



## Child Protection Facility Access and Program Controls

**Location** Central Labrador YMCA

**Civic Address** 2 Corporal O’Quinn Blvd, Happy Valley-Goose Bay, NL

**Mailing Address** P.O. Box 659, Station C, Happy Valley-Goose Bay, NL, A0P 1C0

**The YMCA Child Protection Binder is readily available**

Location of Binder (contains reporting kits)	<ol style="list-style-type: none"> <li>1. Main office in Child Care</li> <li>2. Membership Sales and Service Desk</li> <li>3. General Managers office</li> <li>4. Youth room office</li> <li>5. Housekeeping room – main floor</li> <li>6. Staff Portal</li> <li>7. For all employees working remotely</li> </ol>
Employee Policies and Procedures Manual -Binder Contents	<ol style="list-style-type: none"> <li>1. Child Protection and Vulnerable Persons Policy and Procedures, department specific facility access</li> <li>2. Program controls</li> <li>3. Mission, Vision and Values</li> <li>4. Strategic Plan</li> <li>5. Brand Guidelines</li> <li>6. YMCA Canada SAM 2.1 standards</li> <li>7. Human Resources Policies – Personnel Policy</li> <li>8. Uniform Policy</li> <li>9. Occupational Health &amp; Safety Policy /Statement</li> <li>10. Other Policies</li> <li>11. Department policies &amp; procedures</li> <li>12. Duty Manager Manual (CLY)</li> <li>13. Emergency Response Plan (CLY)</li> </ol>

**All External Access points into the facility are secured to prevent unauthorized access to the facility.**

Listing of External Access Points	Access Point	Security (Locked or 100% supervision)
	Main Entrance to the YMCA building	Unlocked
	Child Care Entrance	FOB key requires to Child Care
	Child Care Emergency Exits	Locked at all times. Child Care use this as entry and exit to outside playground

**All Internal Spaces not actively in use are kept locked. Access to Child Care and Child Minding programs are secured**

Listing of spaces that are not to be accessed by the public	Space	Security
	Supervisor Office Doors	Locked at all times
	Main Child Care entrance door	FOB Key required (locked at all times)
	Maintenance Closet	Locked at all times

<b>YMCA ID or Government Issued ID is required to gain access to the YMCA</b>	
Departmental Expectation	Staff verify all adults who are not known to them by requesting government issued ID and confirming they are included as an authorized pick up on the child's registration form.
We take YMCA ID or Photo ID (non-government)	All visitors are asked to provide government issued ID or in the case of a partner agency, agency issued photo ID is acceptable.
<b>Access Details and Records are maintained in a permanent record</b>	
Visitor Log Location	Child Care Desk, MSS desk and our electronic tracking system at the Membership Desk
Departmental Expectation	<p><b>All Visitors including contractors entering the facilities:</b></p> <p>Sign-in to the visitor log in the Child Care. MSS Desk– government ID We take YMCA ID or Photo ID (non-government) will need to be verified, take a pass, sign –out before leaving and return the pass.</p> <p>Weekly sign in and sign out records and monthly attendance records are completed</p> <p>All records are stored indefinitely</p>
<b>Regular sweeps and tours are completed of the facility to monitor bathrooms, locker rooms and isolated areas</b>	
Departmental Expectation	<p>Staff provide 100% supervision during children's programs.</p> <p>Duty Manager is on from opening to close and performs sweeps and documented on daily DM reports</p> <p>Opening and closing sweeps in child care –opening staff walk through each room. Closing staff walk through each room, checking the room and taking the attendance book and thoroughly making sure ALL children are signed out. Closing staff ensures ALL parents and children are out of the building before they leave for the day.</p> <p>All rooms are closed and locked when not in use</p>
<b>All YMCA staff and volunteers supervising children follow ratio requirements and provide active supervision</b>	
Ratio Requirement(s)	<p>Licensed Child Care: 0-2 year olds are 1 adult to 3 children. 18 months -3 year olds are 1 adult to 5 children. 2.9 year olds to 5.9 year olds are 1 adult to 8 children. 4.8 year olds to 12 years are 1 adult to 15 children.</p> <p>HFA: SAM standards/best practices/child care standards apply to all other programs</p>
Sign In Sign Out Procedure	<p>Staff keep attendance and pick up/drop off times</p> <p>All children are signed out at the end of the day by parent and or guardian</p>

All YMCA staff and volunteers are responsible for engaging and welcoming all individuals at the YMCA to verify the purpose of their visit. YMCA staff and volunteers should offer direction and/or assistance.

Staff Signature: \_\_\_\_\_

Date: \_\_\_\_\_  
(month/day/year)