

## YMCA Geelong – Information Provision for Involved People Abuse or Allegations SCYP Procedure



### OFFICE USE ONLY

Policy Number	Date Approved	Date Last Amended	Status
YG178-O	08/02/2016	08.08.2016	APPROVED-CEO

#### 1. Purpose:

YMCA Geelong Inc. recognises the importance of a strong, robust strategy to providing clear, open and consistent information of our policies, procedures and standards regarding Safeguarding Children and Young People.

YMCA Geelong will have a transparent approach to our communication, however, at all times confidentiality and privacy will be maintained.

This policy ties together many different aspects in order to achieve our communication strategy regarding Safeguarding Children and Young People. The following documents should be read in conjunction with this Policy:

#### 2. Procedure:

##### YMCA Geelong Procedures Provision of Information

- Safeguarding Children and Young People Policy.
- Responding to Child Abuse Reports and Allegations Policy.
- Practice and Behaviour Guidelines- Staff and Volunteer Handbook.
- Monitoring Service Delivery Procedure
- Communication with Persons with Limited English Proficiency.
- Reviewing Safeguarding Procedures and Resources
- Information Handout: Allegations Process
- Information Handout: What Do I Do If I Have An Allegation.

YMCA Geelong has the following information regarding our organisations approach to safeguarding children and young people from abuse and neglect, available at all times to our involved personnel through electronic means via Extranet Manuals (online Management and Compliance):

1. Commitment to Safeguarding Children and Young People
2. Information about the Safeguarding Children and Young People accreditation
3. Safeguarding Children and Young People Policy
4. Safeguarding Children and Young People Statement
5. Practice and Behaviour Guidelines
6. Responding to Child Abuse and Allegations Policy
7. Position Descriptions
8. Recruitment and Screen Policy

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- 9. Safeguarding Online Training Procedure
- 10. Safeguarding Training and Education Commitment

### 3. MONITORING, EVALUATION AND REVIEW

This procedure will be reviewed annually to ensure that the process is up to date and reflective of organisational requirements.

Compliance will be monitored by the Payroll Co-ordinator or the appointed officer to ensure employees/volunteers to ensure the procedure is adhered to in each workplace.

<b>Review</b>	This document will be reviewed annually.
<b>Retention</b>	Keep until updated
<b>Storage</b>	Hard Copy Original: YMCA Policies and Procedures Folder Hard Copies: Safeguarding Manual at each main site Soft Copy Original: Soft Copies: Extranet/Documents/Policy and Procedure Library
<b>Protection</b>	Not Required
<b>Archive/Disposal</b>	Hard Copy: General Waste Removal Soft Copy: Extranet/Documents/Policy and Procedure library/ Archives

Approved by: Chief Executive Officer

Effective date: 29/02/2016

Updated: 29/02/2016

Review date: 28/02/2017

Policy Owner: CEO

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Amendment history:

Version	Date	Author	Change Description
V1	08/03/2016	Shona Eland	Draft for discussion Approved

As adopted by the YMCA of Geelong Inc. on 23/02/2016



Chief Executive Officer YMCA Geelong Inc.