



CHABAD MALVERN

SAFEGUARDING CHILDREN AND YOUNG PEOPLE POLICY

Aim

Chabad of Malvern Toorak Inc (referred to as Chabad Malvern) is a not-for-profit organization providing services to children and young people of all ages.

Our organization operates in Malvern/Toorak and provides Early Childhood Education and Care, Shul Services, Youth Activities, and Adult Education.

We take seriously our responsibility to deliver a learning environment that is caring, nurturing and safe. Our organization is committed to safeguarding children and young people from abuse and neglect. Our policy framework incorporates the 11 Child Safe Standards and the Reportable Conduct Scheme.

At our ELC, OSHC and Vacation care we embed strategies to ensure a culture of child safety by providing a safe environment for the children in our care. At our Service, educators, management, staff and volunteers are in a position to monitor behavioral and emotional changes, physical injuries, and the general wellbeing of a child.

The supportive environment we provide in our service and the relationships that educators develop with children may lead to a child making a disclosure about child abuse. Our all staff, educators, management and volunteers are trained to identify signs and behaviors that may indicate child abuse and peer to peer abuse and thoroughly understand their obligations and responsibilities to respond to incidents, disclosures or suspicions of child abuse as mandated reporters.

Chabad Malvern is dedicated in promoting cultural safety for Aboriginal children, cultural safety for children from culturally and/or linguistically diverse backgrounds and to providing a safe environment for children with a disability. Our Service takes every reasonable effort to accommodate the diversity of all children in implementing the Child Safe Standards.

Chabad Malvern has a 'zero' tolerance approach to child abuse and are committed to raise awareness about the importance of child safety in our environment and the community.

It is the responsibility of all at Chabad Malvern from Executive to staff and volunteers, to understand the important responsibility and commitment they have to:

- protect children and young people from all forms of abuse, bullying and exploitation by involved personnel;
- adhere to our legislative obligations at all times;

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- identify possible and significant risks of harm to children and young people within our Service;
- be alert to incidents of child abuse and neglect occurring outside the scope of our operations and services that may have an impact on the children and young people to whom we provide a service; and
- engage in rigorous recording and reporting of child abuse and exploitation; and
- create and maintain a child safe culture that is understood, endorsed and put into action by all the individuals who work for, volunteer or access our programs and services.

'Keeping children safe is everyone's responsibility.'

Victoria State Government- Education and Training (2019).

Related Policies and Documents

- Chabad Malvern Employee Handbook
- Chabad Malvern Parent Handbook
- Responding to child abuse reports and allegations
- Child Abuse Incident Report Form
- Incident Management Policy
- Practice and behaviour guidelines
- Public Commitment to the cultural safety of Aboriginal children:
- Personnel Commitment to practice and behaviour guidelines
- Public Commitment to Child Safety
- Commitment to safeguarding children and young people
- Safeguarding Statement for Young People
- Practice and behaviour guidelines
- Complaints and Grievance Policy
- Induction checklist
- Role of the Child Protection Officer
- Child Safe Training action plan
- Safeguarding Risk Assessment
- Environmental Audit
- Risk identification and action plan
- Conflict of interest policy
- Incident Management Policy
- Recruitment and screening procedures
- Responding to child abuse reports and allegations
- Policy and Procedure Review Policy
- Recruitment screening & induction guidelines

Who is affected by this policy?

- CEO
- Committee of Directors

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- The ELC Coordinator
- The ELC Director
- The Youth Director
- Employees at Chabad Malvern – including the ELC, Holiday Program and After Hours Program
- Visitors
- Families
- Children
- Volunteers

Definitions used in this Policy

Term	Definition
Child or young person	A person under the age of eighteen years
Parent	All those who have parent equivalent responsibilities for a child or young person including guardians, grandparents or other relatives, foster parents or other authorized careers
Involved Personnel	<ul style="list-style-type: none"> • All paid employees and volunteers with direct contact with children or young people, their supervisors and managers; • All spiritual leaders, executive and senior managers with responsibility for delivering services to children or young people; • All permanent contractors working directly where children and young people are present; • Anyone involved in dealing with reports or allegations of child abuse or with access to children's or young people's records; and
Personnel	Includes those whom we employ directly, those we employ indirectly through other groups or organisations, and all those who are involved as volunteers
Direct Contact	A direct contact role is one that has contact with children and young people that is not incidental, but normally part of providing a service, program or activity for children and young people. This direct delivery may require regular physical contact and forms of ongoing communication.
Code of Conduct	Our Code of Conduct assist in identifying and preventing behaviour that may be harmful to the children and young people. They describe what is, and what acceptable behaviour is not, or practice when working with or engaging with children and young people.
Emotional or psychological abuse	Emotional or psychological abuse occurs when a child does not receive the love, affection or attention they need for healthy emotional, psychological and social development. Such abuse may involve repeated rejection or threats to a child. Constant criticism, teasing, ignoring, threatening, yelling, scapegoating, ridicule and rejection or continual coldness are all examples of emotional abuse. These

