



## Child Protection

### Facility Access and Program Controls

**Location** Placentia Regional YMCA

**Civic Address** 81 Blockhouse Rd, Placentia

**Mailing Address** P.O. Box 204, Blockhouse Rd, Placentia, NL A0B 1S0

#### The YMCA child protection binder is available

Location of binder (contains reporting kits)	Basement Center Manager Office Location of employees working remotely (reporting envelope) Multi-Purpose Room Membership Sales and Service (MSS) Desk Recycling Room Staff Portal
Employee Policies and Procedures Manual (available on Staff Portal)	Child Protection and Vulnerable Persons Policy and Procedures, YMCA department specific facility access Program controls Mission, Vision & Values Strategic Plan Brand Guidelines YMCA Canada Y Way National standards playbook Human Resources Policies – Personnel Policy Uniform Policy Occupational Health & Safety Policy / Statement Department Policies & Procedures Duty Manager (DM) Manual Emergency Response Plan Other Policies

#### All external access points into the facility are secured to prevent unauthorized access to the facility

External access points	Access Point	Security (Locked or supervision)
	Main entrance to the YMCA building	Unlocked during hours of operation

#### All internal spaces not actively in use are locked

Spaces that are not to be accessed by the public	Space	Security
	Center Manager Office Maintenance/Housekeeping Closets Storage Closets Multi-Purpose Room Basement / Mechanical Rooms	Locked when not in use

<b>YMCA ID or government issued ID is required to access to the YMCA</b>	
Departmental expectation	Staff verify identity of individuals entering the facility by requesting YMCA ID or government issued ID. Staff confirm that adults picking up children from staff supervised programs are authorized to do so
YMCA ID or photo ID accepted	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 (paper and/or electronic options)	MSS desk Entry to staff supervised child program
Departmental expectation	Visitors register at entrance to relevant access point (HFA, CC, EENS). Contractors check in / out at the MSS Desk, ID is verified, and a Visitor ID will be issued / returned. All records are stored indefinitely.
<b>Regular sweeps are completed of the facility to monitor bathrooms, locker rooms, and isolated areas</b>	
Departmental expectation	Staff provide 100% supervision during children's programs  A Duty Manager (DM) is scheduled from opening to close. The DM performs regular sweeps and documents relevant information on daily DM reports. Program staff (child minding, camp, etc) confirm room readiness prior to the start of the program. At the end of the program, staff confirm ALL children have been signed out of the program and ensure rooms not in use are locked
<b>All YMCA staff and volunteers supervising children follow ratio requirements and provide active supervision</b>	
Ratio requirement(s)	Regulated child care: 0-2 years = 1:3 / 18 months - 3 years = 1:5 / 2.9 year olds to 5.9 years = 1:8 / 4.8 year olds to 12 years = 1:15 HFA: SAM standards / best practice for programs (i.e. swim lessons) apply to all other programs
Sign in / out procedure	Staff keep attendance and record pick up/drop off times. All children are signed by an adult at the end of the day /program

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

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

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