

# SAFEGUARDING POLICY REVIEW POLICY



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## **Purpose**

The YMCA North (referred to throughout this document as “the Y” or “YMCA”) Safeguarding Policy Review Policy details the requirements for the approval and review of all Safeguarding policy documents related to our Safeguarding Children Statement. This requirement ensures that all policies are in line with ACF standards and in line with child centred practice.

## **Application**

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

## **Policy**

Whilst also being a stand-alone policy document, this Safeguarding Policy Review Policy, is a sub policy of YMCA’s Safeguarding Children and Young People Policy and interpretations should be in conjunction with this overarching policy.

All Safeguarding policies and procedures will be reviewed by the Safeguarding Manager in conjunction with key stakeholders and will require Safeguarding Governance Group approval.

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

## **Approval**

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

## **Safeguarding Policies and Procedures**

The following documents will be reviewed by the Safeguarding Manager at least every 2 years. These documents will be reviewed in conjunction with the Board, CEO, Managers, Employees and Volunteers.

- YMCA North Safeguarding Children and Young People Policy
- YMCA North Safeguarding Code of Conduct Policy
- YMCA North Safeguarding Concerns and/or Allegations against a Staff Member Policy
- YMCA North Staff Recruitment Manual



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- YMCA North Whistleblowing Policy
- YMCA North Partner Agencies Child Protection Compliance Policy
- YMCA North Diversity and Inclusion Policy
- YMCA North Imagery of Children Young People and Customers Policy
- YMCA North Safeguarding Incident Management policy
- YMCA North Safeguarding Parent and Carers Policy
- YMCA North Safeguarding Managers Responsibilities Policy
- YMCA North Responding to Child Abuse Reports and Allegations Policy
- YMCA North Safeguarding Transportation Policy
- YMCA North Young Staff Policy
- YMCA North Commitment to Safeguarding

### Australian Childhood Foundation Annual Review

#### The ACF Annual Review

Self-Assessment will be completed annually by the Safeguarding Manager 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.

#### Communication

We communicate YMCA's Safeguarding Children and Young People Policy requirements to all our staff involved with children and young people in our organisation. We communicate any significant alterations to our Safeguarding Children and Young People Policy requirements and resources to all personnel.

#### Monitoring and Review

This document will be reviewed at least every 2 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.

Role	Responsibility
CEO	<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</li></ul>
Safeguarding Manager	<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>



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Role	Responsibility
Managers/ Supervisors	<ul style="list-style-type: none"> <li>Ensure procedure is followed and implemented</li> </ul>
Staff including Employees/ Volunteers/ Contractors	<ul style="list-style-type: none"> <li>Compliance with policies and procedures</li> </ul>

### Policy Amendments

YMCA is entitled to amend and vary this policy from time to time at YMCA's sole discretion and all employees are required to observe such amended policy.

<b>Creation Date:</b> Dec 2020	<b>Date Reviewed:</b> Dec 2022	<b>Next Review Date:</b> February 2024 <i>Note – the default frequency is every 2 years unless otherwise required</i>
<b>Owner:</b> Safeguarding	<b>Approved by:</b> Julian Baldey, CEO and Chair of Safeguarding Governance Group   <b>Signed:</b>  <b>Date:</b> December 2022	
<b>Document Control:</b> Original signed document is approved. No unauthorised copies. Reviews of this policy will include input from the Safeguarding Governance Group		

### Tracking Changes

	Reviewed by who and when	What was Changed	Version #
<b>Written:</b>	Safeguarding Manager, Dec 2020	Policy created	1
<b>Amendments:</b>	Safeguarding Manager, Dec 2022	Biennial review, along with amendments to reflect new branding  Reference added to being sub policy of main Safeguarding Children and Young People Policy	2