	behaviors continue to an extent that results in significant damage to the child's physical, intellectual or emotional wellbeing and development.
Physical abuse	Physical abuse occurs when a person subjects a child to non-accidental physically aggressive acts. The abuser may inflict an injury intentionally, or inadvertently as a result of physical punishment or the aggressive treatment of a child. Physically abusive behavior includes (but is not limited to) shoving, hitting, slapping, shaking, throwing, punching, biting, burning and kicking. It also includes giving children harmful substances such as drugs, alcohol or poison. Certain types of punishment, whilst not causing injury can also be considered physical abuse if they place a child at risk of being hurt
Sexual abuse	Sexual abuse occurs when an adult or someone bigger or older involves a child in any sexual activity. Perpetrators of sexual abuse take advantage of their power, authority or position over the child or young person for their own benefit. It can include making sexual comments to a child, engaging children to participate in sexual conversations over the internet or on social media, kissing, touching a child's genitals or breasts, oral sex or intercourse with a child. Encouraging a child to view pornographic magazines, websites and videos is also sexual abuse. Engaging children to participate in sexual conversations over the internet is also considered sexual abuse.
Neglect	Neglect is the persistent failure or deliberate denial to provide the child with the basic necessities of life. Such neglect includes the failure to provide adequate food, clothing, shelter, adequate supervision, clean water, medical attention or supervision to the extent that the child's health and development is, or is likely to be, significantly harmed. Categories of neglect include physical neglect, medical neglect, abandonment or desertion, emotional neglect and educational neglect. The issue of neglect must be considered within the context of resources reasonably available to the family.
Family Violence	Family violence occurs when children are forced to live with violence between adults in their home. It is harmful to children. It can include witnessing violence or the consequences of violence. Family violence is defined as violence between members of a family or extended family or those fulfilling the role of family in a child or young person's life. Exposure to family violence places children and young people at increased risk of physical injury and harm and has a significant impact on their wellbeing and development.
Sexual exploitation	Sexual exploitation occurs when children are forced into sexual activities that are then recorded in some way and/or used to produce pornography. Such pornography can be in the form of actual photos or videos or published on the internet. Exploitation can also involve children who are forced into prostitution.
Harm	Harm, to a child, is any detrimental effect of a significant nature on the child's physical, psychological or emotional wellbeing. It is immaterial how the harm is caused. Harm can be caused by <ul style="list-style-type: none"> • physical, psychological or emotional abuse or neglect; or • Sexual abuse or exploitation.

	<ul style="list-style-type: none"> • a single act, omission or circumstance; or • A series or combination of acts, omissions or circumstances.
Grooming	Grooming is a term used to describe what happens when a perpetrator of abuse builds a relationship with a child with a view to abusing them at some stage. There is no set pattern in relation to the grooming of children. For some perpetrators, there will be a lengthy period of time before the abuse begins. The child may be given special attention and, what starts as an apparently normal display of affection, such as cuddling, can develop into sexual touching or masturbation and then into more serious sexual behaviour. Other perpetrators may draw a child in and abuse them relatively quickly. Some abusers do not groom children but abuse them without forming a relationship at all. Grooming can take place in any setting where a relationship is formed, such as leisure, music, sports and religious activities, or in internet chatrooms, in social media or by SMS.
Bullying	Bullying involves the inappropriate use of power by one or more persons over another less powerful person or group and is generally an act that is repeated over time. Bullying has been described by researchers as taking many forms which are often interrelated and include: <ul style="list-style-type: none"> • <i>Verbal</i> (name calling, put downs, threats) • <i>Physical</i> (hitting, punching, kicking, scratching, tripping, spitting) • <i>Social</i> (ignoring, excluding, ostracising, alienating) • <i>Psychological</i> (spreading rumours, stalking, dirty looks, hiding or damaging possessions).
Racism	Racism is prejudice, discrimination, or antagonism by an individual, community, or institution against a person or people on the basis of their membership of a particular racial or ethnic group, typically one that is a minority or marginalized. This includes people of Aboriginal and Torres Strait Islander heritage. <ul style="list-style-type: none"> • <i>Verbal</i> (name calling, put downs, threats) • <i>Physical</i> (hitting, punching, kicking, scratching, tripping, spitting) • <i>Social</i> (ignoring, excluding, ostracising, alienating) • <i>Psychological</i> (spreading rumours, stalking, dirty looks, hiding or damaging possessions).
Maltreatment	Maltreatment refers to non-accidental behaviour towards another person, which is outside the norms of conduct and entails a substantial risk of causing physical or emotional harm. Behaviours may be intentional or unintentional and include acts of omission and commission. Specifically abuse refers to acts of commission while neglect refers to acts of omission. Note that in practice the terms child abuse and child neglect are used more frequently than the term child maltreatment.
Significant Harm	Significant Harm refers to circumstances causing concern for the safety, welfare and wellbeing a child or young person present to a significant

