

# Child Safe Policy



<b>Policy title</b>	Child Safe Policy
<b>Purpose</b>	<p>The purpose of this policy is to:</p> <ul style="list-style-type: none"><li>• demonstrate commitment to the safety and welfare of children and young people</li><li>• minimise the risk of abuse, misconduct and misuse of positional power</li><li>• inform all staff and volunteers of their obligations and responsibilities in keeping children safe.</li></ul>
<b>Scope and audience</b>	<p>This policy applies to:</p> <ul style="list-style-type: none"><li>• board members</li><li>• people in leadership roles</li><li>• staff members</li><li>• volunteers</li><li>• contractors</li><li>• children and young people</li><li>• families, carers and communities.</li></ul> <p>What does this policy apply to?</p> <ul style="list-style-type: none"><li>• All activities that relate to children.</li></ul>
<b>Responsibilities</b>	<p>Chabad Youth is committed to implementing the ten Child Safe Standards:</p> <ol style="list-style-type: none"><li>1. Child safety is embedded in organisational leadership, governance and culture</li><li>2. Children participate in decisions affecting them and are taken seriously</li><li>3. Families and communities are informed and involved</li><li>4. Equity is upheld and diverse needs are taken into account</li><li>5. People working with children are suitable and supported</li><li>6. Processes to respond to complaints of child abuse are child-focused</li><li>7. Staff are equipped with the knowledge, skills and awareness to keep children safe through continual education and training</li><li>8. Physical and online environments minimise the opportunity for abuse to occur</li><li>9. Implementation of the Child Safe Standards is continuously reviewed and improved</li><li>10. Policies and procedures document how the organisation is child safe</li></ol> <p>Rabbi Elimelech Levy is the nominated supervisor and responsible for all Child protection matters including complaints.</p> <p>All matters are presented to the camp committee or board for review and governance.</p>

## Definitions

### Physical abuse

Physical abuse is generally defined as “any non-accidental physical injury to the child” and can include striking, kicking, burning, or biting the child, or any action that results in a physical impairment of the child.

### Emotional abuse

Emotional abuse is a pattern of behaviour directed toward a child by an authority figure in the child’s life that attacks his or her emotional wellbeing. When a parent or authority figure places unreasonable, excessive or impossible demands on the child, uses intimidation and aggressive methods or uses verbal attacks it can be considered emotional abuse. Verbal attacks may include belittling, rejecting, cruel teasing, constant criticism and insulting. In short, any attack that undermines that child’s self esteem is emotional abuse.

### Neglect

Neglect is frequently defined as the failure of a parent or other person with responsibility for the child to provide needed food, clothing, shelter, medical care, or supervision to the degree that the child’s health, safety, and well-being are threatened with harm.

### Child sexual assault

When an adult, adolescent or child use their power or authority to involve a child in sexual activity. (Queensland Department of Communities, Child Safety and Disability services). Includes both contact offences and non-contact offences. It can cause both physical and psychological harm. It includes child grooming, “actions deliberately undertaken with the aim of befriending and establishing an emotional connection with a child, to lower the child’s inhibitions in preparation for sexual activity with the child”. (RCIRCSEA)

## Content

- **Statement of Commitment to Child Safety**

Chabad Youth is committed to providing a safe and secure environment for all its employees, members, visitors, volunteers and particularly to children.

Chabad Youth aims to reduce the risk of abuse occurring, and to ensure that a caring and appropriate response is taken should abuse occur.

Some actions may not be regarded as abuse but are unacceptable behaviour for Chabad Youth Employees. These include:

- Inappropriate conversation of a sexual nature
  - Coarse language, especially that of a sexual nature
  - Suggestive gestures or remarks
  - Jokes of a sexual nature
  - Inappropriate touching
  - Inappropriate literature (e.g. PG, M, MA, R or X rated material)
  - Recording or filming with or without prior consent
  - Acts of violence committed by a worker, leader or volunteer in the course of an activity
- Chabad Youth's Board of Management will ensure that high standards of conduct are maintained at all times. (For more detail see separate policy: "Chabad Youth Staff Code of Conduct")
- **Supervision of children** (for more detail see separate policy: "Staffing Arrangements Policy")

Our service will maintain compliance to the following in relation to the everyday practicalities of the service's operations:

- Carers rostering and routines will at all times make sure enough carers are available for the adequate supervision of children.
  - Supervising carers give their attention to the children and not to any other duties.
  - At no time will students or volunteers be included in the ratio of adults supervising children.
  - Students and volunteers will never be left alone with a child or a group of children.
  - A nominated supervisor or certified supervisor will be on the premises at all times when children are being cared for.
  - There will be more than one carer present when children are in attendance. No child will at any time be in the care of a sole carer.
  - Carers supervising outdoors, should position themselves to see as much of the play area as possible.
  - One carer should be positioned close to the climbing frame as often as possible.
  - Any water activity should be closely supervised by one carer at all times.
- **Managing drop offs and pick-ups** (for more detail see separate policy: "Delivery and Collection of Children Policy")

The following procedure must be adhered to at all times to ensure the safety of the children.

