

ק"ק בית אברהם

ELWOOD TALMUD TORAH CONGREGATION
INCORPORATING THE ERDI FAMILY CENTRE

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SAFEGUARDING CHILDREN AND YOUNG PEOPLE
CHILD PROTECTION POLICY

Adopted 12 August 2015

Version	Date	Comments	Author	Checked	Approved by	Review Date
1.0	26/04/2016	Original Policy	Jack Lipson		Board	

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Due to the nature of topic, this document contains definitions and indicators of abuse, including language relating to sexual abuse, that you may find distressing.

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Our Commitment to safeguarding children and young people

We at the Elwood Talmud Torah Congregation (ETTC) believe children who come to Elwood Shule should:

- feel comfortable
- be cared for
- feel safe and be safe.

Everyone who works here does their best to make sure children here are protected from any harm.

It is not okay for anyone to hurt your feelings or your body.

It is okay for you to say NO to an adult if they ask you to do something that makes you feel unsafe or uncomfortable.

If you ever feel unsafe or uncomfortable we will listen to you and act to help you.

It is always okay to tell someone if you are not feeling comfortable or safe or if you have been hurt.

If you are unhappy with the way you are being treated please tell a staff member or a parent.

Date 12/08/2015



Mark Kuran
President
On behalf of the Elwood Talmud Torah Congregation

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1 Purpose of our Child Protection Policy

Elwood Talmud Torah Congregation is a non for profit providing services to children and young people between the ages of 4 and 18 years.

Our organisation operates in the Elwood area and provides Hebrew, Bar and Bat Mitzvah classes and organises children's and other functions.

We take seriously our responsibility to deliver a learning environment that is caring, nurturing and safe.

Our Board of Management is committed to endorsement by our organisation's most senior management board to safeguarding children and young people from abuse and neglect.

It is the responsibility of all at Elwood Talmud Torah Congregation from Executive to staff, contractors and volunteers, to understand the important responsibility they have to:

- Protect children and young people from all forms of abuse, bullying and exploitation by our people;
- 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
- 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.

2 Child Protection Policy Framework Summary

The Child Protection Policy has been adopted by our Board of Management. It is our statement of commitment to a set of principals and procedural benchmarks that underpin our policies and procedures in relation to the protection of children and young people.

3 Scope of the Policy

This Policy applies to the following:

- All personnel of Elwood Talmud Torah Congregation
- Permanent and casual staff
- Board members
- Individual contractors and consultants
- Volunteers

The Policy does not need to be signed by people engaged by ETTC for less than one day, and/or who will have no contact with children. These people must be made aware of the Policy and ETTC child protection standards and be supervised by an ETTC staff member at all times.

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4 Who is responsible for implementing our Child Protection Policy

Child protection is everyone's responsibility as outlined in the Policy and Code of Conduct, however there will be specific roles, responsibilities, and accountabilities.

Entity	Role/Responsibility
Child Protection Officer (CPO)	<p>Child Protection Officer (or CPO) role is to develop, maintain and review the Safeguarding Children and Young People Policy and to provide advice based on best practice principles of child protection to all involved personnel. The CPO will consistently act in the best interests of the child or young person.</p> <p>The CPO's responsibilities include to:</p> <ul style="list-style-type: none"> • Provide guidance, support and advice to all involved personnel in relation to concerns about a child or young person's well being • Act as a key contact for queries, comments or concerns raised by staff, parents or other external parties in relation to safeguarding children and young people from abuse and neglect • Act as a resource to involved personnel and to provide connections to local community networks and agencies if needed (eg Department of Child Protection) • Ensure confidentiality at all times including the safe storage of all cause for concern reports and associated documentation. • Review cause for concern or incident reports and provide feedback to involved personnel • Report and provide full briefing to the President and the Board in the instance of an allegation of abuse being made against a staff member of involved personnel of Elwood Talmud Torah Congregation • Report to the President and the Board on issues relating to Child Protection and on compliance with the Safeguarding Children Policy • Develop, maintain and review a Safeguarding Children and Young People Policy including: <ul style="list-style-type: none"> ○ Coordinate training and review child protection training records ○ Be familiar with Acts and Regulations which affect Child Protection ○ Review the Safeguarding Children Policy and supporting documentation on an annual basis as a minimum • Maintain accreditation with the Australian Childhood Foundation by: <ul style="list-style-type: none"> ○ Acting as a key contact for communication between Elwood Talmud Torah Congregation and ACF in relation to the Safeguarding Children Program ○ Coordinating with the Australian Childhood Foundation on any changes to accreditation requirements ○ Conducting self-assessments of all areas of operation to match practice against policy ○ Notifying the CEO and Australian Childhood Foundation of any serious breaches of the Policy
Board of Management	<ul style="list-style-type: none"> • Promote and communicate the Elwood Talmud Torah Congregation's 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 learning's 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 child protection. • Advocate and promote child rights, empowering and engaging children and young people in support of this policy.