	<p>extent. This means it is sufficiently serious to warrant a response by a statutory authority irrespective of the family's consent.</p> <p>What is significant is not minor or trivial and may reasonably be expected to produce a substantial and demonstrably adverse impact on the child's or young person's safety, welfare, or wellbeing.</p> <p>In the case of an unborn child, what is significant is not minor or trivial and may reasonably be expected to produce a substantial and demonstrably adverse impact on the child.</p>
Reasonable grounds	<p>Reasonable grounds refer to the need to have an objective basis for suspecting that a child may be at risk of abuse and neglect based on:</p> <ul style="list-style-type: none"> • Firsthand observation of the child or family. • What the child, parent, or other person has disclosed. • What can reasonably be inferred based on observation, professional training and/or experience that causes the mandated reporter to believe the child has been abused or is likely to be abused. • Signs of physical or sexual abuse leading to the belief that the child has been abused.
Failure to disclose	<p>Failure to disclose refers to the failure of a mandated reporter who has reasonable belief that a child under 16 has had a sexual offence committed to them by an adult to make a report to the police.</p>
Failure to protect	<p>Failure to protect refers to a person of authority in the organisation who has the power or responsibility, but who negligently fails to reduce or remove the threat of substantial risk of child sexual abuse.</p>

Implementation

The committee of directors and the CEO is responsible for the development and endorsement of our Safeguarding Policy. It delegates the implementation of the policy to leadership team. The role of each entity in relation to the development and compliance of our Safeguarding Policy is detailed in the table below.

Entity	Role/Responsibility
The committee of directors and CEO	<ul style="list-style-type: none"> • Promote and communicate the Chabad House of Malvern/Toorak Inc commitment to this policy and the importance of meeting standards and statutory requirements. • Support policy review on an annual cycle as a minimum or at a time governed by legislation, regulations or organisational learnings that priorities a change to the policy. • Ensure compliance to the policy via inbuilt review and monitoring mechanisms. • Ensure adequate resources area allocated to allow for development, and effective implementation of the policy. • Develop opportunities for regular discussion at all levels to support a culture of openness and continued improvement and accountability to safe guarding children and young people.

	<ul style="list-style-type: none"> • Advocate and promote child rights, empowering and engaging children and young people in support of this policy
Leadership team (Head of Departments)	<ul style="list-style-type: none"> • Ensure all our personnel understand their obligations in accordance with the Safeguarding policy and procedure. • Ensure the Safeguarding policy is implemented and adhered to • Ensure the development and implementation of required internal policy/work procedures and guidelines are in place to support safe guarding children and young people practice • Ensure adequate resources are allocated to allow effective implementation • Ensure the member group is adhering to the Child Safety Strategy developed by ACC • Proactively share resources and experience in the development of child safe initiatives as they are identified. • Develop opportunities for regular discussion at all levels to support a culture of continuous improvement and accountability of safe guarding children and young people. • Advocate and Promote child rights, empowering and engaging children and young people in support of this Policy • Have management representative for safeguarding to ensure processes are established, implemented and maintained, reporting to management on performance and promoting awareness throughout the organisation.

Implementation of the Victorian Child Safe Standards

At Chabad Malvern, we are fully committed to fostering a culture of profound respect, understanding, and cultural safety for Aboriginal children and families. Our devoted staff recognizes the significance of honoring Australia's First Nations heritage and traditions. Through ongoing education about Aboriginal history, values, and contributions, we integrate indigenous perspectives into our curriculum, encourage open dialogue, and acknowledge the land's Aboriginal history. Our goal is to create an inclusive, nurturing environment where every child feels valued, empowered, and culturally connected. We aspire for this learning to extend beyond our center, shaping our staff and students into tolerant and respectful members of society.

