

Operations		<i>We will create safe operations to ensure Y People, parents/ carers and community have the right policies, processes and practices to keep Children and Young People safe.</i>	Implementation Date
 <p>Concerns and Complaints</p>	2.21	Member Ys implement appropriate complaints procedures- including the National Principles- as the National Safeguarding Guidance.	1 October, 2022 (18 months after the EGM.)
	2.22	Member Ys communicate all complaints data to Y Safeguarding quarterly as per the National Safeguarding Guidance.	1 October, 2022 (18 months after the EGM.)
	2.23	Member Ys communicate all safeguarding concerns data- including breaches in safeguarding related legislation- to Y Safeguarding quarterly as per the National Safeguarding Guidance.	Current
	2.24	Member Ys maintain records relating to safeguarding concerns for a minimum of 45 years, as per the National Safeguarding Guidance.	Current

Environment		<i>We will create safe environments at the Y and in communities which empower Children and Young People to thrive.</i>	Implementation Date	
 eSafety	3.1	Member Ys require that all their Y People read, understand and agree to their responsibilities within the eCommitment.	1 October, 2021 (6 months after the EGM.)	
	3.2	Member Ys periodically consult and engage directly with their front line Y People to seek insight into safeguarding risks relevant to them - to inform the ongoing Safeguarding Risk Model.	1 April, 2022 (12 months after the EGM.)	
 Physical	3.3	Member Ys provide Families and Caregivers with key safeguarding information, including policies, operations, expected behaviours of Families, complaints and reporting processes.	1 October, 2021 (6 months after the EGM.)	
	 Families and Communities	3.4	Member Ys support Families and Caregivers, where appropriate, to participate in decisions that affect their Child or Young Person.	1 October, 2021 (6 months after the EGM.)
		3.5	Member Ys demonstrate active engagement with Families and Caregivers and involve them in relevant aspects of applicable decision making as per the National Safeguarding Guidance - this includes, where practicable, decisions that relate to the Member Y's safeguarding practice, larger policies and procedures framework as well as operations and governance.	1 October, 2022 (18 months after the EGM.)
		3.6	Member Ys actively support participation in the Y Safeguarding Movement-wide parents and community safeguarding surveys.	1 October, 2022 (18 months after the EGM.)
		3.7	Member Ys, where appropriate, actively advocate for and/or participate in community activities and/or campaigns which promote community-wide awareness of the rights of Children and Young People as per the National Safeguarding Guidance. Member Ys also educate and inform the community regarding child abuse prevention as per the National Safeguarding Guidance.	1 October, 2022 (18 months after the EGM.)

Environment	<i>We will create safe environments at the Y and in communities which empower Children and Young People to thrive.</i>	Implementation Date
 <p data-bbox="188 600 290 627">Diversity</p>	<p data-bbox="383 488 1197 728">3.8 Member Ys actively anticipate the diverse circumstances and backgrounds of Children and Young People, and effectively support those who are vulnerable, including (but not limited to) those who identify as culturally and linguistically diverse (CALD), LGBTIQ +, First Nations, unable to live at home and/ or living with a disability. This must also be reflected within, and enabled by, the Member Y's policies, procedures and guidance.</p> <hr/> <p data-bbox="383 929 1197 1075">3.9 Member Ys ensure that applicable Y People are given appropriate tools and resources, such as relevant cultural sensitivity training, to enable tailored servicing for their local demographics (including CALD, LGBTIQ+, First Nations, those unable to live at home and those living with a disability).</p> <hr/> <p data-bbox="383 1108 1197 1254">3.10 Member Ys ensure that all Member Y-specific policies, procedures and guidance are written in an inclusive manner tailored to their local demographics (including, but not limited to, CALD, LGBTIQ+, First Nations, those unable to live at home and those living with a disability).</p>	<p data-bbox="1244 488 1452 884">1 October, 2021 for all new policies, procedures or practices (6 months after the EGM.) 1 October, 2022 for all existing policies, procedures and practices (18 months after the EGM.)</p> <hr/> <p data-bbox="1244 929 1452 1019">1 October, 2022 (18 months after the EGM.)</p> <hr/> <p data-bbox="1244 1108 1452 1198">1 October, 2022 (18 months after the EGM.)</p>

Roles and Responsibilities

In alignment with the Movement's Safeguarding Policy, everyone has a role to play in keeping Children and Young People safe. Our Y People are expected to undertake the responsibilities as set out below:

