



Safeguarding Children and Young People Practice & Behaviour Guidelines			
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**1.0 PURPOSE**

YMCA WA will adopt the highest standards of behaviour, guidance and conduct at all times in the delivery of services, including our attitudes and behaviours towards children and young people, staff and members of the community. This document serves to outline YMCA WA expectations when interacting with and guiding children and young people’s behaviour and to identify behaviour that maybe harmful to children and young people.

**2.0 PRINCIPLE DOCUMENT**

YMCA WA Safeguarding Children and Young People Policy  
YMCA WA Code of Conduct

**3.0 SCOPE**

This procedure applies to all ‘YMCA People’. This includes staff, volunteers (including Members of the Board) and contractors.

**4.0 PROCEDURE**

Guidelines about acceptable behaviours for all YMCA People are available and will be regularly revised with ongoing input from children and young people, parents, staff, management and reflect best practice.

Parents/guardians will be able to access documentation regarding behaviour guidelines and expectations.

**4.1 Practice that YMCA WA People must follow:**

YMCA People must conduct themselves in a manner that is consistent with their position as a positive role model for children and young people. The guidelines for this conduct includes but is not limited to –

- YMCA WA People accepting responsibilities for supervising children and young people to ensure they:
  - engage positively in the service or program
  - behave appropriately toward one another
  - are in a safe environment and are protected from external threats
  - are aware of places that require extra supervision and act to minimise danger or risk of harm.
- YMCA WA People ensuring ratios to children and young people are maintained at all times to provide effective supervision.
- YMCA WA People must raise all concerns, issues and problems with their supervisor as soon as possible.
- YMCA WA People must seek the permission of children and young people before interacting physically with them.



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- YMCA WA People and in particular program/service staff and volunteers engaged in the direct delivery of programs and services shall regularly access training in safeguarding children and young people and related matters, This will be supported by YMCA WA.
- Physical interactions with a child or young person should be based on meeting the child or young person's needs rather than the need of the YMCA WA Person. For example hugging a child when they are upset and indicate that they would like some physical reassurance as opposed as a YMCA WA Person hugging a child because they as an adult need a hug or think it's cute.
- YMCA WA People are to ensure they are never alone with a child where they cannot be observed by other YMCA staff members, or volunteers. For programs such as family day care, in home care and youth mentoring, it is recognised that these YMCA WA People will be left alone with children and young people however the risk of harm will be minimized through the completion of a formal risk assessment of the activity including risk mitigation strategies.
- YMCA WA People shall ensure young children under the age of twelve (12) in YMCA programs/services are appropriately supervised in bathrooms, showers and locker rooms or be required to accompany one another in pairs at such times.
- YMCA WA People providing direct care to children and young people must be identified by a YMCA WA name badge and, where practicable, a branded uniform that is familiar and is the same as that of their co-workers.
- YMCA WA People who have developed friendships with families, children and young people who participate in YMCA programs prior to them being employed by the YMCA must declare the association to their Manager or Supervisor as a conflict or potential conflict of interest.

### **4.2 Conduct considered unacceptable includes but is not limited to:**

YMCAWA People must not:–

- Under any circumstances in any form enter into, demonstrate and or encourage any type of 'sexual behaviour' to occur between, with, or in the presence of, children or young person participating in any service or program. Engaging in sexual behaviour is prohibited even if the young persons involved may be above the legal age of consent. 'Sexual behaviour' can be described as, the entire range of actions that would reasonably be considered to be sexual in nature, including but not limited to:
  - 'contact behaviour', such as sexual intercourse, kissing, fondling, sexual penetration or exploiting a child through prostitution
  - 'non-contact behaviour', such as flirting, sexual innuendo, inappropriate text messaging, inappropriate photography or exposure to pornography or nudity.
- Engage in any physical contact that is inappropriate, this includes but is not limited to
  - engage in rough physical games
  - cuddle, kiss, hug or touch children or young people in an inappropriate and/or culturally insensitive manner
  - undertake tasks of a personal nature that a child could do for themselves including toileting and changing children's clothes
- Take a child or young person to your home (or equivalent) or encourage meetings outside the program activity. This includes in scenarios when the child or young person may request this to occur. For programs such as family day care, in home care and youth mentoring, it is recognised that YMCA WA People may be left alone with



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children and young people however the risk of harm will be minimized by a thorough induction, screening procedure and regular support visits by YMCA WA program staff.