To implement this commitment, we will:

- Acknowledge and respect the diverse and unique identities and experiences of Aboriginal children and young people.
- staff and volunteers must encourage and support children to express their culture and enjoy their cultural rights

- Equip all staff and volunteers to understand and appreciate Aboriginal culture, by providing training to all staff and volunteers on Aboriginal culture and history.
- Identify and confront racism within our organisation.
- Reviewing our policies and procedures to ensure that they are culturally appropriate.

The organization will also monitor and evaluate its progress in implementing this standard on an ongoing basis.

Chabad Malvern prioritizes children's empowerment and involvement in safety-related policies and procedures. They encourage children to provide feedback on programs they participate in and seek their input before program implementation. For younger children, they closely observe and monitor their progress and development, with a focus on keeping the child at the center of curriculum planning.

The organization's programs are designed to meet children's needs, celebrate their culture and promote outcomes that are in their best interest. This involves granting children agency within their environment, often with various options that suit them, and safe spaces. We also value fostering strong relationships between staff and students to establish trust, ensuring that children feel safe to offer feedback.

We use child-friendly language and visual aids in signage to enable children to understand and follow the guidelines in their own time, ensuring they know what is appropriate.

OUR COMMITMENT TO CHILD SAFETY

Chabad of Malvern endorses and supports the principles of the United Nations Convention on the Rights of the Child 1989 (ratified in Australia in 1990). The Convention recognises that children under the age of 18 years need special care and protection. Chabad Malvern understand our responsibilities and statutory duty of care to comply with both the Child Safe Standards and the Reportable Conduct Scheme to build our capacity as an organisation to prevent and respond to allegations of child abuse.

In recognition of our support for the Convention on the Rights of the Child, we make the following commitments to the children, young people and families who access our activities, programs, services and facilities.

Our commitment to children and young people:

- We are committed to the safety and wellbeing of all children and young people who access any of our activities, programs, services or facilities.
- We are committed to providing children with positive and nurturing experiences.
- We will support families and communities to promote children's healthy development and wellbeing.
- We will take action to ensure that children and young people are protected from abuse, family violence and neglect.

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- We will take action to ensure that children are not exploited, abused or harmed during the time that they are involved with any of our activities, programs, services or facilities
- We will listen to children and address any concerns that they raise with us.

Our commitment to families:

- We are committed to supporting parents and carers to protect their children.
- We will offer assistance that builds on a family's strengths, is sensitive to their cultural and religious beliefs and empowers them to meet the changing needs of their children.
- We are committed to communicating honestly and openly with parents and carers about the wellbeing and safety of their children.
- We aim to be transparent in our decision-making with parents and carers in relation to their children as long as doing so does not compromise the safety of children or young people.
- We will seek to involve parents whenever possible and practicable in the decision-making process that impacts on them and the Children.
- We will provide opportunities for formal debriefing and/or counselling families of Children who have experienced abuse and any other family in the community who may indirectly be affected by an incident.

In order to fulfill our obligations to the protection of children and young people, Chabad House of Malvern/Toorak Inc makes the following commitments to its personnel

Our commitment to our personnel:

- We are committed to providing our personnel with the necessary support to enable them to fulfill their roles.
- We will put in place a management structure that supports and develops staff in their roles.
- We are committed to providing our personnel with regular supervision and development.
- We will work to ensure that our personnel have access to a senior person to make decisions in relation to any action required to protect children from abuse, bullying and exploitation.
- We will work to ensure that there are safeguards in place to protect People from violence or any kind of harassment in their work place.

Our commitment to ensuring a child safe organization:

- We are committed to using best practice standards in the recruitment, screening and employment of People.
- We will work to create an environment in which children are safe and feel safe.
- We will work to ensure that our personnel do not harm, abuse or exploit children and young people who are involved with our programs, services or facilities.

