

YOUTH SERVICES

Policy | Community Services

The purpose of this policy is to provide a framework and guidance for the day-to-day operations and service provision of Singleton Youth Venue.

Policy No:	POL/21084	Version:	1
Service Unit:	Community Services		
Responsible Officer:	Coordinator Community Services		
Responsible Director:	Director Corporate and Community		
Authorisation Date:	17 June 2019	Review Date:	17 June 2021
Minute No:	95/19		

Printing Disclaimer

If you are viewing a printed copy of this document it may not be current. Printed copies of this document are not controlled. Before utilising a printed copy of this document, verify that it is the most current version by referencing Council's intranet.

Table of Contents

1	Background.....	4
1.1	Title of the Policy and Commencement Date.....	4
1.2	Purpose of the Policy	4
2	Objective	4
2.1	Objectives and Coverage of the Policy	4
3	Application	4
3.1	Application of this Policy	4
4	Definitions	4
5	Principles/Body	5
5.1	Service Management	5
5.1.1	Membership	5
5.1.2	Access and equity.....	5
5.1.3	Student placement.....	6
5.1.4	Program development.....	6
5.1.5	Food provision	6
5.1.6	Development of Service Level Agreements (SLAs) with other organisations	6
5.1.7	Advocating for young people	6
5.1.8	Singleton Youth Voice	7
5.1.9	First aid	7
5.1.10	Medication	7
5.1.11	Occupational violence.....	7
5.1.12	Right to refuse entry	7
5.1.13	Complaints handling	7
5.2	Guidelines for young people	8
5.2.1	Rights of young people	8
5.2.2	Responsibilities of young people	8
5.2.3	Aggressive behaviour and violence	8
5.2.4	Breaking the law	9
5.2.5	Drugs, smoking and alcohol.....	9
5.2.6	Computer and equipment usage.....	9
5.2.7	Confidentiality	9
5.2.8	Personal belongings	9
5.2.9	Respect.....	10
5.2.10	Safe Space & Truancy	10
5.3	Guidelines for youth workers.....	10
5.3.1	Child protection and employment screening.....	10
5.3.2	Reportable conduct.....	10
5.3.3	Mandatory reporting.....	11
5.3.4	Responding to disclosures.....	11
5.3.5	Sexual interaction	11
5.3.6	Physical contact.....	11
5.3.7	Consent	12
5.3.7.1	Speaking to family members	12
5.3.7.2	Parent consent for young person to participate in excursion/activity.....	12
5.3.7.3	Media consent.....	12



5.3.8	Duty of care	12
5.3.9	Incident reporting	13
5.3.10	Making referrals	13
5.3.11	Working with homeless young people	13
5.3.12	Adult assistance.....	13
5.3.13	Working with young people at risk of suicide	13
5.3.14	Youth participation	14
5.3.15	Working alone.....	14
5.3.16	Unclear situations	14
5.4	Guidelines for parents/primary caregivers	14
5.4.1	Parent/primary caregiver access	14
5.4.2	Custody matters.....	15
6	Relevant Legislation.....	15
7	Document Information	15
7.1	Related Documents.....	15
8	Responsible Officer / Policy Owner	15
9	Responsibilities	16
10	Approval	16
11	Monitoring	16
12	Review Date	16
13	Record Keeping, Confidentiality and Privacy	16
14	Breaches and Sanctions	16



1 Background

Singleton Youth Venue (SYV) offers a range of activities that are developed primarily for and by young people aged 11 - 17 years. The venue provides young people with a safe space to explore a broad range of social and educational activities. Services include vocational and educational training; music and entertainment programs; creative arts; and projects that foster enterprise and mentoring. All of the venues programs are designed to simultaneously support young people, and invest in the cultural capital of Singleton.

1.1 Title of the Policy and Commencement Date

The Youth Services Policy takes effect from 17 June 2019.

