



## YISE UP – A Safe Relationships Program

### PROCEDURAL AGREEMENT

#### **Mandatory Reporting of Safety, Welfare and Wellbeing Concerns**

Under the Dept of Community Services Children and Young Persons (Care and Protection) Act 1998, our presenters are mandatory reporters. Under YWCA NSW policy, legislative requirements and our duty of care (and because our presenters do not know students' names) **we can only present to classes when a teacher is present.**

Our presenters practise protective listening in all classes in an attempt to keep students' disclosures at a general and impersonal level. If, however, a student discloses something that raises current concerns about their safety, welfare or wellbeing, our policy is to follow the following procedure:

1. Note immediately after the class the disclosure, the name and age of the student who made it and its context. Sign and date this document and discuss it with, and obtain the countersignature of, the teacher present in the class. Note if the teacher also heard the disclosure. Ensure the document has the full name and work contact details of the YWCA NSW presenter
2. Both the YWCA NSW presenter and the teacher take the disclosure record document to the School Principal at the next break between classes. If the Principal is not available, take it to the Deputy Principal. Alert the School Welfare/Pastoral Care Coordinator to the situation. Obtain a copy of the document for YWCA NSW records.
3. If a student makes a disclosure of concern on an anonymous evaluation form, the YWCA NSW presenter is to make copies of the form and note which class it was from and give copies to the Principal, The Welfare/Pastoral Care Coordinator and the Year Advisor. Provide YWCA NSW work contact details of the presenter with the copies.

Please Note: we will be happy to vary these procedures to meet the needs, policies and procedures of your school

#### **Procedure for Distressed Student in a Presentation**

If a student feels distressed by the program material on, say, domestic violence or sexual assault, we recommend the student be allowed to leave the class and see the School Counsellor, Welfare/Pastoral Care Coordinator or another teacher they trust. We will give them the option to take a (one) friend with them if they wish. We ask them to inform the Welfare/Pastoral Care Coordinator of what they did when they left the classroom. We suggest a referral to the School Counsellor in such cases.

If requested by the school, the YWCA NSW presenter will contact the Welfare/Pastoral Care Coordinator to provide any further details should they be required.

#### **YWCA NSW Contacts to Discuss the above Policy and Legislative Requirements**

##### Youth Programs Coordinator

Caterina Giuliano Email: [youthprograms@ywcansw.com.au](mailto:youthprograms@ywcansw.com.au)

##### Youth Programs Manager

Robert Chandler Phone: 9285 6246 Email: [youthprograms@ywcansw.com.au](mailto:youthprograms@ywcansw.com.au)



**Whilst our presenters are conducting the Yise Up Program at your school, we ask that where possible:**

1. **Youth Programs Coordinator** Student disclosure of sensitive information – verbal or written;
2. Student referrals to the School Counsellor;
3. Students who are uncomfortable with the content of a presentation and may not wish to participate;
4. The occasional need to conduct a short break with the students during a double period;
5. How to manage incidents such as epilepsy/asthma attacks/diabetes, etc;
6. Any unwell or disruptive students and the school's policies in relation to dealing with these students;
7. Procedures if a student wishes to leave the classroom during a session;

**Agreement**

- Student numbers for each workshop are limited to 30 students;
- We are made aware of any students with special needs/disabilities;
- We are allocated a classroom (rather than a large open plan area such as a hall) to conduct our presentations;
- The classroom be equipped with a television, video/DVD player and projection screen;
- Ideally, we are allocated the same classroom(s) for all our presentations, to assist our presenters in locating rooms and avoiding time delays by having to relocate resources;
- We are informed of school entries/parking procedures that may be problematic.

**Emergency/Evacuation procedures.**

We are provided with relevant school rules and policy documents, eg, relating to bullying in the school, so we can refer to them in modules;

We have discussed with you procedures in relation to:

**I have read and understood the above information, and where possible, agree to observe these procedures.**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title (Principal or Deputy Principal)

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title (Welfare/Pastoral Care Coordinator)

\_\_\_\_\_  
School

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date