When planning, development and implementation of our Child Safe Environment Policy Chabad Malvern ELC, OSHC and Vacation Care will:

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- create and maintain a child safe environment and comply with the Ministerial Order No. 870- Child Safe Standards and Child Wellbeing and Safety Amendment (Child Safe Standards) Act 2015
- complete a self-audit to assess our progress in meeting the requirements of the Child Safe Standards. This is conducted yearly by Reuven Cooper and every second year by the ACF.
- include child safety as a regular agenda item at staff meetings
- adhere to a zero tolerance for child abuse
- value the input of and communicate regularly with families and carers regarding our Child Safe policy
- embed the seven Child Safety Standards into our policy and procedures
- promote the safety of children at all times
- foster a culture of openness and respect where children and adults feel safe to disclose risk of harm to children
- listen to and act decisively on any child safety concerns or allegations of abuse that are made
- recognise, respect and foster children's rights where their voices and views are listened to and valued
- assess and manage the risk of abuse to children as part of our daily practice
- recognise the vulnerability of particular groups of children including Aboriginal and Torres Strait Islander children, children with a disability, children in out of home care (OOHC) and children from a culturally and/or linguistically diverse background
- ensure effective processes are in place to respond to and report allegations of child abuse to the appropriate authorities
- read and ensure that the approved provider or nominated supervisor, or person in day-to-day charge of the service has read a person's Working with Children Check or VIT before the person is engaged as an educator, volunteer or staff member at the Service.
- the approved provider has read a person's Working with Children Check before nominating that person as a nominated supervisor or person in day-to-day charge of the service. (This does not apply to a person who is a registered teacher under the Education and Training Reform Act 2006 and has current registration).
- ensure visitors to our Service implementing professional development are suitable and approved to work with children

REQUIREMENTS OF OUR INVOLVED PERSONNEL IN RELATION TO PROTECTING CHILDREN

The following are requirements of this policy which are expected to be included in the policies, code of conduct and operational procedures developed and implemented by Chabad House of Malvern/Toorak Inc.

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We expect our personnel to understand children's rights.

An understanding of children's rights is an important basis for all the programs and services that we offer to children and families. It enables us to identify when children's needs and entitlements are compromised and when they require support. We expect our personnel to have a working knowledge of children's rights appropriate to their role and use it to inform decisions about how to behave and act with and on behalf of children and young people.

We expect our personnel to understand and acknowledge the significance of family relationships for children.

Children's experiences of their family are foundational for their development. Families can act as supportive resources for growth and resilience in children. Family relationships can also restrain and harm children's social, physical, cognitive and emotional functioning. Families are the single most significant influence in shaping the way children develop and perceive their sense of identity. We expect our personnel to recognise, respect and work to increase the awareness of parents/carers and other family members to care and protect their children.

We expect our personnel to promote and distribute information about this policy to children, young people and parents/careers as part of an introduction pack to be given out when they first begin to access any of our services. The information will be made available in developmentally appropriate language and translated to accommodate the main communities that access our services.

We expect our personnel to respect the cultural and religious practices of families who come to our services.

However, no cultural or religious belief will take precedence over the right of children to protection from harm.

We expect our personnel to respect and value the diverse and unique experiences of Aboriginal children, their families and community.

This respect must be embedded in our program even in the absence of children, families or staff of Aboriginal and Torres Strait Islander heritage.

We expect our personnel to understand and respond to the special needs of children with developmental delays or disabilities.

We acknowledge that children with developmental delays or disabilities have special needs. We expect our personnel to act in ways that communicate effectively with and are supportive of children with developmental delays or disabilities. We also understand that we will need to be proactive in recognising the additional vulnerability to exploitation and harm that children with developmental delays or disabilities experience.

We expect our personnel to be respectful of children and young people.

As part of our commitment to children and young people, we will facilitate opportunities for children and young people to tell us their views and feedback about the services we provide to them. We will treat children as individuals and respect their unique abilities and vulnerabilities. We expect our personnel to express attitudes and engage in behaviour that respect and support children and young people.

We expect our personnel to act on any concerns raised by children, young people and/or their families.

We will take seriously any concerns or issues raised by children, young people and/or their parents. We will investigate all complaints or allegations made against any of involved personnel. We will ensure that we report any crimes against children, young people or other family members to the Police in accordance with our policies and operational procedures. We expect our personnel to follow our complaints procedure without hesitation in response to concerns raised by children, young people and/or their parents.

We expect our personnel to understand the definitions, indicators and impact of child abuse, peer to peer abuse bullying and exploitation.

Experiences of abuse, family violence, neglect bullying and exploitation are significant sources of trauma for children and intensify the risk of children and young people developing a range of emotional, psychological, social and behavioural problems. Child physical abuse and sexual abuse is a crime. Intervention which identifies and prevents abuse from occurring is instrumental in supporting children and families. When abuse has occurred, it is imperative that action is taken to protect children from further experiences of abuse again. We expect our personnel to know how to define child abuse, be aware of its indicators and understand its consequences. The more informed we are, the more effective we will be in our efforts to protect children from all forms of harm and exploitation.

We expect our personnel to know and follow regulations in relation to the care of children.

