

POLICY 2.04A

YOUNG PERSON WELLBEING POLICY



POLICY STATEMENT

The health and wellbeing of young people not only affects their immediate quality of life, but it also shapes the future health of our broader society. The Reach Foundation (Reach) has a duty of care to all children and young people involved in Reach's various workshops and activities. This includes workshop participants, Reach crew members and volunteers. Reach will endeavour to provide a physically and emotionally safe environment at all times for all young people engaged with our workshops and activities.

As part of our commitment to the wellbeing of young people, the Young Person Wellbeing Policy is widely displayed, circulated and promoted:

- Copies are available to parents of all young people enrolled in Reach Community Stream Workshops and the Reach Leadership Development Program, as highlighted on Reach Medical & Consent forms.
- Copies are available to any school which books young people into an Education Stream workshop, as highlighted on Reach workshop booking forms.
- Copies are provided to all staff members, crew members, supporters and volunteers with actual or potential access to young people.
- All Reach staff, crew, supporters and volunteers have access to and complete a relevant training program.
- Reach's commitment to the well-being of young people is featured annually in the Reach Annual Report.
- The Policy is also available to the public on the Reach website.

DOCUMENT CONTROL

Policy Owner:	Officer Manager	Next Review Date:	3 years
Approver:	RLT and Board	Version No:	A
Date approved:	16 th October 2012	Version approved:	27 th May 2013

RELATED DOCUMENTATION

OHS Policy
Code of Conduct
Recruitment Policy
Working with Children Check Policy

DEFINITIONS

Duty of Care – the responsibility to do what a reasonable person would do in order to prevent foreseeable harm to someone to whom the person owes a duty of care.

OPERATING PRINCIPLES

EMPOWERING CHILDREN AND YOUNG PEOPLE

Reach aims to support and inspire young people to experience one or more of the following outcomes:

- Recognition of unique strengths;
- Improved self-awareness and efficacy;
- Strengthened resilience;
- Enhanced emotional and social skills;
- Improved levels of self-esteem, optimism and mastery.

WORKING WITH CHILDREN CHECKS

Reach commits to having all staff, crew (18 years and over), supporters and volunteers comply with Working with Children screening prior to their term of employment / placement or taking on a volunteer role.

This includes:

- Full and part-time staff
- Crew and Facilitators (18 years and over)
- Casual and relieving staff with actual or potential access to young people
- Supporters
- Volunteers with actual or potential access to young people
- Board members
- Students on placement

STAFF RECRUITMENT, SUPERVISION AND TRAINING

To create the optimum working environment for promoting the wellbeing of young people all Reach staff must participate in a structured induction process, where they are trained in:

- Reach protocols and procedures
- Their role, and the role of others in the organisation
- Protecting the wellbeing of young people
- Reach core workshops (usually by attendance)
- Receive regular supervision in the form of regular staff meetings, and formal and informal one on one appointments
- Participate in a formal performance appraisal at least once each year; and
- Participate in education and training programs appropriate to their role, to ensure the wellbeing of young people

For more information refer to our Recruitment Policy

CREW RECRUITMENT, SUPERVISION AND TRAINING

Young people (Crew and Facilitators) recruited through the Reach Leadership Development Program are responsible for the delivery of many of Reach's workshops, and are therefore an important part of creating the optimum workshop environment where the risks to children and young people are minimised.

Initially, young people are recruited as Reach Crew and their training is based around leadership and self awareness. Reach Crew fill voluntary support roles in our workshops. These young Reach Crew then have an opportunity to move into employee roles as Reach Facilitators who are trained how to create workshops for young people that are designed to challenge and inspire them, in a safe and encouraging way.

All Reach Facilitators are required to participate in training, including:

- Personal development and self awareness
- Group facilitation skills
- Mental Health First Aid
- First Aid Level 2

Reach Crew and Facilitators receive regular supervision in the form of regular meetings, and formal and informal one on one appointments.

All Crew and Facilitators reaching the age of 18 are screened in accordance with the Reach WWCC Policy.

SUPPORTER/VOLUNTEER RECRUITMENT, SUPERVISION AND TRAINING

Reach has a comprehensive Volunteer recruitment process to ensure the organisation provides a safe environment for children and young people accessing our service. All Supporters receive training in child protection and First Aid prior to any contact with young people.