**Arrival:**

- All children must be signed IN by their parent or responsible adult as nominated in their enrolment forms. This also assists carers in the event of evacuation of the service. This is the parent/caregivers responsibility.
- To ensure each child is cared for at all times, carers will greet and receive the child at all times.

**Departure:**

- Nominated Supervisors are to ensure that the Authorised Nominee pick-up list for each child is kept up to date.
- No child will be released into the care of any persons not known to carers. If carers do not know the person by appearance, the person must be able to produce some

form of photo identification to prove that they are an Authorised Nominee as listed on the child's enrolment forms.

- Parents must give prior notice where the person collecting the child is someone other than those mentioned on the enrolment form, e.g. in an emergency situation. The person nominated by the parent must be able to produce some form of identification.
- Children are not to be released into the care of persons not authorised to collect the child, e.g. court orders concerning custody and access.
- 
- transportation of children – see our transportation policy
- online communication – See our online communication policy
- social media use – See our social media policy

- **illness and injury management. (For more detail see separate policy: "Incident, Injury, Illness and Trauma Policy")**

The approved provider of the service will ensure that a parent of a child is notified as soon as practicably possible and without undue delay.

Parents will be notified no later than 24 hours after the involvement of their child in the abovementioned experiences.

The service will also ensure that an Incident, Injury, Trauma and Illness Record is completed in full and without delay.

We will keep the first aid qualifications of each carer up to date.

First aid qualified carers will be present at all times on the roster and in the service.

First aid kits will be readily available where children are present at the service and during excursions. First aid kits must be suitably equipped and easily recognised with regard to the design of the service.

- **Selection and screening of staff Employees,**

- Staff, Contractors and Volunteers**

Employees, synagogue staff, contractors and volunteers involved in activities or programs with children must be carefully selected and screened. Prior to commencing employment or volunteer services, the following precautions will be taken:

- All employees and/or volunteers must complete an application form which requests details of relevant past experience, positions held, details of two referees and permission to contact them.
- Both referees will be checked and spoken to, using an agreed set of questions, which have been drafted by Chabad Youth. The questions will seek to establish the applicant's suitability for the role or position and the conversation will be documented and retained on file.
- All shortlisted candidates must undertake a formal interview, which includes an analysis of past experience working with children, the elderly or vulnerable people.
- A police and/or Community Services check which complies with the legislative requirements of NSW will be requested and received prior to the employee or volunteer commencing the proposed role. The check must show that the individual is not precluded from working with childcare.

**Where Chabad Youth has identified that an applicant has previously committed a violent or sexually related offence, that applicant cannot, under any circumstances, be considered for employment or engagement with Chabad Youth.**

- **Training**

All new workers/employees, including staff, contractors and volunteers will be issued with a copy of this policy and receive formal training in:

- The content and application of this Child Safe Policy
- Reporting procedures and the associated legal requirements

Refresher training courses based on current 'best practice' and changes to legislation will be provided on an annual basis.

- **A Safe Environment**

Incidents of abuse are unlikely to take place in front of another person and the presence of a witness can assist in clarifying questionable allegations. For these reasons, working in pairs is the preferred method.

Workers (employees, staff, contractors, volunteers) will not transport children without express written permission from parents/guardians.

All personal counseling is to be carried out within sight of another worker.

Workers will respect a child's feelings and privacy when engaging in physical contact of any kind.

Initiations and secret ceremonies are prohibited. All aspects of any program related to children will be open to observation by family, friends or guardians.

Workers have the right to ask people who do not have a valid reason to be present at such activities to leave. Police may be contacted if such persons refuse to comply with any reasonable request to leave.

- **Disciplining Children**

It is not the responsibility of Chabad Youth or its workers, volunteers or leaders to discipline a child. If a child does not abide by the rules set down by the organisation or becomes an obstruction to the care of other children or members, and may cause harm, the child will be removed and referred back to their parent or guardian.

At no time will a leader administer any form of physical, emotional, financial or mental discipline.