There are number of regulations governing the provision of child care. These regulations define our minimum responsibilities and obligations towards children and families. We expect all our personnel to know and follow these regulations. It is the responsibility of the managers of our child care services to ensure that the regulations are adhered to by all People under their supervision.

We expect our personnel to know and follow the law in relation to reporting child abuse.

We expect our personnel to know and follow relevant laws in their state jurisdiction to report child abuse, family violence, neglect exploitation. Notwithstanding our obligations under the law, we expect our personnel to consult with a senior person in Chabad of Malvern to ensure that appropriate action is taken to respond to concerns about the wellbeing or safety of a child or young person.

We expect our personnel to co-operate with police and/or other formal investigations.

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In every circumstance, we expect our personnel to co-operate to the best of their ability with any formal investigation undertaken by the police or other authorised body in relation to the care and protection of children and young people.

We expect our personnel to use the accredited policies and operational procedures defined at the department they work in whenever they have a concern that a child may be experiencing abuse, family violence or neglect.

This policy has been designed to facilitate decision making in relation to the protection of children and young people. At all times, we expect our personnel to have a comprehensive understanding of the contents of this policy and abide by them whenever they have concerns about the possibility that a child or young person has experienced or may be at risk of experiencing abuse, family violence or neglect.

We expect our personnel to always follow our Code of Conduct guidelines.

Chabad Malvern has Code of Conduct guidelines that set out rules for behavior with and around children. Our personnel will be asked to personally endorse the Code of Conduct guidelines and ensure that they adhere to it when they are at work and away from work. It aims to ensure that our personnel are always safe adults who act protectively of children and young people.

We expect our personnel not to harm or exploit children who access our services.

It is a serious breach of this policy, and possibly the law, if any of our personnel harms or exploits children and young people who are involved in any of our services.

We expect our personnel not to contravene any policies, regulations or laws in relation to the safety and protection of children and young people.

It is a serious breach of this policy, and possibly the law, if any of our personnel contravenes any regulations or laws in relation to the safety and protection of children whether or not they are working, volunteering or in our activities, services or programs at the time.

We expect that our personnel will support children, young people and their families as directed by senior people in Chabad Malvern in the event that a child or young person is abused, bullied or exploited by any of involved personnel.

We recognize that the impact of abuse, bullying, racism or exploitation on children and young people is traumatic. It is even more complex when the perpetrator of the abuse or exploitation is one involved personnel. In these situations, we will provide opportunities for formal debriefing and/or counselling to the children, young people and their families who have experienced the abuse, bullying, racism or exploitation and any other child, young person and family in the community who may indirectly be affected by the incident (s).

It is a requirement of our Safeguarding Policy that we follow and adhere to our Reporting Process with respect to any breaches of this policy.

INFORMATION FOR PARENTS ABOUT SAFEGUARDING CHILDREN & YOUNG PEOPLE

Our Commitment

At Chabad Malvern we consider the health, safety and wellbeing of all children and young people to be our highest priority. We strive to ensure the safety and wellbeing of children and young people, in particular, through our Safeguarding Children Commitment Statement.

Our Safeguarding Children Commitment Statement has been adopted by the Board of directors including the senior Rabbi. It underpins a set of policies and procedures in relation to the protection of children and young people which guide:

- the screening and recruitment of our personnel
- the behaviour of our personnel towards children and young people
- the induction and training of our personnel about safeguarding children and young people
- our open and effective communication with children and young people and their parents
- our responses to the abuse and neglect of children if it occurs and our maintenance of a safeguarding culture in the organisation.

Our personnel are required to:

- undergo an extensive screening process including a National Criminal Records Check and/or a Working with Children Check
- behave professionally and with care towards children and young people including not acting outside the boundaries of their duties or using their position with the organisation to solicit work with or initiate contact with children and young people who are clients/members of our organisation
- understand the important responsibility they have to protect children and young people from all forms of abuse, bullying and exploitation either by our personnel or that occurs outside the scope of our operations and services; and create and maintain a child safe culture.

The full Commitment Statement can be found on our website

www.chabad.com.au/safeguarding

We are dedicated to protecting the children and young people in our community and have undertaken training and policy development with the Australian Childhood Foundation Safeguarding Children and Young People Program.

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Responding to Child Abuse Reports and Allegations

We consider any form of child abuse including emotional, physical and sexual abuse, family violence, grooming or neglect as intolerable under any circumstances.

