 of the Children, Young Persons and their Families Act 1989, services will reflect 'The Paramount Principle', ensuring the rights, welfare and interests of the child/young person are the first and paramount consideration. Ensuring every child/young person is given:

- Respect and dignity; and
- Positive guidance promoting appropriate behaviour, having regard to the child's age and/or stage of development; and
- Positive guidance, using praise and encouragement, and avoiding blame, harsh language, and belittling or degrading responses; and
- Guidance and behaviour management in methods free from any form of physical ill-treatment, solitary confinement, immobilisation, or deprivation of food, drink, warmth, shelter, or protection.

YMCA's Safeguarding Code of Conduct reflects and promotes sector standards, safeguarding best practice, upholds YMCA values and supports all involved. Whilst also being available as a guidance document, the Safeguarding Code of Conduct is part of YMCA's Safeguarding and Child Protection Policy and interpretations should be in conjunction with this policy.

Application

The Safeguarding Code of Conduct mandates staffs' active participation in building and maintaining a safe environment for all. It is applicable to all YMCA Staff (whether on a paid, voluntary and/or contractual basis). YMCA's Safeguarding Code of Conduct signage is to be displayed within all staff and child/young person service environments with clear visibility for children/young people, their families and YMCA stakeholders. In addition to signage, YMCA Safeguarding Code of Conduct is also promoted through a range of channels including but not exclusive to:

- YMCA safeguarding policies and procedures including any briefing events.
- YMCA Safeguarding Induction and Training
- YMCA Website and Intranet

Parents/carers are encouraged to support their child/young person and others having enjoyable and safe YMCA experiences. In addition to YMCA efforts, YMCA fully endorses parents/carers going through the Safeguarding Code of Conduct with their child/young person how and when they deem suitable.

Commitment

All staff across all levels (Front-line to Senior Management and Board of Director) and irrelevant of working hours (e.g. casual, part or full-time) are required to adhere to and abide by this Safeguarding Code of Conduct. By signing documentation reflecting their commitment to safeguarding and child protection, staff are confirming they have:

- Been provided with a copy or been shown how to access YMCA's Safeguarding Policy and Code of Conduct.
- Have read and have understood the 'Practice and Conduct guidelines' of YMCA Auckland and Hamilton.
- Understand their responsibilities in relation to ensuring and promoting the safety of children and young people.
- Will observe the guidelines during their employment/time with YMCA to ensure and promote the safety of children and young people participating in any YMCA service, programme or accessing a Centre operated by YMCA.

- Understand they must report any criminal conviction or charge subsequent to their employment that indicates they may present a potential risk to the children or young people.

All staff can feedback any suggestions for modification or development of this Safeguarding Code of Conduct or any other safeguarding policies, procedures and/or guidance, via [YMCA Safeguarding and Child Protection Policy Feedback Form](#).

Breaches

YMCA expects staff to have high standards of ethical and professional behaviour at all times.

Where an employee's on or off duty behaviour influences his or her ability to carry out normal duties or is detrimental to the best interests or reputation of YMCA (this could include inappropriate or adverse commentary in the social media environment), such actions will be treated as breaches of YMCA policy and may be subject to disciplinary action.

YMCA appreciates at times there may be exceptions or exceptional circumstances where aspects within these guidelines may not be able e.g. due to certain positions, business operational activities/services or during an emergency situation. Where applicable the Safeguarding Code of Conduct recognises those aspects that may be exempt due to staff positions or due to the operational nature of the YMCA business unit's activities or service. For circumstances and settings outside of these remits, it is crucial that:

- i. Staff seek the Safeguarding Manager and/or a Safeguarding Committee Representative authorisation prior to taking action contravening these guidelines. If not possible, the Safeguarding Manager and/or a Safeguarding Committee Representative should be advised as soon as possible after any incident in which these guidelines have been breached.
- ii. Whenever there has been a policy breach, a Potential Breach Notification Form must be completed to record all such situations.

Conduct in breach of YMCA's Safeguarding Code of Conduct may be subject to disciplinary action up to and including dismissal. Any breaches of law will be referred to New Zealand Police and/or other applicable welfare services.

YMCA SAFEGUARDING CODE OF CONDUCT
Staff (Incl. Volunteers and Contractors).....MUST

(A) Complete YMCA Safeguarding Induction Process

Within 1 st Week:	I. Know requirements of and how to access YMCA Safeguarding and Child Protection Policy and Safeguarding Code of Conduct; including how to identify and report concerns.
Within 1 st Month:	II. Although preference is complete within their first week, staff must have completed ACF Online Safeguarding Training within their 1 st month (unless U16 yrs). III. Attend a YMCA Safeguarding and Child Protection policy briefing or complete YMCA induction, completing their safeguarding commitment statement. IV. Role model their Position of Trust, treating this position, power and trust with the highest responsibility.
Within 3 Months:	V. Undertake YMCA Safeguarding Training applicable to their position responsibilities (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