- Make negative, violent or sexually suggestive comments to a child or young person
- Transport an individual child or young person or a group of children or young people to or from YMCA programs in private vehicles without the written consent of the Executive Manager.
- Share accommodation with a child or young person without other authorized persons or other children and young person present.
- Mobile phone text or email information directly to a child or young person's mobile or email address unless it is a generic bulk communicative gesture relating to the program or business. All communications must be made from a YMCA WA authorized telecommunication device which is monitored and screened. All other communication made should be directed to the parents/guardians.
- Use social media platforms such as Facebook or twitter etc., to contact or converse with children and young people from a personal social media account. Any contact should be directed to parent/guardians only.
- Engage with children and young people who participate in YMCA programs, or members of their family in non-YMCA activities such as baby-sitting and weekend trips. Such activities may only occur with prior written approval of the Chief Executive Officer. YMCA WA People must immediately report knowledge of such activities to their Manager or Supervisor.

### **4.3 Gifts and giving of gifts**

- The practice of gift giving by YMCA WA People to children and young people to whom we provide service is subject to:
  - obtaining prior authorisation from a supervisor
  - Parents or other responsible adults being made aware of any gift given.

### **4.4 Photography**

- Children and young people to are to be photographed while involved in our service or program if:
  - Permission has been sought by the child's parent or guardian or the young person them self has granted prior and specific approval
  - the context is directly related to participation in our services and programs.
  - the child or young person is appropriately dressed and posed
  - the image is taken in the presence of other personnel.
- Images are not to be distributed (including as an attachment to an email) to anyone outside our organisation other than the child photographed or their parent, without management knowledge and approval.
- Images (digital or hard copy) are to be stored in a manner that prevents unauthorised access by others.
- Images (digital or hard copy) are to be destroyed or deleted as soon as they are no



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longer required.

- Images are not to be exhibited on our website without parental knowledge and approval, or such images must be presented in a manner that de-identifies the child or young person. Any caption or accompanying text may need to be checked so that it does not identify a child or young person if such identification is potentially detrimental.

### **4.5 Change room arrangements**

- YMCA WA People are required to supervise children and young people in change rooms while balancing that requirement with a child or young person's right to privacy.

In addition:

- YMCA WA People should avoid one-to-one situations with a child or young person in a change room area
- YMCA WA People are not permitted to use the change room area to, undress, while children and young people are present
- YMCA WA People need to ensure adequate supervision in 'public' change rooms when they are used
- YMCA WA People need to provide the level of supervision required for preventing abuse by members of the public, adult service users, peer service users, or general misbehavior, while also respecting relevant levels of privacy
- Female YMCA WA People are to avoid entering male change rooms and male YMCA WA People are to avoid entering female change rooms.

### **4.6 Overnight stays and sleeping arrangements**

- Overnight stays are to occur only with the authorisation of our Executive Manager – Service Delivery and of the parents/guardians of the children or young people involved.
- Practices and behaviour by our personnel during an overnight stay must be consistent with other practices and behaviour.
- Standards of conduct that must be observed by our personnel during an overnight stay include:
  - providing children and young people with privacy when bathing and dressing
  - observing appropriate dress standards when children and young people are present – such as no exposure to adult nudity
  - not allowing children or young people to be exposed to pornographic material, for example, through movies, television, the Internet or magazines
  - not leaving children under the supervision or protection of unauthorised persons such as accommodation staff



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- not involving sleeping arrangements that may compromise the safety of children and young people such as unsupervised sleeping arrangements, or an adult sleeping in the same bed as a child or young person
- the right of children to contact their parents, or others, if they feel unsafe, uncomfortable or distressed during the stay
- parents expecting that their children can, if they wish, make contact

