



# YMCA NORTH SAFEGUARDING POLICY REVIEW

Reference	Date approved	Date Last amended	Date of next review	Status
SGPR	3/12/2020	3/12/2020	December 2021	Approved by: Julian Baldey, CEO Approved by: Ken Durbin, BoD

## 1. Purpose

This policy details the requirements for the approval and review of all policy documents related to our Safeguarding Children Statement.

## 2. Related Policies

YMCA North Safeguarding Children and Young People Policy  
 YMCA North Safeguarding Code of Conduct  
 Safeguarding Children and Young People Statement

## 3. Related Legislation

Our guidelines comply with relevant legislation.  
 Children’s Act 2014

## 4. Scope

All personnel, from our Board of Directors and senior managers to casual staff and volunteers, are required to observe the requirements of this policy.

## 5. Definitions

Term	Definition
<b>Policies</b>	<b>Policies</b> are guiding principles of an organisation. A policy is a written statement of intent and lays out the business rules under which an organisation or department will operate. Policies are mandatory and staff are responsible to ensure they understand all relevant policies and are up to date with changes that are made to these policies.
<b>Procedures</b>	<b>Procedures</b> provide details of how the policy will be implemented. Procedures are the specific instructions necessary to perform required actions of a policy. They detail who performs the procedure, what is performed, when the function is performed and how the procedure is performed. Procedures are mandatory and Staff are responsible to ensure they understand all relevant procedures and are up to date with changes that are made to these procedures.
<b>Guidelines</b>	<b>Guidelines</b> provide additional detail of how a policy or procedure is to be implemented. It is not mandatory to have a guideline as part of a policy document. However if one exists, then the guideline should be considered when making decisions and when following that policy or procedure.



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## 6. Responsibilities

Position	Responsibility
Executive Officer / Manager	<ul style="list-style-type: none"> <li>Implement policy and procedures across the organisation</li> <li>Ensure personnel have access to and understand this policy and related procedures</li> <li>Ensure all managers/supervisors have access to support and advice to understand and implement procedures</li> </ul>
Safeguarding / HR	<ul style="list-style-type: none"> <li>Review and update this document and supporting resources in consultation with relevant stakeholders</li> <li>Support the coordination of the SCYP framework and implementation</li> <li>Provide training and advice in the application of procedures</li> </ul>
Managers/ Supervisors	<ul style="list-style-type: none"> <li>Ensure procedure is followed and implemented</li> </ul>
Employees/ Volunteers	<ul style="list-style-type: none"> <li>Compliance with procedure.</li> </ul>

## 7. Key Requirements

Policies and procedures will be reviewed at least every 3 years.

The review of the policies and procedures will consider the following factors:

- Relevant government legislation
- Gaps in current policies and procedures
- Changes to related policies and procedures
- Whether the policy / procedure is still consistent with best practice
- Whether it meets stakeholders needs
- The level of compliance with the existing policy / procedure
- Incorporating input and feedback from children and young people and their families
- Incorporating general feedback from complaints and compliments received
- Incorporating input and feedback gained from ongoing communication practices with our personnel

All policies and procedures will be reviewed by the appropriate management representative in conjunction with key stakeholders.

### Approval

When all parties are satisfied with the review and new draft, it is tabled with the CEO to be approved and endorsed. The CEO will determine whether the policy or procedure is to be approved by the Board of Directors.

### Safeguarding Policies and Procedures

The following documents will be reviewed by the Safeguarding Coordinator at least every 3 years. These documents will be reviewed in conjunction with the Board, CEO, Managers, Employees and Volunteers.



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1. Safeguarding Children and Young People Statement
2. Child Abuse Reporting Requirements
3. Practice and Behaviour Guidelines
4. Recruitment and Screening Requirements

## **Australian Childhood Foundation Annual Review**

The ACF Annual Review Self-Assessment will be completed annually by the Safeguarding Coordinator in conjunction with the Senior Management team and Chief Executive Officer. Any changes that have occurred as a result of the Self-Assessment will be communicated to all 'involved' personnel.

## **8. Communication**

We communicate our YMCA North Safeguarding and Child Protection Policy requirements to all our personnel involved with children and young people in our organisation. We involve our personnel in reviews of our YMCA North Safeguarding and Child Protection Policy requirements. We communicate any significant alterations to our YMCA North Safeguarding and Child Protection Policy requirements and resources to all personnel.

## **9. Monitoring and Review**

This document will be reviewed at least every 3 years, in consultation with stakeholders. Some circumstances may trigger an early review, this includes but is not limited to legislative changes, organisational changes, incident outcomes and other matters deemed appropriate by the Board and/or Chief Executive Officer. We retain records to document each review undertaken. Such records may include minutes of meetings and documentation of changes to policies and procedures that result from a review.

External audit and verification based on a sample, conducted by the Australian Childhood Foundation shall occur at 3 yearly intervals.

## **10. Supporting Resources**

Guidelines
Forms