



Child Protection Facility Access and Program Controls

Location Ches Penney Family YMCA

Civic Address 35 Ridge Road, St. John's, Newfoundland

Mailing Address P.O. Box 21291, St. John's, NL, A1A 5G6

The YMCA Child Protection Binder is readily available

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| Location of Binder (contains Reporting Kit) | <ol style="list-style-type: none"> 1. Main office in Child Care 2. Managers office of Child Care and Day Camp – posted on Bulletin Board 3. All school age child care locations and Day camps 4. EENS office – top drawer in the filing cabinet 5. Membership sales and service desk 6. HFA office 7. General Managers of HFA office 8. Downstairs located in holding files rack 9. Pool Deck – main desk 10. Corporate Office – East White Hills 11. Staff Portal 12. To all employees working remotely |
| Employee Policies and Procedures Manual -Binder Contents | <ol style="list-style-type: none"> 1. Child Protection Policy and Procedures, Department Specific facility access program controls 2. Mission, Vision and Values 3. Strategic Plan 4. Brand Guidelines 5. YMCA Canada SAM 2.1 standards 6. Human Resources Policies – Personnel Policy 7. Uniform Policy 8. Occupational Health & Safety Policy /Statement 9. Other Policies 10. Department policies & procedures 11. Duty Manager Manual (CPFY) 12. Emergency Response Plan (CPFY) |

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. FOB key required to Child Care, EENS and Ernst and Young room |
| | Child Care South Side Entrance | |
| | Child Care Emergency Exits | Locked at all times. Child Care walks around the playground and enters north or south doors |

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 |

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|---|--|--|
| | Main Childcare entrance door Ernst and Young Room United Way Room Maintenance Closets EENS Office | FOB Key required (locked at all times) FOB Key required (locked at all times) Locked at all times Locked at all times FOB Key required (locked at all times) |
| YMCA ID or Government Issued ID is required to gain access to the YMCA | | |
| Departmental Expectation We take YMCA ID or Photo ID (non-government) | 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. All visitors are asked to provide government issued ID or in the case of a partner agency, agency issued photo ID is acceptable. | |
| Access Details and Records are maintained in a permanent record | | |
| Visitor Log Location | Child Care Desk, MSS desk, School Age Locations and our electronic tracking system at the Membership Desk | |
| Departmental Expectation | All Visitors including contractors entering the facilities: Sign-in to the visitor log in the children services. 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 OR visitors can sign in at our Membership desk as well as Child Care. Weekly sign in and sign out records and monthly attendance records are completed All records are stored indefinitely | |
| Regular sweeps and tours are completed of the facility to monitor bathrooms, locker rooms and isolated areas | | |
| Departmental Expectation | Staff provide 100% supervision during children's programs. Duty Manager is on from opening to close and performs sweeps and documented on daily DM reports 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. All rooms are closed and locked when not in use | |
| All YMCA staff and volunteers supervising children follow ratio requirements and provide active supervision | | |
| Ratio Requirement(s) | 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. HFA: SAM standards/best practices/child care standards apply to all other programs | |
| Sign In Sign Out Procedure | Staff keep attendance and pick up/drop off times All children are signed out at the end of the day by parent and or guardian | |

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.

Door Code is changed every week in Adult only change room

Staff Signature: _____

Date: _____

(month/day/year)