### **4.6 Positive Behavior Guidance**

- Expectations of behaviour will be clearly expressed to children and young people in positive terms and reinforced consistently in a developmentally appropriate way.
- Inappropriate behaviours by children and young people that require immediate intervention include any behaviour which could cause harm to themselves or others. YMCA WA People will take the following factors into account when adopting strategies to respond to challenging behaviours will understand that a child's or young person's behaviour can be affected by many factors including, but not limited to, the following:
  - their age and development
  - their general health and wellbeing
  - strategies and practices
  - external factors such as family, home life, or media coverage of traumatic events
- YMCA WA People shall show their respect by using normal tone and volume when speaking with children and young people; allowing older children greater freedom and responsibility in recognition of their developmental stage. Shouting at children or a young person is unacceptable unless imminent danger is likely.
- YMCA WA People when guiding a child or young person's behaviour, will identify the behaviour as the issue and not label the child or young person.
- YMCA WA People are to under no circumstances to discipline children or young people through the use of physical punishment or the withdrawal of the necessities of care (including food, shelter and emotional warmth) this includes but is not limited to frightening, humiliating and or verbally abusing.
- YMCA WA People will ensure Parents/Guardians who wish to discipline their own children or young people whilst in the centre will not at any time use any form of corporal punishment or use unacceptable language.
- YMCA WA People will develop supportive relationships with the children and young people that encourages them to learn skills in self-discipline, conflict resolution and interacting with others in a positive manner.
- YMCA WA People will be given opportunities for professional development in regards to training and up to date information on strategies and ways to guide children and young people's behaviour. Where the behaviour is beyond the scope of individuals training, other stakeholders will be approached to support strategy development.
- YMCA WA People will ensure children and young people's supervision is appropriate to their stage of development and protects their safety and wellbeing at all times.



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- YMCA WA People will be aware that best practice is to include transparency in their interactions and engagement of children and young people. This includes, where possible, not being in a position where they are alone with children and young people.
- There are formal behavioural and conduct expectations that YMCA WA require from children and young people and their parents/carers whilst attending a service or program. YMCA WA values respect, responsibility, honesty and caring and therefore has a zero tolerance to bullying.
- YMCA WA reserves the right to exclude individuals from participation in programs and services if they, or their behaviour, falls outside of the defined target client group or scope of services. YMCA WA will endeavour to refer individuals to appropriate alternative services.

## 4.7 Use possession or supply of alcohol and drugs

- YMCA WA People must not use, possess or be under the influence of an illegal drug whilst on duty. They must also not be under the influence of alcohol be incapacitated by any other legal drug such as prescription or over-the-counter drugs or supply alcohol or drugs (including tobacco) to children and young people participating in our
- YMCA WA reserves the right to exclude any individual from participation in programs and services if they are adversely affected by alcohol, drugs and other behaviour altering substances or if they demonstrate inappropriate unreasonable and unacceptable behaviour as deemed by YMCA WA People.
- In the instance where a YMCA WA People can clearly identify with good evidence that a parent or guardian is affected by drugs or alcohol and they have concern for their ability to transport, care for or supervise their child or young person YMCA WA will work towards alternate arrangements however, where concerns remain, our duty of care requires us to contact either the Police or the Department of Child Protection and Family Support and complete a report.

## 5.0 RELATED DOCUMENTS

*SD-ELCOSH Positive Behaviour Guidance Procedure*

## 6.0 RESPONSIBILITIES

Position	Responsibility
Executive 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> <li>• Review and update this document and supporting resources in consultation with relevant stakeholders</li> <li>• Support the coordination of the Safeguarding Children and Young People framework and implementation</li> <li>• Ensure training and advice in the application of procedures is provided</li> </ul>



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Managers / Supervisors	<ul style="list-style-type: none"><li>• Ensure procedure is followed and implemented</li></ul>
YMCA WA People	<ul style="list-style-type: none"><li>• Compliance with procedure.</li></ul>