1.2 Purpose of the Policy

The purpose of this policy is to provide an inclusive and equitable environment for young people aged 11 – 17 within the Singleton community by providing a range of activities that encourage creativity, self-empowerment and learning.

2 Objective

2.1 Objectives and Coverage of the Policy

The objectives of the policy are to:

- Provide young people with a safe, creative and supportive space;
- Provide young people with access to creative opportunities to develop skills and increase community participation;
- Provide youth services of the highest quality to the Singleton community.

3 Application

3.1 Application of this Policy

The policy applies to staff and users of Council's youth services.

4 Definitions

For the purposes of this policy:

Term	Meaning
SYV	Acronym for Singleton Youth Venue
Young people	Persons aged 11 – 17 years



5 Principles/Body

5.1 Service Management

Our service aims to:

- Provide young people aged 11 – 17 years with a range of social, cultural and arts-based programs and activities that are both creative and entertaining. These are designed to help them to develop their self-esteem, resilience, creativity, and social skills;
- Provide young people with a wide range of drug and alcohol free entertainment options and live music activities;
- Encourage and support young people to make their own decisions, and develop meaningful relationships with their peers and the community;
- Encourage the involvement of young people in the arts and recreational activities;
- Highlight the value of young people within the community culture;
- Promote and encourage the involvement of young people in decision-making that affects themselves, the Youth Venue and the local community;
- Build healthy partnerships with other youth services based at the venue and within the local community, to strengthen services available to young people;
- Provide an affordable meeting space for community groups who provide support services to young people and;
- Ensure that the venue is maintained as a safe and comfortable place for all local young people.

5.1.1 Membership

Membership of SYV is open to all young people in the Singleton LGA who are aged between 11 and 17 years and is free of charge. Membership is compulsory for those who wish to utilise the services on a regular basis. Young people are offered a trial session, where they can sign in as a non-member and if they wish to keep utilising the service, they need to have their membership form returned. Non-members need to give their full name, age, contact phone number and postal address.

5.1.2 Access and equity

Youth Services recognise that all young people are unique and come from a diversity of social background and cultures. Our service aims to include all young people aged 11 – 17 years, regardless of background or circumstance, and to make each young person feel included and valued as an individual. All young people are equally welcome to use the venue and participate in a range of social, cultural, and arts-based programs and entertainment activities regardless of their unique and individual circumstances and background. Youth Services ensure a social justice approach to community work. As such, staff adopt proactive steps to engage young people in our service. Moreover, our aim is to ensure our programs, services and activities are free from any form of direct or indirect discrimination.



5.1.3 **Student placement**

Student placements/practicums are accepted when appropriate. Students undertaking current study in relevant fields including youth or community work, social sciences & welfare are invited to contact Singleton Council Organisation Development regarding the possibility of commencing a work experience placement at the venue.

5.1.4 **Program development**

A core function is to provide young people aged 11 – 17 years with a range of affordable and age-appropriate programs and activities through the service. These will include:

- Social activities and events;
- Cultural programs;
- Arts-based programs;
- Recreational activities;
- Skills development and training;
- Other activities and projects that support and promote youth culture.

5.1.5 **Food provision**

There is opportunity for all who utilise the venue to purchase food and drinks while at the Venue.

Food is provided during cooking programs and may also be at the discretion of the Team Leader during programs and drop-in.

The service recognises the responsibility they have to ensure that any food served to young people and workers is safe for consumption and will not cause any illness or injury.

5.1.6 **Development of Service Level Agreements (SLAs) with other organisations**

Youth Services seeks to formalise partnerships with key organisations that we regularly work with, or that we believe will enhance our support services for young people in the Singleton LGA. The development of Service Level Agreements (SLA's) with partner organisations can be beneficial for a number of reasons including:

- Sharing resources and expertise;
- Learning about each other's services;
- Formalises arrangements specific to the relationship to avoid misunderstandings;
- Benefits both organisations when grant seeking;
- Positions both organisations to effectively bid for contracts as partners or consortia.