We have a legal, moral and mission driven responsibility to protect children and young people from harm and to ensure that any incident of suspected child abuse is promptly and appropriately dealt with. Our personnel are required to report suspected child abuse to their direct supervisor/manager and the child protection authorities or the police Chabad Malvern will co-operate with the child protection authorities and police and other agencies as required by law.

**See Responding to child abuse reports and allegations policy for more information.*

Chabad Malvern Practice & Behaviour Guidelines (Safeguarding Code of Conduct)

Chabad Malvern our personnel and volunteers are required to maintain the highest standards of professional conduct towards children and young people. We have developed Practice & Behaviour Guidelines to identify and prevent behaviour that may be harmful to the children and young people in our care. The following is a summary to those Guidelines.

Transport

Children and young people are to be transported only with prior authorisation from a parent/guardian and a Chabad Malvern manager. Our personnel are NEVER to give children or young people casual lifts. To gain approval from a Chabad Malvern manager, our personnel are required to submit details about the proposed journey including the form of transport, the reason and details of who will be present.

Overnight Stays

Overnight stays are only to occur with the authorisation of a parent/guardian and Chabad Malvern Manager. Standards of our personnel conduct during an overnight stay must be consistent with the practices and behaviour expected during delivery of our programs and services at other times. Standards of conduct that must be observed include:

- Providing children and young people with privacy when bathing and dressing
- Not leaving children or young people under the supervision or protection of an unauthorised person such as hotel or our personnel

- The right of children or young people to contact their parents, or others, if they feel unsafe, uncomfortable or distressed during the stay

Physical Contact with Children and Young People

Any physical contact with children and young people must be appropriate to the delivery of the programs and services and based on the needs of the child or young person (such as to assist or comfort a distressed young person) rather than on the needs of our personnel.

Positive Guidance

We aim to make children and young people aware of the acceptable limits of their behaviour. There are times when our personnel may be required to use appropriate behaviour management strategies to ensure an effective and positive environment and the safety and/or wellbeing of children, young people or personnel participating on our programs and services.

Any behaviour management strategy used must be fair, respectful and appropriate to the developmental stage of the children or young people involved

The child or young person is to be provided with clear directions and given an opportunity to redirect their misbehaviour in a positive way. Under no circumstances are our personnel to take disciplinary action involving physical punishment or any form of treatment that could reasonably be considered as degrading, cruel, frightening or humiliating

Uniform

Our personnel are to wear their Chabad Malvern name tags only while involved in delivering service, representing Chabad Malvern at events, or when travelling to and from work.

Professional role boundaries

Our personnel are not to act outside the confines of their duties, as specified in their position description, when helping to deliver our programs and services. Chabad Malvern actively discourages our program/service personnel and volunteers to engage with children who participate in Chabad Malvern programs, in activities such as baby-sitting and weekend trips. Such activities may only occur with prior written approval of the Director or Co-Ordinator.

Photographs of children and young people

Children and young people are to be photographed by our personnel while involved in our programs and services only if:

- Prior written parental/guardian authorisation is obtained (with the exception of special events such as concerts, fairs, performances, open days and competitions)
- The Context is directly related to participation in our programs and services
- The child is appropriately dressed and posed

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Use of electronic communication

Wherever possible, email and text messages sent to a child or young person is to be copied to their parent or guardian. Any communication is to be restricted to issues directly associated with delivering our programs and services, such as advising that a scheduled event is cancelled. Communication with young people on social networking sites is only allowed through official Chabad Malvern sites and by designated Chabad Malvern Social Media Administrators.

Online Teaching

Keeping in line with the Australian Childhood Foundation Safeguarding considerations, all online communication between Chabad Malvern staff/volunteers and children will follow the following guidelines.

Parents:

Parents of children attending online Chabad Malvern programs will have to agree:

- a) Children will be dressed in appropriate clothing, including family members in the background.
- b) All online communications sessions will be in public areas
- c) A parent will be present in the house for all online communication sessions.
- d) All Language must be professional and appropriate, including family members in the background.
- e) All communication will take place on the Parent mobile phone or a home computer

Staff/Volunteers:

All Staff/Volunteers that are part of our online communication programs will be informed of our policies:

- a) Staff/volunteers will be dressed appropriately as per Chabad Malvern protocol.
- b) All online communication with children, will be in public areas
- c) The parent of the child must be present in the home for all online communication sessions.
- d) All Language spoken during sessions must be professional and appropriate.
- e) Online communication must take place on the Parents phone or a home computer

Chabad Malvern Coordinating staff will:

- a) Ensure all online communication sessions are scheduled and documented.
- b) Ensure that where possible sessions should be recorded and filed.
- c) Ensure that where possible, session details will be sent to the Coordinator, and Coordinator will visit the session at intermittent intervals.
- d) Inform volunteers about specific children that may need extra attention.
- e) Remind volunteers to check in with children with whom they are having online communication, ensuring they are safe.
- f) Remind Volunteers to alert Chabad Malvern staff if they have concerns about the safety of a child in their family environment.
- g) Remind Volunteers re mandatory reporting if they had concerns about the safety of a child in their family environment.