National Council of the Ys of Australia	The development and endorsement of the Safeguarding Policy, ownership and oversight of compliance to the Standards.
Y Safeguarding	An independent entity owned by Member Y's, Y Safeguarding provides subject matter expertise and ongoing support for all Y People to understand and undertake their responsibilities under the Safeguarding Policy and the Standards.
Member Ys	Implementation of the Safeguarding Policy, Safeguarding Framework and the Standards, whilst ensuring localised policies, codes of conduct and procedures support compliance to the Policy and Standards.
Boards of Directors	Provide collective ownership, strategic support and guidance of Safeguarding initiatives to ensure that their Y People and their Member Y empower Children and Young People to feel safe and be safe.
Board Safeguarding Sponsor	Ensure adequate resources and support is made available to enable their Y People to effectively deliver upon the Y's Safeguarding Strategy and Standards, and act as the advocate for safeguarding initiatives and the Safeguarding Lead in their Member Y.
CEOs	Ensure adequate resources and support, as determined by the Member Y Board, is made available to enable their Y People to effectively deliver upon the Y's Safeguarding Strategy and comply with the Standards.
Safeguarding Consultative Group	Coordinate and share best practice opportunities, data and learnings to continuously improve the Y's approach to Safeguarding Children and Young People. Speak up as any gaps arise in the Safeguarding Policy and Standards due to operational or legislative change.
Safeguarding Leads	To provide operational Safeguarding leadership to the Member Y to embed the Y's Safeguarding Framework, the Safeguarding Policy, these Standards and relevant Safeguarding law.
Y People	Commit to create safe cultures, operations and environments for all Children and Young People. Speak up when they see something, hear something or feel something that worries or concerns them.

Definitions

Board Safeguarding Sponsor - Board Safeguarding Sponsors champion and advocate for safeguarding programs and initiatives at the Board level when collectively determining Member Y-wide strategy. In collaboration with the Operational Safeguarding Lead, the Board Sponsor takes ownership of the success of the safeguarding function in their Y.

Business Continuity Plans - The plans to be employed at times where the Member Y Association's ability to continue delivering its services and programs has severely declined or is at risk. These plans details how to avoid these situations and what to do if such a situation is currently occurring. Safeguarding risks must be included in these plans.

Child - any person under the age of 12. Under the Safeguarding Policy and Standards, this includes all Children regardless of whether they are enrolled in our programs or not.

Codes of Conduct - Expected behaviours for all Y People working or volunteering with or for the Y in Australia.

Complaints analysis - Each Member Y must provide quarterly complaints data to Y Safeguarding for national analysis. As with concerns data analysis, this informs the development of resources, training and programs to address key areas of improvement as identified within the complaints process.

Complaints Procedure - The process used to fairly and appropriately respond to all complaints submitted by Children, Young People, Y People, Families or Members of the Community. These must include clear roles and responsibilities and information for anyone who has submitted a complaint.

Continuous Improvement - the process of using previous lessons learnt and identified gaps/ vulnerabilities to inform and guide future actions. Member Ys must review safeguarding concerns and their response to them to continuously improve their safeguarding practice.

Crisis Communication Plan - The Plan to be employed at times of heightened reputational or operational risk for each Member Y - usually indicating who must address these risks and who may engage with partners and the public on behalf of the Member Y. Safeguarding must be considered in the development of these plans.

eCommitment - Developed by the Y Safeguarding, this document details what Y People will and won't do when using online platforms and social media to engage with participants.

Executive level advocacy - support and advocacy provided to the safeguarding function and Safeguarding Lead at the Senior Executive or Group Management Level within each Member Y. Often, this is provided by the Executive or Group Manager under whom the safeguarding function operates- however this can also be provided by any and all executives.

Member Y - An entity that is a party to a current valid YMCA License Agreement.

National Risk Dashboards - Developed by the Y Safeguarding, these provide insight into the national risk profile of the Y Movement in Australia with specific reference to areas requiring immediate collective response.

National Safeguarding Risk Model - The minimum requirements for Member Ys' safeguarding risk approaches that allow for national comparison between Member Ys. In turn, this collective approach enables the identification of nationally consistent areas of vulnerability.

National Safeguarding Training Model - The resource developed by Y Safeguarding to categorise the safeguarding training requirements for all Y People, determined by their level within the organisation and the amount of direct engagement they have with Children and Young People.

National Safeguarding Guidance - Developed by Y Safeguarding, the National Safeguarding Guidance is a one-stop-shop to support all Y People to understand their safeguarding responsibilities as well as best practice integration of safeguarding in their daily roles.