5.1.7 **Advocating for young people**

The Youth Service has a primary role in advocating for the rights and needs of young people in Singleton:

- On an individual basis, this advocacy work should always use an approach that empowers the young person to learn about social and legal systems that affect them.



- As an organisation that can influence and affect social change on issues that are likely to impact young people in our community.

5.1.8 **Singleton Youth Voice**

Singleton Youth Voice aims to assist and advocate for the needs and concerns of young people within the Singleton LGA. The team meets the second Thursday of every month to talk about youth issues that matter to young people, and get involved in the planning and preparation of events for young people happening within the local community.

5.1.9 **First aid**

It is recognised that there may be the need to provide young people and others accessing our programs and activities with first aid care. To ensure that suitable first aid is available, the service will maintain all first aid equipment and procedures enabling youth workers to administer suitable and effective first aid when required.

All staff at the venue hold current First Aid Certificates.

5.1.10 **Medication**

It is permissible for a young person to take medication when they are at the venue providing they can manage the administration of it. The youth workers at the venue cannot administer a young person's medication, even with parental or guardian consent, but we are able to provide a safe space to store or refrigerate medication if required.

5.1.11 **Occupational violence**

Situations can arise when working with young people that may become aggressive and/or potentially violent. It is important that the venue remains a safe environment for everyone, and that youth workers are never placed in a position or situation when working with young people where there is an unnecessary risk of danger. It is the responsibility of Council to make sure that youth workers are aware of the steps to take in potentially violent situations, and receive ongoing training in safety, security, and conflict resolution.

5.1.12 **Right to refuse entry**

The safety and comfort of young people and youth workers is important. This means that we must make sure that an appropriate level of behaviour is encouraged and maintained. At times, we may have to refuse entry to certain persons on the grounds of conduct or activity. Whilst the venue is a public building, staff can refuse the right of entry to the site in some circumstances.

5.1.13 **Complaints handling**

SYV strives to provide a quality and effective service to young people and the broader community. As such, staff give consideration to complaints relating to service delivery that may arise. A complaint is anything that someone considers to be unreasonable or unfair. All complaints received by Youth Services will be handled in line with Council's processes.



Young people will most likely express concerns to a youth worker that they trust. As such, grievance handling requires discretion, and at times reassurances that disclosure has a measure of confidentiality.

5.2 Guidelines for young people

SYV is a public facility; as such it has guidelines for young people to follow when on site to ensure everyone's rights are respected. Failure to follow any of the guidelines as outlined below may result in being asked to leave the venue, or in serious circumstances could include longer-term banning from the service.

5.2.1 Rights of young people

If you are a young person accessing SYV you have a right to expect fair and equal treatment regardless of your gender, ethnicity, culture, language, religion, marital status, ability, sexuality, age, income, or social background. You have the right to:

- Privacy and confidentiality;
- Be treated with dignity and respect;
- Expect a safe environment free of harassment;
- Voice your opinion, or have someone do it for you on your behalf;
- Express if you are dissatisfied with our service, and seek redress without fear that it will affect the service and assistance you receive;
- Access any information we are holding about you, and correct any wrong information.

5.2.2 Responsibilities of young people

If you are a young person accessing SYV you have a responsibility to:

- Respect other young people who are at the venue;
- Treat all workers at the venue with dignity and respect;
- Understand and follow the Venue's Policies, and Procedures;
- Maintain appropriate social, interpersonal and physical boundaries with staff and other young people at all times.
- Treat the venue and equipment carefully and with respect;
- Be responsible for your personal safety and the safety of others;
- Help keep the venue clean, safe, and harassment free.

5.2.3 Aggressive behaviour and violence

All young people and youth workers have a right to feel safe at SYV. We will not accept aggressive or anti-social behaviour or violence towards anyone at the venue or participating in programs or entertainment activities. Incidents of violence are considered extremely serious and will be referred to the Police.