- **Reporting Procedures**

Chabad Youth actively encourages the reporting of all abuse, including sexual abuse.

Chabad Youth is committed to building an environment where either a victim or employee/volunteer feels able to report such abuse.

Employees and/or volunteers must report reasonable suspicions of abuse to the senior management of Chabad Youth Sydney which is Rabbi Elimelech Levy.

Reasonable suspicion means fair and practical reason to believe an incident involving abuse has occurred based on either verbal communication, hearsay, rumour or observation of behaviour.

An independent person, Avremi Joseph, 23 Council Street Bondi Junction, will be appointed by Chabad Youth with the specific duty of dealing with any allegations of harm or abuse that may arise, in consultation with the Rabbi.

The details of those reporting abuse will be kept private and confidential.

A documented reporting process with escalating procedures has been established by Chabad Youth for handling allegations of abuse.

The escalating procedures will be as follows:

- The automatic suspension from all work or other duties within Chabad Youth of any person while under investigation by Chabad Youth, or by the police, for committing abuse.
- The automatic termination of their employment, or involvement with Chabad Youth if found guilty of committing abuse, either by internal investigation or by a court.

If there is reasonable suspicion that a child has been or is suffering abuse, the police and Chabad Youth insurer will be contacted immediately.

The phone number for Waverly Police is: 02 9362 6399

The phone number for Chabad Youth is: 0433 549 190

The police will also be notified if a child discloses an incident of abuse that has occurred somewhere other than Chabad Youth premises (e.g. an outing).

If a disclosure of abuse is made, the person who receives the disclosure will maintain appropriate pastoral care to the one making the disclosure. This will include:

- Treating each allegation seriously and not attempting to deny the allegation or minimise its impact on the alleged victim. The matter should not be swept under the carpet.
- Not pushing the child/ worker to disclose details of the alleged assault or attempting to investigate the allegation.
- Assuring the child/ worker that they are understood; that their disclosure is being taken seriously; that what has happened is not their fault, and that they are correct in disclosing the incident.
- Reporting the abuse to the police and to Chabad Youth's insurer (via the chain of reporting detailed above).
- Not making contact with the alleged perpetrator.
- If the alleged assault has taken place recently, clothing worn by the child/ worker should be, if reasonably practical, retained and handed to the police for forensic examination.
- Maintaining confidentiality.

Any disclosures by a child or worker, reports of suspected abuse and all details of the subsequent investigation will be documented promptly and the documents will be held in a secure location where a breach of privacy cannot occur.

- **Alcohol, Drugs, Cigarettes and Vaping**

The consumption of alcohol, cigarettes, vapes or illegal drugs on Chabad Youth's grounds or during an activity is not to be allowed or condoned by any worker. Any child or worker found to be under the influence of alcohol or illegal drugs is to be counselled and family contacted.

Any child required to take prescription medication administered by a worker, volunteer or leader, will provide a letter from their physician to Chabad Youth.

<b>Related documents</b>	<ul style="list-style-type: none"> <li>• Code of Conduct</li> <li>• Staffing Arrangements Policy</li> <li>• Delivery and Collection of Children Policy</li> <li>• Incident, Injury, Illness and Trauma Policy</li> <li>• CSRMP)</li> </ul> <p>Staff Arrangement policy Dress code Policy</p>
<b>Related legislation, regulations and standards</b>	<ul style="list-style-type: none"> <li>• <i>Children’s Guardian Act 2019</i></li> <li>• <i>Child Protection (Working with Children) Act 2012</i></li> <li>• <i>Child Protection (Working with Children) Regulation 2013</i></li> <li>• <i>Children and Young Persons (Care and Protection) Act 1998</i></li> <li>• <i>Crimes Act 1900</i></li> <li>• <i>Children and Young Persons (Care and Protection) Regulation 2012</i></li> <li>• <i>Children and Young Persons (Care and Protection) (Child Employment) Regulation 2015</i></li> </ul>
<b>Publication</b>	<p>Describe briefly where you intend to publicise the policy. This may include:</p> <ul style="list-style-type: none"> <li>• website</li> <li>• Camp handbooks</li> <li>• staff meetings and public meetings</li> <li>• inductions and training.</li> </ul>
<b>Review</b>	<p><i>The policy will be reviewed annually.</i></p> <p><i>Review will be conducted by:</i></p> <ul style="list-style-type: none"> <li>• <i>Management</i></li> <li>• <i>Employees</i></li> <li>• <i>Families</i></li> <li>• <i>Interested Parties</i></li> </ul> <p>Reviewed December 2022      Date for next review: Dec 2023</p>