

# Safeguarding Guidelines for Parents/Guardians

## Purpose

These guidelines are for parents/guardians whose children, young people or the vulnerable attend YMAC Whittlesea services or programs. These guidelines are to be read in conjunction with the YMCA Safeguarding Children and Young People Policy. This can be found on our YMCA Whittlesea website.

Please also note that our Safeguarding Guidelines for Parents/Guardians is also extended out to our vulnerable participants as well as defined.

## Parent guidelines

Whittlesea YMCA is committed to creating an environment where all children, young people and the vulnerable can participate in Children's Services programs (childcare, kinder, playgroup, occasional care and OSHC services), Disability Programs, Aquatic Education, Recreational programs and Youth Programs.

Many of these programs are offered for family respite. They are also to build confidence and self-esteem to the children, young people and the vulnerable participating in them as well as building up community connections and learning resilience. The programs operate from a variety of sites, providing daily, weekly or seasonal programs for children, young people and the vulnerable.

We call on all parents associated with our program to:

- Observe our organisations guidelines for parents/guidelines (see below)
- When necessary, politely and respectfully remind others of their obligations under these guidelines
- In the event of serious or ongoing breaches of these guidelines by another person, to report the matter to our program coordinator so that appropriate action can be taken.

## Our guidelines for parents/guardians

Your family member's participation in the program is for their enjoyment. As parents/guardians your role is to support and adhere to the following

Encouraging your family member's participation is a positive and respectful manner by;

- Advising our program coordinator of any special needs that your family member may have, or develop, during the course of the program (for example, they may suffer from asthma or allergies, or have hearing difficulties) so that we can assist in their safe participation of the program.
- Engaging with the mentors positively, not criticising the mentor in the presence of your family member, and reporting any concerns to our program coordinator.
- Ensuring that your family member is picked up on time at the conclusion of a program session, the exception to this may be with our 18yrs+ participants in our Disability Services Programs. This arrangement will be discussed upon enrolment into the program/service.
- Arranging with our program coordinator prior to a session if your family member is to be picked up by a person unknown to the program by completing an authorisation form
- Always supervising your children when attending YMCA programs or services. This would only be required during programs/services where parents must be in attendance throughout the duration of the program/service i.e. children under 10 years of age participating in swimming, tennis or gymnastic lessons or our vacation care program as an example.

- If families are taking videos of their family member/s whilst participating in our programs or services, the video or photo must be **ONLY of their family member, and not contain any other child or young person attending the program**. Any staff member or a person with management authority has the right to ask that a video or photo be deleted, if there is evidence of a breach of privacy towards another child or young person, where they are found to be videotaped or photographed on someone's device without consent from a family member or their guardian.
- Mobile phones are not allowed to be taken into any children's toilets or change rooms
- Advising our coordinator if your child/family member is unable to attend the program, or is no longer interested in participating in the program
- Reporting any concerns to our program coordinator and not directly to a mentor, other child or parent involved in the program
- Not requesting contact with the mentor outside the mentoring program or venue
- Not asking the mentor to provide any other support outside the boundaries of our mentoring program, such as asking for babysitting services or lifts home for your child
- Not engaging in behaviour that discriminates against any other person on the basis of gender, ability, race, language, religion, politics or national or ethnic origin
- Engaging with other participants in a positive and respectful manner and not engaging in behaviour designed to belittle, insult or intimidate others
- Not engaging in, or threatening to engage in, violent or physical confrontations with any other person
- Not encouraging or inciting your child/family member to commit violent acts or to breach program rules
- Advising our program coordinator of any changes in contact information for use in the event of an emergency.

Serious or ongoing breaches of these guidelines are not tolerated and parents/guardians who breach our guidelines may:

- Be asked to leave the program
- Provided with advice and/or warning to encourage positive participation
- Jeopardise their future participation in this program

## Monitoring and/or evaluation

These guidelines will be reviewed every year. The ongoing monitoring and compliance to this procedure will be overseen by our YMCA Whittlesea Safeguarding Coordinator where practical.

## Supporting documents (links to procedures and/or work practices)

- YMCA Safeguarding Children and Young People Policy

## Definitions, roles and responsibilities

Definitions	
Child / Young Person	A child / young person is a person below the age of eighteen (18) years.
Vulnerable	An adult, aged 18 or over; who is, or may be, in need of community services due to age, illness or a mental, intellectual or physical disability. Who is, or may be, unable to take care of himself/herself, or unable to protect himself/herself against significant harm or exploitation.  Victims of family or domestic violence or those who are experiencing some form of hardship.

Department/Role	Responsibility
Child, young person, vulnerable or family member.	<ul style="list-style-type: none"> <li>Refers to a person under the age of 18 years.</li> <li>An adult, aged 18 or over; Who is, or may be, in need of community services due to age, illness or a mental, intellectual or physical disability. Who is, or may be, unable to take care of himself/herself, or unable to protect himself/herself against significant harm or exploitation.</li> <li>Victims of family or domestic violence or those who are experiencing some form of hardship.</li> </ul>
Program Coordinator	Authorised YMCA Whittlesea employee who is overseeing the program/service.
Mentor	The YMCA Whittlesea employee/educator who delivers the service/program
Parent/Caregiver/Guardian	The legal parent / guardian of the child, young person or vulnerable participating in our program/services.

## Version control

Version	Date	Author	Change Description
V4	12/06/19	Geny Zambello	Changes/update made to families taking photos or videos of their child/ren in a program
V3	06/04/18	Sandra Marson	Included the vulnerable in the purpose and the definitions
V2	28/03/17	Geny Zambello	
V1			

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