Young people are encouraged to be responsible for their own conduct, they should ensure that their language is acceptable and not offensive to others. However, youth workers may sometimes be required to assist a young person to self-manage their behaviour whilst they are in attendance at the venue. Please note that in some



circumstances, the Staff may have the right to refuse entry or temporarily ban a young person from the venue based on their behaviour.

5.2.4 **Breaking the law**

Although Youth Services aims to empower young people to make their own decisions about what conduct is acceptable, any activity or action that is illegal will be reported to the Police. Illegal activity includes the possession, selling, or supply of drugs, theft, vandalism, and violence.

Weapons of any nature are not permitted in the venue. This also includes the immediate grounds surrounding the venue. If you are found to have a weapon in your possession the matter will be referred to the Police.

5.2.5 **Drugs, smoking and alcohol**

The Venue is a drug, smoke and alcohol free facility. No drugs, drug implements, or alcohol are welcome in the venue. This also means that if you are found to be in possession of drugs or alcohol, or witnessed consuming drugs or alcohol at a program or activity you will be asked to leave (without refund if it was a pre-paid activity).

5.2.6 **Computer and equipment usage**

Young People are advised to take precaution with the safety of their identity on the internet and to be aware of possible risk of exposure to predatory behaviour on social networks and other cyber settings. Young people should avoid:

- giving out personal information (eg. full name, address, phone number) or other information which could lead to other internet users identifying them;
- making arrangements to physically meet a person they have only met on the internet.

SYV provides young people with a range of equipment that is available to use onsite. We encourage young people to feel ownership of the venue and ask that all equipment be treated with respect when in use. If you are found deliberately misusing or abusing equipment it may result in the removal of your privilege to use it. If through deliberate misuse you have caused damage to the equipment you will be expected to pay for its repair or replacement. Please report any equipment damage to staff as soon as possible.

5.2.7 **Confidentiality**

SYV is a place where young people can seek support to address their problems knowing their information will be treated with respect. Young people's privacy will be preserved where ever possible. Staff endeavours not to pass on sensitive information about a young person unless the young person has given them permission to do so. There are, however, some instances relating to safety where this confidentiality cannot be guaranteed, in particular, where the disclosure raises concerns for the safety of the young person and/or another person.

5.2.8 **Personal belongings**

Young people are reminded to take care of their personal belongings when at the venue. Youth Services is not responsible for the care and safety of young people's personal items and does not take responsibility for damage, loss, or theft at the venue. The venue does not provide storage of young people's belongings.



To ensure the safety of all young people and workers who use the venue, skateboarding and bike riding are not permitted on the grounds. Young people using bikes and skateboards are asked to keep other people's safety in mind at all times. Bike racks are provided at the front of the venue, but please be aware that the venue accepts no responsibility for the care and safety of your bike or skateboard.

5.2.9 **Respect**

Because SYV is for young people we ask that all young people help us to take care of the premises. As a condition of the service we ask that every young person be responsible for keeping the venue maintained. This includes placing your rubbish in the garbage bins provided, cleaning up any materials or equipment you have used in programs and activities, cleaning up the kitchen after use, and not defacing or vandalising the venue in any way.

When you are at SYV you should always respect other people's personal space. If you feel that someone is not respecting your personal boundaries, please tell a youth worker. All young people are asked to respect the youth workers and volunteers. We enjoy working with young people and ask that you consider us in your actions.

5.2.10 **Safe Space & Truancy**

SYV is a 'safe space' where young people can seek support from youth workers & referral to other services. Youth Services does not, however, provide a 'drop-in' service at the Venue for school aged young people (11-17), during school hours (Monday-Friday 9am-3.00pm), and the venue is not to be used as a 'hang-out' space for young people truanting from school. Nevertheless, a young person may have a genuine reason for being at the venue during school hours (e.g. participating in a program; attending a pre-arranged meeting; seeking immediate help). If a school age young person does not have a pre-arranged activity at the Venue, they will need to speak with a staff member on their arrival to explain why they are there and what type of assistance they require.

