
	Management Area: Children's Services	Version No: 7.0
	Category of Policy: Operational	Pages: 6
		Approval Date: April 2020
		Policy Approver: CEO
Policy Title: Safeguarding Children and Young People – Positive Behaviour Guidance Procedure		Author: Area Manager – Children's Services

# YMCA SOUTH AUSTRALIA

## Safeguarding Children and Young People – Positive Behaviour Guidance Procedure

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## 1. Purpose

This procedure serves to outline YMCA South Australia's expectations when interacting with and guiding children and young people's behaviour and to identify behaviour that may be harmful to children and young people.

## 2. Scope

This policy applies to all staff (whether casual, permanent, fixed-term, or temporary) and volunteers of the Young Mens Christian Association of South Australia Inc. or YMCA South Australia Youth and Family Services Inc. (collectively, 'YMCA South Australia').

## 3. Policy Statement


YMCA South Australia staff and volunteers will adopt the highest standards of behaviour, guidance and conduct at all times in the delivery of programs and services, including attitudes and behaviours towards children / young people, staff, volunteers and members of the community.

Staff and volunteers will behave in ways that are consistent with YMCA South Australia values of respect, responsibility, honesty and caring, and with its core values, to ensure the safety and wellbeing of children / young people.


YMCA South Australia develops our behaviour guidance procedures with the approach of having secure, respectful and reciprocal relationships, an approach of access, inclusion and participation allowing for quality outcomes for children.

## 4. Procedures

- There are formal expectations made by YMCA South Australia of the behaviour and conduct from children and young people and their parents/carers.
- Clear guidelines about acceptable behaviours will be developed and reviewed with ongoing input from children/young people, parents, staff, and management, and these must reflect best practice.
- Expectations of behaviour will be clearly expressed in positive terms and reinforced consistently in developmentally appropriate way.
- Staff and volunteers will demonstrate acceptable behaviours as outlined in the YMCA South Australia Safeguarding Children and Young People – Safety Code of Conduct Procedure and in YMCA South Australia's Code of Conduct Policy.
- Parents/guardians must be able to easily access documentation regarding behaviour guidelines and expectations.

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- Staff will understand that a child's behaviour can be affected by many factors including, but not limited to, the following:
  - Their age and development
  - Their general health and wellbeing
  - Staff strategies and practices including familiarity with the service's routines and play limits
  - External factors such as family, home life, or media coverage of traumatic events
  - Relationships with other children, staff, students and volunteers
  - Educators / carers teaching strategies or caring practices
  
- Staff will take these factors into consideration when adopting strategies to respond to challenging behaviours.
  - Inappropriate behaviours that require immediate staff intervention including any behaviour which causes harm to a child / young person, or others including staff and volunteers.
  - Staff and volunteers will show their respect by using normal voice tone and volume when speaking with children / young people, and allowing older children / young people greater freedom and responsibility in recognition of their developmental stage. Shouting at children should be avoided.
  - When guiding the behaviour of children / young people, staff and volunteers will identify the behaviour that is an issue and not label the child/young person.
  - No child is to receive any form of punishment (e.g. be smacked), or isolated, made immobile, frightened or humiliated in any way, be verbally or emotionally punished, or have food or drink withheld as a form of punishment.
  - Staff and volunteers must ensure that all children / young people in their care are protected from bullying, violence and harassment. YMCA South Australia has a zero tolerance to these behaviours.
  - Parents / guardians who wish to discipline their own children while in a YMCA South Australia owned or operated facility or centre, program or service will not at any time use any form of corporal punishment or unacceptable language.
  - Staff and volunteers will develop supportive relationships with children, young people who encourage them to learn skills in self-discipline, conflict resolution and interacting with others in a positive manner.
  - Staff will be given opportunities for professional development, relevant information on strategies and ways to guide children/young people's behaviour. Where the behaviour is beyond the scope of staff training, other stakeholders will be approached to support strategy development.

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- Supervisors and staff (including volunteers) will ensure the supervision of children / young people is appropriate to their development stage and capabilities, and protects their safety and wellbeing at all times.
- Staff, volunteers and student placements will be aware that best practice is to include transparency in their interactions and engagement with children / young people. This includes, where possible, not being in a position where they are alone with children / young people.
- Staff will be aware of all children / young people in their care at all times and ensure their wellbeing.
- YMCA will create environments with sufficient space that are likely to encourage positive social interactions.
- Staff will be aware of places that require extra supervision and position themselves to minimise danger or risk to harm.
- Staff to children / young people ratios prescribed by law/regulations or by YMCA South Australia will be maintained at all times to ensure effective supervision.
- YMCA South Australia may exclude people from participation in programs and services if they or their behaviour falls outside of the defined target client group or scope of services. YMCA South Australia will endeavour to refer individuals to appropriate alternative services.
- Individual participants may be excluded from participation in programs and services if they are adversely affected by alcohol, drugs and other behaviour altering substances, or if they demonstrate inappropriate and unacceptable standards of behaviour as deemed by YMCA South Australia staff.
- YMCA South Australia will not release children/young people to parents/guardians who present as adversely affected by alcohol, drug and other behaviour altering substances. This is a risk factor to the safety of children/young people and in contravention of YMCA's Safeguarding Children and Young People policy.


## 5. Breach of the Policy

Any breach of this policy may result in disciplinary action up to and including termination of employment.

## 6. Definitions

**Child or young person** means a person who is under 18 years of age.

## 7. Key Relevant Documents

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- Legislation
  - *Children and Young People (Safety) Act 2017 (SA)*
  - *Children and Young People (Safety) Regulations 2017 (SA)*
- Policies and Procedures
  - YMCA Safeguarding Children and Young People Policy
  - YMCA South Australia Safeguarding Children and Young People – Safety Code of Conduct
  - YMCA South Australia Safeguarding Children and Young People – Recruitment and Screening Procedure
  - Safeguarding Children and Young People Mandatory Reporting Procedure
  - YMCA South Australia – Complaints and Grievances Policy and Procedure
  - YMCA South Australia – Bullying and Harassment Policy and Procedure
  - YMCA South Australia – Incident Reporting and Investigation Procedure
  - YMCA South Australia – Recruitment and Selection Policy
  - YMCA South Australia – Learning and Development Policy
  - YMCA South Australia – Ethics and Conflict of Interest Policy
- Other (e.g. International Standards, Forms etc.)
  - N/A

## 8. Monitoring Evaluation and Review

This policy will be reviewed every two (2) years or earlier for reasonable cause or upon the request of the YMCA South Australia Board.

## 9. Version History

Version	Date	Description of changes	Effective Date	Review Date
1.0	2009	Positive Behaviour Guidance Policy	June 2009	
2.0	2013	Updated Positive Behaviour Guidance Policy	July 2013	
3.0	2014	Updated Positive Behaviour Guidance Policy	April 2014	
4.0	2016	Minor update to language throughout the policy	May 2016	May 2017

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5.0	May 2017	Review minor updates to language	May 2017	May 2018
6.0	June 2018	Reviewed in line with the adoption of YMCA Safeguarding Children and Young People Policy	26 July 2018	July 2019
7.0	February 2020	Minor adjustments Update to new template	April 2020	April 2022