Guidelines for parents

Chabad Malvern is committed to creating an environment where all children, young people and parents can enjoy participation in our programs and services without experiencing abusive, insulting, threatening or other anti-social behaviour.

We call on all parents associated with Chabad Malvern to:

- observe our organization's guidelines for parents
- when necessary, politely and respectfully remind others of their obligations under these guidelines
- in the event of serious or ongoing breaches of these guidelines by another person, to report the matter to a staff member or program coordinator so that appropriate action can be taken.

Your and other children and young people's participation and enjoyment in Chabad Malvern's programs and services are our primary consideration. As parents your role is to support these outcomes by:

- encouraging your child's participation in a positive manner
- following any directions of the security guard or other authorised personal, including any request to modify your behaviour or to leave the premises following a breach of these guidelines.
- advising our program coordinator of any special needs that your child may have, or develop, during the course of the program (for example, they may suffer from asthma or

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allergies, or have hearing difficulties), so that we can assist in their safe participation in the program

- engaging with teachers, Rabbis and personal that run our programs and services positively, not criticizing them in the presence of your child, and reporting any concerns to our program coordinator
- ensuring that your child is picked up on time at the conclusion of a program session
- arranging with our program coordinator prior to a session if your child is to be picked up by a person unknown to the program – and completing an authorisation form
- advising our coordinator if your child is unable to attend the program, or is no longer interested in participating in the program or service
- reporting any concerns to our program coordinator and not directly to a teacher, Rabbi, leader, other child or parent involved in the program
- not requesting contact with the teachers, leaders or Rabbis outside the program or service you are involved in.
 - not asking the teacher, leader, Rabbi to provide any other support or service outside the boundaries of our programs and services, such as asking for babysitting services or for lifts home for your child
- not engaging in behaviour that discriminates against any other person on the basis of gender, ability, race, colour, religion, language, politics or national or ethnic origin and sexual identity
- engaging with other participants in a positive and respectful manner and not engaging in behaviour designed to belittle, insult or intimidate others
- not engaging in, or threatening to engage in, violent or physical confrontations with any other person
- not encouraging or inciting your child to commit violent acts or to breach program rules
- Advising our program coordinator of any changes in contact information for use in the event of an emergency.

Serious or ongoing breaches of these guidelines are not tolerated. Those who breach our guidelines risk being asked to leave the premises and/or being prohibited from attending our services or programs in the future.

INCLUSION GUIDELINES

The following guidelines are hereby adopted by Chabad House Malvern to ensure that all its staff, services and programs are continuously inclusive of people of all abilities. Including disability, race, ethnicity, religion, sex, intersex status, gender identity or sexual orientation. We believe that awareness and actions taken will prevent child and harm resulting from inequity and discrimination.

- On each form we send out, and every form on our website, no matter the program or event, we will have the question: “What type of support do you or your child need to be able to attend this program?”
- Every flyer we make with have an additional line: “We are dedicated to making this event accessible to all children & adults of all abilities. Please contact..... to discuss any needs you

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may have." This will set the tone for the culture we are trying to create, as well as being proactive to include everyone.

- Every Shabbat or Festival Children's Program or Shul Service, we will endeavor to provide a buddy for those adults/children that need assistance in participating in a mainstream program.
- Each year we will provide education for our staff through a PD on inclusion and equity. We will discuss the importance and advantages of inclusion to the individual and the community, the legalities of inclusion as well as the Torah's perspective on inclusion. We will also offer a similar inclusion Shiur to the entire community.
- We will proactively reach out to people with special needs to make them feel welcome to participate or volunteer in community events

Chabad Malvern hopes that through adopting these guidelines and putting them into action as part of the typical way of running our Shul, community center and all our services, we will strive to make everyone feel comfortable to discuss with us their specific needs and give us the opportunity to include everyone, no matter their abilities and make sure that everyone belongs.

Review

The policy will be reviewed annually. The review will be conducted by:

- Management
- Employees
- Families

Last reviewed: April 2024 **Date for next review:** April 2025