5.3 **Guidelines for youth workers**

5.3.1 **Child protection and employment screening**

Council has adopted a best practice approach to service delivery and is bound by NSW Child Protection Employment Legislation. As such, anyone applying to work, volunteer or participate in a student placement with the Venue will need to agree to a police National Record Check and have a current Working with Children Check. Consent to these checks, as well as the provision of referees is mandatory for all applicants.

Some people are prohibited by legislation from working directly with children or in child related industries (either as paid employees or as volunteers). This includes (though is not limited to), convictions for sexual offences and child related personal violence offences. It is the responsibility of potential/existing employees to disclose any offences that may prohibit child related employment.

5.3.2 **Reportable conduct**

Council is a mandatory reporter under the *Ombudsman's Act 1974*. As such, Management must report allegations of 'Reportable Conduct' by an employee/contractor to the Ombudsman within 30 days of becoming aware of the accusations.



5.3.3 Mandatory reporting

SYV is a mandatory reporter under the *Children and Young Persons (Care and Protection) Act 1998*. As such Staff has an obligation to act in accordance with relevant legislation when it comes to concerns relating to young peoples' safety. Under the Act, the statutory threshold (or point at which concerns for the welfare of a young person should be reported to NSW Community Services), is when they are believed to be at risk of 'significant harm'.

The agreed definition of 'significant harm' can be found in the phrase "to a significant extent"; that is, that the circumstances that are causing concern for the safety, welfare or wellbeing of the child or young person are present to a significant extent. What is significant is not minor or trivial and may reasonably be expected to produce a substantial and demonstrably adverse impact on the child's or young person's safety, welfare or wellbeing. The situation for the client is sufficiently serious to warrant a response by a statutory authority, irrespective of a family's consent.

5.3.4 Responding to disclosures

As a mandatory reporter, SYV has responsibilities to act in accordance with legislation when it comes to responding to disclosures relating to abuse. It is important for staff to keep this in mind when working with young people. If staff have reason to believe a young person is moving toward making a disclosure of some kind, the staff involved should remind the young person that SYV is a mandatory reporter; this practice allows for transparency and ensure the young person is fully informed of the potential actions/outcomes of a disclosure. If the young person still wishes to disclose staff should provide as much confidentiality as possible, utilising other staff members if necessary.

5.3.5 Sexual interaction

Staff and volunteers should not have any sexual interaction with a young person using the service, including:

- a romantic relationship;
- any sexual contact or activity;
- inappropriate conversations of a sexual nature including suggestive remarks; or
- actions, sexual jokes, obscene gestures, or sexual exhibitionism;
- showing them pornographic images.

5.3.6 Physical contact

Physical contact between a member of staff or volunteers and a young person is acceptable in the following situations, if it is part of fulfilling a legitimate youth work purpose and is acceptable to both the young person and the staff member:

- for the purposes of first aid;
- when appropriate in sport and recreation;
- when appropriate to assist a young person with a disability;
- as part of non-sexual comfort or emotional support (eg. a hug);
- to get the person's attention.



5.3.7 Consent

There are several instances where staff working at the youth service will seek consent from a young person. This may include when staff need and/or want to share information with a third party. Consent should be in writing.

5.3.7.1 Speaking to family members

If staff feel it might be of benefit to share information with the family of a young person, the staff member should talk to the young person first. Staff and the young person should discuss the potential benefits and/or importance of involving family or significant others. In addition, the young person should be reassured about confidentiality in relation to any contact staff may have with family members or significant others. Clients and/or young people have a right to refuse consent. If a young person wishes staff not to speak to any family members, this is their clear right and this should be respected.

5.3.7.2 Parent consent for young person to participate in excursion/activity

A valid consent can cover one trip or a series of related trips, as long as it meets the requirements below:

- Each young person must provide a consent form signed by the young person. The exception is if the young person cannot understand what they are consenting to (eg. because of an intellectual disability), in which case another person must provide consent regardless of the person's age.
- For young people aged 16 or over who have a guardian appointed by the Guardianship Tribunal (because of a disability), that guardian should also sign the consent form.