Participants - Children, Young People or adults who are enrolled in or attend one of the Y's programs or services.

Position Description - (or alternatives) provide guidance on the expected roles and responsibilities of each individual role within the Member Y. These must reflect relevant safeguarding responsibilities.

Recruitment and Contractor Matrix - Developed by Y Safeguarding, this Matrix supports all Y People to determine the level of risk to Children and Young People posed by contractors or emergency staff. This Matrix also details the minimum vetting requirements and controls for each category.

Recruitment Vetting Register Template - Y Safeguarding has developed a template register to keep track of relevant vetting information for all Y People, to be used by any Member Y that does not currently employ an appropriate method of records management for all police checks, ID checks and Working with Children Checks (or equivalents).

Safe Behaviours - A national document that outlines the behavioural expectations of all Y People when working with Children and Young People. The Safe Behaviours are embedded into each Member Y Association's local Code or Standard of Conduct.

Safeguarding - All actions taken to monitor and manage risks to Children and Young People whilst supporting their wellbeing and development. At the Y, Safeguarding also encompasses all programs, initiatives and resources that are designed to protect Children and Young People, as well as Y People

Safeguarding Action Plan - Informed by each Member Y Association's Strategic/Corporate Plan and Risk Management Plan, this includes key deliverables for the Member Y in relation to safeguarding and risk to Children and Young People for the coming year. These are developed annually in collaboration with Y Safeguarding.

Safeguarding Commitment Statement - The Y is committed to empowering Children and Young People to feel safe and be safe at the Y, in their families and in their communities. This statement reminds all applicants for employment or volunteering at the Y that we take safeguarding Children and Young People very seriously and that appropriate controls and processes have been implemented to ensure that any risks are addressed promptly.

Safeguarding concern - all Y People are expected to tell someone whenever they see something, hear something or feel something that worries or concerns them. At the Y, a Y Person does not have to witness something for it to be taken seriously- a reasonable belief, in line with legislation, equally meets the threshold for reporting within the Y.

Safeguarding Framework and Pillars - The Y has developed the Framework to support Y People to understand where they fit in the larger strategic goal of keeping Children and Young People safe. The Framework focuses on the three Pillars of culture, operations and environment.

Safeguarding Induction Program - the benchmark training program to ensure that all Y People understand their safeguarding responsibilities when they commence work or volunteering for the Y.

Safeguarding Lead (or Operational Safeguarding Lead) - Management-level operational driver of safeguarding initiatives, programs, resources and training directly tailored to their Member Y. Safeguarding Leads provide support to all Y People in their Member Y to understand their responsibilities in empowering and keeping Children and Young People Safe.

Safeguarding Children and Young People Licensing Standards ("Standards") - licensing obligations that detail the Safeguarding requirements and responsibilities of a Member Y. Each Member Y must comply with the YMCA Licensing Standards in existence at the time.

Safeguarding Policy - The Movement's Safeguarding Policy details the shared behaviours expected of all Y People and Member Y. This Policy sets a benchmark for the integration of safeguarding responsibilities in everything that we do at the Y.

Safeguarding Procedure - Each Member Y has a Safeguarding Procedure (or equivalent) that supports Y People to fairly and appropriately manage disclosures and safeguarding concerns. These must include roles and responsibilities for all Y People involved in this process as well as appropriate information, in plain English, for any and all Children and/or Young People who have reported a concern.

Safeguarding Strategy - The Y's Safeguarding Strategy has been developed so that all Y People share the responsibility for keeping Children and Young People safe and incorporates our Safeguarding Vision and Safeguarding Framework

Safeguarding Sub-Committee - This committee provides subject matter expertise and advice to the Member Y Association's Board on all relevant safeguarding programs and initiatives.

The Y Movement - The Y Movement in Australia is a federation of licensed Member Y. Each Member Y is a member of the National Council of YMCAs of Australia.

Y People - YMCA People include all YMCA Board Directors, staff and volunteers (this includes school, university and TAFE students on placement or work experience with Member Ys).

Young Person - any person between the ages of 13 and 18 inclusive. Under the Safeguarding Policy and Standards, this includes all Young People regardless of whether they are enrolled in our programs or not. (Note: Member Y may include 19 year olds within this definition- for example: students in vocational schools who may be continuing their studies after their 18th Birthday.)

Y Safeguarding - the Movement's enabling service that supports all Y People to increase their knowledge, skills and capabilities in safeguarding Children and Young People.