WORKSHOP SUPPORT

In order to ensure the wellbeing of young people within the safe and non-judgmental environment that is created during many Reach workshops, a support structure is in place to support both workshop participants and Reach Crew.

This takes the form of:

Pre-workshop

Parents and guardians of participants in Community Stream Workshops and Leadership Training are asked to provide the organisation with information regarding the wellbeing of their young people via Medical & Consent Forms prior to workshop participation. This information is used to identify any potential adverse emotional or psychological impact to the young person's well-being prior to workshop participation. Where possible, additional supports will be put in place to ensure safe and positive participation. Any risks identified during the workshop, will be passed on to appropriately trained wellbeing professionals in the Services team to ensure comprehensive care.

Workshop delivery

Ground rules relating to confidentiality of information disclosed are laid down at the beginning of each workshop. "What is said in the room stays in the room, unless we believe that you are at serious risk of harm to yourself or someone else."

For any Reach workshops hosted on school premises, the school has a duty of care to ensure that reasonable care is taken to ensure the safety of young persons participating in the workshop. Reach Wellbeing Professionals are available for secondary consultation regarding emotional and psychological wellbeing of students prior to or following workshops as requested by the school.

Wellbeing Professionals – At least one professionally trained psychologist, social worker or counselor will be in attendance at all Community Workshops, as well as Heroes Days, Leadership Days, Rookys Days and Leadership Training.

For Heroes Days, Leadership Days and Rookys Days the onsite wellbeing professional will:

- Brief teachers and welfare co-ordinators on the support structure in place
- Make contact with the appropriate person at each school to ensure follow-up is taken with any young person who may require it.

Supporters

At least one Supporter will be in attendance at all community workshops.

Facilitators and Supporters are trained in responding to disclosures made by young people during a workshop regarding possible risk of harm. Procedures are outlined in the Responding to Risk document.

Workshop Follow-up

All concerns relating to the wellbeing of a young person are referred to the wellbeing professionals within the Services team. In each case, professional judgment is used to determine the follow-up required.

Reach responds to wellbeing concerns within the scope of its vision and mission, and is not equipped to provide support in the form of individual counselling / therapy for every young person requiring assistance. Reach endeavors to refer young people requiring support to its external network of wellbeing professionals.

PHYSICAL SAFETY AND PROTECTION MEASURES

The physical safety and security of children / young people involved with Reach is ensured in the following practical ways:

- Adherence to Occupational Health & Safety legislation
- Risk Assessments are completed for all workshops and events
- All entries to the Dream Factory and other venues for Reach workshops are either locked or maintained by Reach staff, crew, supporters or volunteers.
- All visitors to the Dream Factory and other venues will be escorted at all times by Reach staff, crew, supporters or volunteers. Reach staff, crew, supporters or volunteers are encouraged to challenge any unescorted visitors with whom they are unfamiliar.
- Reach Staff, Crew, Supporters and Volunteers are trained in maintaining appropriate professional boundaries in accordance with Reach's Code of Conduct.
- Participants will be supervised by Reach Crew / Staff / Supporters at all times.
- If a participant wishes to leave a workshop, they must leave with the person who has signed their consent form. If this is not possible, a Supporter / Crew member (not the participant) must call the person who has signed the consent form and obtain permission for them to leave (and regarding with whom they may leave).
- Two Reach people over 18 years will wait at workshop completion until all young people have departed, and lock up together.
- At least one First Aid qualified Crew / Staff / Supporter and a fully equipped First Aid kit will be at each workshop.
- The physical abilities of participants will be considered before allowing participation in certain physically demanding activities.
- Medical and Consent forms are obtained from all participants prior to participation in the workshop. The Relationship Manager will review all medical forms, and discuss any concerns with the child / young person's parent / carer or a medical practitioner.
- All dorm rooms and bathrooms will be single sex, and Participants / Staff / Supporters / Crew will not enter the dorm room or bathroom of the opposite sex. Staff / Supporters / Crew must not be alone in the dorms with a participant or a Crew member under 18.

On a camp, regular headcounts are done by a Supporter, including but not limited to:

- When boarding the bus (before leaving the Dream Factory)
- After the stop off for dinner on the way to the camp
- At every mealtime
- Before and after any activity that involves leaving the campsite (e.g. cave walk, trip to the beach).
- Before leaving the campsite on Sunday afternoon

IMPLEMENTATION

It is the responsibility of all Reach staff, Crew, Supporters and volunteers to ensure appropriate implementation of this policy.

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