1. Only start YMCA positions and active duties upon full completion of YMCA Safer Recruitment, including Police Vetting (revised every 2 years).
2. If received during YMCA employment report any criminal charges or convictions that may indicate a possible risk to children/young people or may impact on position responsibilities.
3. Be identifiable via a YMCA uniform and/or a name badge (ideally both), ensuring conduct adheres to YMCA values and Uniform Policy.
4. Make sure staff and service information creates parental awareness to those 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.).
5. Make certain parent/carer written consent is obtained:
 - a. For YMCA excursions or camps, including informing the parent/carer of travel and sleeping arrangements.
 - b. Any imagery being taken by or within YMCA settings/programmes (in accordance with YMCA Imagery Policy: Safeguards for children/young people and YMCA Customers).
6. Only use YMCA platforms/resources for communicating with YMCA children/young people or their families (e.g. YMCA email; phones; social media, etc.); with all communication reflecting appropriate language and tone.
7. All electronic communication for U18s is for service purposes only and is directed to their parent/carer. Business Units with exemption to U18s direct contact (e.g. Fitness, Raise Up, etc.), must reflect parent/carer awareness and consent. Staff still only use YMCA resources.

1. Obey staff/child ratios and where possible reflect a mix of male/female staff.
2. Make certain work with children/young people is within hearing distance and the line of sight of other YMCA staff or other adults. Exemptions* to this apply when:
 - a. Is identified as a necessary part of that position or service operation.
 - b. Is an exceptional circumstance (e.g. an emergency), managed via YMCA Safeguarding and Child Protection Policy.
3. Maintain signing in/out logs, being vigilant to the arrival/collection of children/young people.
4. Only release children/young people to those authorised on the enrolment form or as notified by parents.
5. Ensure visitors are signed in/out, visible to staff and never left alone with children/young people.
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.
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.
8. Remain alert to identifying and reporting indicators of vulnerability, abuse (including grooming) and/or neglect.
9. Obey YMCA's mandatory safeguarding and child protection reporting process.
10. Respect diversity, making certain YMCA continues to promote inclusivity. Where needed work with parents/carers and/or other services to offer additional support.

*Exemptions to be limited where possible

YMCA Staff (Incl. Volunteers and Contractors).....MUST NOT

In addition to not breaching YMCA Safeguarding Induction processes or MUST criteria,

YMCA STAFF MUST NOT.....

(A) YMCA Staff Position of Trust	(B) Child/Young Person's Welfare
<ol style="list-style-type: none"> 1. Undertake any form of sexual behaviours or relationship with or in the presence of an U18 accessing YMCA services or programmes. Doing so is a breach of staff's position of trust. 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). 2. Behave in a manner open to perceptions of grooming. Whilst not exclusive this includes: <ol style="list-style-type: none"> a. Taking a child to their home (staff members) or encouraging meetings or private contact outside of YMCA. b. Being 'secretive' with or encouraging children/young people to keep secrets. c. Giving of personal gifts. d. Sharing accommodation with a YMCA child/young person.* e. Provide additional childcare for a YMCA child/young person (without seeking clarity via YMCA's Out-of-hours Childcare Services Guidance and Safeguarding Committee permission (where applicable)). 3. Attend work under the influence of or in the possession of drugs or alcohol. 4. Take or share (incl. social media) child/young person imagery without consent. 5. Travel alone with or transport in their own car, a YMCA child/young person before, during or after a YMCA program, excursion or camp. Exceptions are applicable when (to be limited as much as possible): <ol style="list-style-type: none"> a. Is identified as a necessary part of that position or service operation (e.g. Raise Up). b. Is an exceptional circumstance (e.g. an emergency), managed via YMCA Safeguarding and Child Protection Policy. 6. Wear YMCA uniforms when not working (except to travel to and from work). 7. 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. 	<ol style="list-style-type: none"> 1. Release a child/young person from YMCA to anyone other than the authorised person(s) without the parents' permission. 2. Leave children/young people alone when they are using bathrooms, changing rooms, etc. Children/young people may escort one another in pairs. 3. Discipline a child/young person outside of YMCA expectations. YMCA discipline processes do not include any form of physical punishment or any form of treatment that could be considered cruel, frightening or degrading: <ol style="list-style-type: none"> a. Physical punishment or any other physical contact impacting on the physical or emotional welfare of a child/young person. b. Emotional abuse including use of threats, favouritism, swearing, any reference to diversity differences and/or withdrawal of care necessities (incl. food, shelter and emotional warmth). 4. Say negative, violent or sexually suggestive comments to a child/young person. 5. Start or take part in unnecessary or inappropriate physical contact. Whilst not exclusive this includes: <ol style="list-style-type: none"> a. Persistently performing unwanted touch and/or touching personal body areas. b. Performing personal care or tasks, when the child can do it themselves e.g. changing clothes, feeding, toileting and/or assisting with medication. c. Contact that risks causing pain, distress or harm. d. Have a child sit on their lap or be unnecessarily affectionate to a child/young person e.g. hugging, cuddling, kissing, etc. e. Taking part in games that allow unnecessary physical contact e.g. rough, boisterous play (e.g. horseplay/jungle gym). 6. Provide independent support to a YMCA child/young person or their family outside of or not part of YMCA's services e.g. babysitting, financial assistance. (<i>Exception to this would include *family and friends, as noted within YMCA Out-of-hours Childcare Services Guidance</i>).

*If required, this must not occur outside of programme requirements, including without another staff member present and if for more than 1 night, must not reflect a pattern of the same staff (where possible).

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