

---

## YMCA Geelong- Child Safe Environment Policy

---



### OFFICE USE ONLY

Policy Number	Date Approved	Date Last Amended	Status
YG144-O	July 2011	30/03/2017	Approved

## 1. CHILD SAFE ENVIRONMENT POLICY

## 2. INTRODUCTION

The YMCA Geelong considers any form of child harm or neglect as intolerable under any circumstances. The service continually strives to provide a safe environment for the children in its care each day.

The YMCA believes that all children have the right to grow and learn in an environment that is caring and nurturing. The organisation further believes it has the responsibility to defend the right to care and protect all children attending YMCA services.

## 3. POLICY

3.1 It is YMCA policy to obtain written authorisation from parents or other appropriate authorised Staff/Management will endeavour to ensure that:

- Children are properly supervised at all times in accordance with the child supervision policy.
- Regular risk assessments are undertaken for excursions, and for equipment use, and staff conduct regular checks on the facility for hazards.
- All potential hazards are fixed or blocked so that children cannot access them, and the hazard is communicated to all staff and children so that they can avoid them.
- They are educated on how to approach all persons entering the service. This is to ensure that no one is left wandering around the service unidentified or unattended.
- They follow proper procedures in supervising the sign in/sign out process.
- Risk minimisation plans are evident for those children who have specific health care needs, allergies or medical conditions.
- All transport utilised is safe and adheres to all legal requirements
- Emergency procedures are practiced and are regularly discussed with staff and children
- All staff have undertaken the proper police checks, working with children checks, and meet the qualification requirements in order to work at the centre.
- Knowledge of each child's living/family circumstance is taken into consideration when caring for children each day.

#### 4. DEFINITIONS

Nil

#### 5. SCOPE

The scope of this policy applies to all YMCA Geelong operations.

#### 6. ROLES AND RESPONSIBILITIES

Department/Area	Role/Responsibility
Operations	YMCA Nominated Supervisor and/or service Management will oversee the implementation and service adherence to this policy (i.e. policy compliance).  Nominated Supervisor and/or Person with Management and Control will seek individual community feedback and facilitate an active consultation process with service users as appropriate.  All Educators are responsible for the daily implementation of the policy when directly supervising children.
Community Programs Co-ordinator	Is responsible for ensuring suitable resources and support systems to enable compliance with this policy. Drive the consultation process and provide leadership and advice on the continuous improvement of the policy.
Community Programs Co-ordinator	The Children's Services Team is responsible for the development, monitoring and review of the Policy and related systems, ensuring all content meets all legislated requirements. Facilitate annual policy training to Children's Services Educators on the appropriate implementation and use of policy.
CEO	Approve the Policy Provide official sign off on the Policy

#### 7. MONITORING, EVALUATION AND REVIEW

The Policy will be reviewed three years from the date of initial approval.

The ongoing monitoring and compliance to this policy will be overseen by Centre/Service Managers. The National Quality Framework Ratings and Assessment process, and Service Approval conditions, will also assist in the external audit and monitoring of the policy, by delegates of the Department of Education and Early Childhood Development.

The evaluation of the policy will be facilitated by the policy owner using stakeholder feedback to drive continuous improvement and reflect service users' comments where practical. The active

A00254471J

engagement of all key stakeholders will ensure the policy is reviewed in accordance with the YMCA Victoria Policy Framework and National Quality Framework.

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

1. [Victorian Early Years Learning and Development Framework \(VEYLDF\)](#)
2. [National Early Years Learning Framework \(EYLF\)](#)
3. [My Time, Our Place: Framework for School Age Care in Australia](#)
4. [Education and Care Services National Law Act](#)
5. [Education and Care Services National Regulations 2011](#)
  - a. Medical Conditions Policy
  - b. Administration of First Aid Policy
  - c. Administration of Medication Policy
  - d. Orientation and Enrolment Policy

## 9. DOCUMENT HISTORY

Approved by: Chief Executive Officer

Effective date: July 31<sup>st</sup> 2011

Review date: July 31<sup>st</sup> 2020

Policy Owner: Kimberley Maher, Community Programs Co-ordinator

Contact Details policy owner: Ph: 5221 8344 E: [kimberley.maher@ymca.org.au](mailto:kimberley.maher@ymca.org.au)

Amendment History:

Version	Date	Author	Change Description
V1	July 2011	Kimberley Maher	Document created
V2	July 2012	Kimberley Maher	Reviewed
V3	04/04/2014	Shona Eland	Uploaded to YMCA Geelong Policy Template included scope, monitoring and evaluation clauses.
V4	30/03/2017	Shona Eland	Change the Children's Services <b>Taskforce</b> to the Children's Services <b>Team</b> in Section 6 - Roles and Responsibilities.

As Adopted and reviewed by the YMCA of Geelong Inc on 04/04/2014



Chief Executive Officer YMCA Geelong Inc.