



CAMP GAN YISROEL NSW

Chabad Youth NSW

Child Safe Policy

Purpose

The purpose of this policy is to:

- demonstrate commitment to the safety and welfare of children and young people
- minimise the risk of abuse, misconduct and misuse of positional power
- inform all staff and volunteers of their obligations and responsibilities in keeping children safe

Scope and Audience

This policy applies to board members, people in leadership roles, staff members, volunteers, contractors, children and young people, and families, carers and communities. It applies to all activities that relate to children.

Responsibilities

Chabad Youth is committed to implementing the ten Child Safe Standards:

1. **Child safety is embedded in organisational leadership, governance and culture.**
2. **Children participate in decisions affecting them and are taken seriously.**
3. **Families and communities are informed and involved.**
4. **Equity is upheld and diverse needs are taken into account.**
5. **People working with children are suitable and supported.**
6. **Processes to respond to complaints of child abuse are child-focused.**
7. **Staff are equipped with the knowledge, skills and awareness to keep children safe through continual education and training.**
8. **Physical and online environments minimise the opportunity for abuse to occur.**
9. **Implementation of the Child Safe Standards is continuously reviewed and improved.**
10. **Policies and procedures document how the organisation is child safe.**

Rabbi Elimelech Levy is the nominated supervisor and is responsible for all child protection matters, including complaints. All matters are presented to the camp committee or board for review and governance.

Definitions

- **Physical abuse:** any non-accidental physical injury to a child, including striking, kicking, burning or biting, or any action that results in physical impairment.
- **Emotional abuse:** a pattern of behaviour by an authority figure that attacks a child's emotional wellbeing — unreasonable or impossible demands, intimidation, or verbal attacks such as belittling, rejecting, cruel teasing, constant criticism and insulting. Any attack that undermines the child's self-esteem is emotional abuse.



- **Neglect:** the failure of a person responsible for a child to provide needed food, clothing, shelter, medical care or supervision to a degree that threatens the child's health, safety and wellbeing.
- **Child sexual assault:** when an adult, adolescent or child uses their power or authority to involve a child in sexual activity. It includes contact and non-contact offences and can cause both physical and psychological harm. It includes child grooming — actions deliberately undertaken to befriend and establish an emotional connection with a child to lower the child's inhibitions in preparation for sexual activity.

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 children. We aim to reduce the risk of abuse occurring and to ensure 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 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 high standards of conduct are maintained at all times (see the Chabad Youth Staff Code of Conduct and Staffing Arrangements Policy).

Supervision of Children

- Carer rostering and routines will at all times ensure enough carers are available for adequate supervision.
- Supervising carers give their attention to the children and not to any other duties.
- Students or volunteers will never be included in the ratio of adults supervising children.
- Students and volunteers will never be left alone with a child or 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 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.



Arrival and Departure

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 an evacuation.
- To ensure each child is cared for at all times, carers will greet and receive the child.

Departure

- Nominated Supervisors are to ensure the Authorised Nominee pick-up list for each child is kept up to date.
- No child will be released into the care of any person not known to carers. If carers do not know the person by appearance, the person must produce photo identification proving they are an Authorised Nominee.
- Parents must give prior notice where the person collecting is someone other than those on the enrolment form; the nominated person must produce identification.
- Children are not to be released into the care of persons not authorised to collect them (e.g. where court orders concerning custody and access apply).

The approved provider will ensure a parent is notified as soon as practicable and without undue delay — no later than 24 hours after the involvement of their child in any of the above experiences — and that an Incident, Injury, Trauma and Illness Record is completed in full and without delay. First aid qualifications of each carer will be kept up to date, first aid qualified carers will be on the roster at all times, and suitably equipped first aid kits will be readily available where children are present and during excursions.

Selection and Screening of Staff, Contractors and Volunteers

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

- all applicants must complete an application form requesting 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; the conversation will be documented and retained on file
- all shortlisted candidates must undertake a formal interview including analysis of past experience working with children, the elderly or vulnerable people
- a police and/or Community Services check complying with NSW legislative requirements will be requested and received before the person commences; the check must show the individual is not precluded from working with children

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, 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 and in reporting procedures and associated legal requirements. Refresher training based on current best practice and changes to legislation will be provided annually.



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 will not transport children without express written permission from parents/guardians.
- All personal counselling 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 may ask people who do not have a valid reason to be present to leave; Police may be contacted if such persons refuse a 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, becomes an obstruction to the care of other children, or 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, and is committed to building an environment where either a victim or an 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 a fair and practical reason to believe an incident involving abuse has occurred, based on verbal communication, hearsay, rumour or observation of behaviour.

An independent person, Avremi Joseph, 23 Council Street Bondi Junction, is 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 for handling allegations of abuse:

- the automatic suspension from all work or other duties within Chabad Youth of any person while under investigation by Chabad Youth or 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's insurer will be contacted immediately. 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).

Waverley Police: 02 9362 6399 **Chabad Youth:** 0433 549 190

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



- treating each allegation seriously and not denying it or minimising its impact on the alleged victim
- not pushing the child/worker to disclose details, or attempting to investigate the allegation
- assuring the child/worker that they are understood, that the disclosure is taken seriously, that what happened is not their fault, and that they are correct to disclose it
- reporting the abuse to the police and to Chabad Youth's insurer via the chain of reporting above
- not making contact with the alleged perpetrator
- if the alleged assault took place recently, retaining clothing worn by the child/worker, if reasonably practical, and handing it to police for forensic examination
- maintaining confidentiality

Any disclosures, reports of suspected abuse and all details of the subsequent investigation will be documented promptly and 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 the 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.

Related Documents

- Code of Conduct
- Staffing Arrangements Policy
- Delivery and Collection of Children Policy
- Incident, Injury, Illness and Trauma Policy
- Child Safe Recruitment, Management and Practice (CSRMP)
- Dress Code Policy

Related Legislation, Regulations and Standards

- Children's Guardian Act 2019
- Child Protection (Working with Children) Act 2012
- Child Protection (Working with Children) Regulation 2013
- Children and Young Persons (Care and Protection) Act 1998
- Crimes Act 1900
- Children and Young Persons (Care and Protection) Regulation 2012
- Children and Young Persons (Care and Protection) (Child Employment) Regulation 2015

Publication

This policy will be publicised via the website, camp handbooks, staff and public meetings, and inductions and training.



Review

This policy will be reviewed annually. The review will be conducted by management, employees, families and interested parties.

Last reviewed: December 2022

Date for next review: June 2026