



Child Protection Facility Access and Program Controls

Location Marystown YMCA

Civic Address 255-263 McGettigan Blvd

Mailing Address P.O. Box 1308, Marystown, NL, A0E 2M0

The YMCA Child Protection Binder is readily available:

Location of Binder (contains Reporting Kits)	<ol style="list-style-type: none"> 1. Multi-Purpose Room 2. Membership Sales and Service Desk 3. HFA Office (Consulting Room) 4. Lobby Housekeeping Supply Room 5. Aquatics Deck 6. EENS Office 7. Staff Portal 8. To all employees working remotely
Employee Policies and Procedures Manual -Binder Contents	<ol style="list-style-type: none"> 1. Child Protection and Vulnerable Persons Policy and Procedures, YMCA department specific facility access 2. Program controls 3. Mission, Vision & Values 4. Strategic Plan 5. Brand Guidelines 6. YMCA Canada SAM 2.1 standards 7. Human Resources Policies – Personnel Policy 8. Uniform Policy 9. Occupational Health & Safety Policy /Statement 10. Other Policies 11. Department policies & procedures 12. Duty Manager Manual 13. Emergency Response Plan

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 during opening hours.

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
	GM Office HFA Office Maintenance Closets Locked Storage Closets Kitchen Child Minding / Camp Room Basement Access	Locked when not in use

YMCA ID or Government Issued ID is required to gain access to the YMCA	
Departmental Expectation	Staff verify all individuals who enter the facility/child minding by requesting government issued ID or photo ID and confirming they are included as an authorized pick up from children's programs.
We take YMCA ID or Photo ID	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	MSS Desk, Child Minding / Camp Programs and our electronic tracking system at the Membership Desk
Departmental Expectation	All Visitors including contractors entering the facilities: Sign-in to the visitor log at MSS Desk– government ID or photo ID will need to be verified, a Visitor ID will be issued, sign in / out when arriving and departing. Visitor ID return. Guests can register at our MSS Desk Weekly sign in / 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 minding and camps –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. 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.

Staff Signature: _____

Date: _____
(month/day/year)