5.3.7.3 Media consent

SYV will seek permission to use works created by young people and images of young people participating in programs and/or activities for promotional purposes such as:

- Recording participation in programs, services or activities;
- Celebrating participant effort & achievements;
- Promoting SYV associated programs, activities or services (print, digital, audio-visual formats).

Young people (who consent to their work being used), retain the intellectual property rights to their works. For the terms of this policy 'works' refers to and includes (though is not limited to): written work; paintings; pictures; drawings; designs; photographs; videos; film; music; performance; computer programs; web sites; sculptures; fashion/costume design; metal/wood works or any other creative works.

5.3.8 Duty of care

Council is committed to fulfilling our duty of care to all young people, employees and members of the community who access the venue or participating in the service's programs and entertainment activities. Our duty of care is to ensure that, through the operations of the venue, the SYV takes reasonable care to avoid injury to other persons or the damage to property as a result of negligent actions or inactions. The Council has a duty of care to:



- Provide a safe environment to young people and staff at the venue;
- Offer reasonable assistance to those in need;
- Provide access to emergency aid;
- Protect those who are seeking protection from harm.

5.3.9 Incident reporting

Sometimes incidents occur when working with young people. Incidents may include conflicts, disagreements, accidents, behaviour issues, or breaking the Venue's policies and procedures. To ensure that Council maintains an accurate record on incidents, youth workers are required to follow an incident reporting procedure.

5.3.10 Making referrals

As a youth service the SYV recognises that all young people have individual needs and may sometimes require additional support from more than one service. The SYV is committed to helping young people find the assistance that they need. If we are unable to provide the direct assistance that a young person requires, we will attempt to link them to another agency that can provide them with further support. This process is known as 'making a referral'.

5.3.11 Working with homeless young people

The SYV aims to support young people to access shelter that is safe, secure, and affordable. If a young person comes to the venue in need of assistance because they are homeless the staff can support the young person by making a referral to an appropriate service. There are varying degrees of homelessness. Young people may feel homeless if their environment fails to offer a sense of safety, privacy, stability, security, or belonging. Lack of affordable housing may also push a young person into homelessness. Outright homelessness (such as a young person living on the beach, street, or in a park), may occur either as a single event in a young person's life, or it may be a state that a young person enters repeatedly.

5.3.12 Adult assistance

Sometimes, adults who do not fit our target age group (11 –17 years) approach the SYV for support and assistance. Whilst staff may be sensitive to the impacts of issues on individuals seeking refuge at the venue, staff will at all times be mindful that the SYV is a safe-space for young people. As such, adults will not be permitted to occupy the SYV grounds as they represent an unknown element of risk to young people. Whilst we are happy to assist people to find appropriate support and services, the SYV cannot provide direct assistance to people over 17 except where they have a child or young person in their care who is also seeking support to address homelessness or other needs.

5.3.13 Working with young people at risk of suicide

SYV operates within a health promotion framework with an emphasis on assisting young people to build their own resilience. There may be times that youth workers need to respond to a young person/people who are at risk of suicide. The youth workers at SYV may assist a young person to make contact with an appropriate agency/service offering help to young people who may be at risk of suicide. In addition,



Staff may at times act as support person for an at-risk client until qualified professionals are able to take over care.

5.3.14 Youth participation

As a creative space for young people, SYV recognises the value of young people's participation in the decision-making process, including the planning and management of the venue, programs, and entertainment activities. Young people's participation is valuable for SYV and for young people. It supports young people in skills development and personal empowerment, enables young people to provide direction in programming, and encourages young people to feel ownership over their space.

Having information on young people who use the SYV services and are involved in our activities can assist youth workers to plan and develop effective programs and activities. Having access to information on young people can also help youth workers to identify individual needs by keeping track of important information including previous contact between young people and youth workers. The SYV collects and keeps information on young people via:

- Contact listings;
- Case notes;
- Referrals made to other services;
- Expression of Interest forms for programs and projects;
- Program and activity application forms;
- Excursion and activity consent forms;
- Incident reports;
- Accident reports.

5.3.15 Working alone

For safety reasons, SYV staff and tenants are strongly discouraged from working alone in the premises, particularly before or after business hours. However, due to the nature of working within a small team, it may be sometimes unavoidable that a staff member is alone in the venue. In instances where a staff member is working alone in the building, high awareness of personal safety is encouraged.

5.3.16 Unclear situations

If it is unclear if/how any policy in this document may apply to any situation, or if it is unclear how to apply any policy in this document to a situation, staff/volunteers must discuss the situation as soon as possible with the Coordinator Community Services, or Manager Corporate and Community and follow their advice and directions as to how to manage the situation.

5.4 Guidelines for parents/primary caregivers

5.4.1 Parent/primary caregiver access

SYV encourages parents and primary carers to have a positive interaction with young people accessing the venue. Our primary role is to support and advocate for young people. In this role we may provide secondary support or referrals for parents, however, in the event that there is a conflict of interest, we will try to mediate between



caregivers and young people but our primary obligation will be advocating for the young person involved.

SYV understands and respects the important role that parents and primary caregivers have in a young person's life. To provide the best support to young people, the venue encourages the building of positive relationships between parents/primary caregivers and youth workers through open communication. However, the venue is limited in its ability to provide a service to parents/primary caregivers. As a service for young people aged 11 –17 years, young people remain our primary client, and as part of our responsibility to young people, we must maintain their trust, confidentiality, and privacy.

5.4.2 Custody matters

SYV appreciates that all young people who visit the venue have a unique family life and home environment. To help youth workers at the venue fulfil their duty of care to young people, we ask parents and primary caregivers to keep the service informed of relevant custody issues and access details relating to a young person.

6 Relevant Legislation

- *Ombudsman's Act 1974 (NSW)*
- *Children and Young Persons (Care and Protection) Act 1998.*
- *Child Protection (Working With Children) Act 2012 (NSW)*
- *Child Protection (Working With Children) Regulation 2013 (NSW)*
- *Local Government (State) Award 2014*
- *Privacy Act 1998*

7 Document Information

Related documents and reference information in this section provides a single reference point to develop and maintain site compliance information.

7.1 Related Documents

Related documents, listed in **Table 7-1** below, are internal documents directly related to or referenced from this document.

Number	Title
18/5442	Youth Services Procedure Manual

Table 7-1 – Related documents

8 Responsible Officer / Policy Owner

Ownership of this policy rests with the Coordinator Community Services.



9 Responsibilities

Parties or Persons	Responsibilities
Community Services Leaders	<ul style="list-style-type: none"> • Implement and ensure compliance with this policy. • Provide ongoing training for staff within identified areas of needs.
Youth Services Staff	<ul style="list-style-type: none"> • Have a duty of care to ensure all operations comply with this policy. • Be alert to possible signs of child abuse and neglect in young people. • Required to comply with Council policies, protocols and procedures. • Staff shall report through their Supervisor any areas of non-compliance they become aware of. • Provide a supportive and responsive environment that fosters young people's skills.

10 Approval

As per cover sheet.

11 Monitoring

This policy will be monitored by the Team Leader Youth Services to ensure compliance.

12 Review Date

This policy, once adopted, is to remain in force until it is reviewed by Council. This policy is to be reviewed approximately every two (2) years to ensure that it meets legislative requirements.

13 Record Keeping, Confidentiality and Privacy

This policy is to be made available for public viewing as required under the *Government Information (Public Access) 2009, NSW*.

14 Breaches and Sanctions

Any breaches of this Policy will be referred to the General Manager for appropriate action.