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5 What is our commitment to protecting children and young people?

ETTC 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. 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 nurturing experiences.
- We will support families and communities to promote children's healthy development and well being.
- We will take action to ensure that children and young people are protected from abuse, family violence and neglect.
- 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 parents and carers

- We are committed to supporting parents and carers to protect their children.
- We 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 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 be transparent in our decision-making with parents and carers as long as doing so does not compromise the safety of children and young people.

In order to fulfil our obligations to the protection of children and young people, Elwood Talmud Torah Congregation makes the following commitments to its people.

Our commitment to our Personnel

- We are committed to providing our personnel with the necessary support to enable them to fulfil 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 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 personnel from violence or any kind of harassment in their workplace.

Our commitment to ensuring a child safe organisation

- We are committed to using best practice standards in the recruitment, screening and employment of personnel.
- 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.

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6 What are the requirements of our personnel in relation to protecting children?

What we expect from ETTTC Personnel

It is a serious breach of this policy, and possibly the law, if an ETTTC Person harms or exploits children and young people who are involved in any of our services. Breaches of this policy include, but are not limited to, ETTTC Personnel who:

- sexually assault children or young people who are involved in one of our programs;
- physically assault children or young people who are involved in one of our programs;
- verbally abuse, denigrate or bully children or young people who are involved in one of our programs;
- sexually harass children or young people who are involved in one of our programs;
- take, reproduce and/or distribute photos of children or young people without the consent of their guardians;
- publish any material containing images of children or young people who are involved in one of our programs that can be used for the sexual gratification of others.

Therefore, we expect all our ETTTC Personnel to understand the meanings of abuse contained within this Policy.

An understanding of children and young people's rights is an important basis for all the programs and services that we offer to children, young people and their families. It enables us to identify when children's needs and entitlements are compromised and when they require support.

Therefore, we expect our ETTTC Personnel to have a working knowledge of children and young people'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. 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.

Therefore, we expect ETTTC Personnel to express attitudes and engage in behaviour that respect and support children and young people.

It is a serious breach of this policy if an ETTTC Person contravenes any regulations or laws in relation to the safety and protection of children whether or not they are working or volunteering at the time.

Families, in all their diverse forms, are the foundation of children and young people's development.

Families can act as supportive resources for growth and resilience in children and young people. Family relationships can also restrain and harm children and young people's functioning. Families are the single most significant influence in shaping the way children and young people develop and perceive their sense of identity.

The ETTTC will provide documentation in developmentally appropriate language and in translation to accommodate the main communities that access our services.

Therefore, we expect ETTTC Personnel to recognise, respect and work to strengthen the capacities of parents/carers and other family members to care and protect their children.

We expect our ETTTC Personnel to always follow the Code of Conduct.

A code of conduct sets out the rules for behaviour with and around children and young people. The ETTTC code of conduct aims to ensure that ETTTC Personnel are always safe adults who act to protect children and young people. All ETTTC Personnel will be engaged and employed within the requirements of the code of conduct.

Therefore, we will request all ETTTC Personnel to endorse and affirm their understanding of the ETTTC code of conduct.

We expect our ETTTC Personnel to understand and respond to the special needs of all children and young people.

We acknowledge that all children and young people are vulnerable due to their age and associated stage of development. We also understand that we will need to be proactive in recognising the additional vulnerability to exploitation and harm that children and young people with developmental delays or disabilities experience.

The ETTTC will provide documentation in developmentally appropriate language and in translation to accommodate the main communities that access our services.

Therefore, we expect our ETTTC Personnel to act in ways that communicate effectively with and are supportive of children and young people.

We expect our ETTTC Personnel to show extended guardianship to all children and young people.

Experience 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/young person physical abuse and sexual abuse is a crime. Interventions which identify risk factors of abuse and prevent it from happening are instrumental in supporting children and families. Extended guardianship means ETTTC Personnel need to understand the indicators of child abuse and exploitation. ETTTC Personnel are to understand that perpetrators of abuse can be male or female. They can be old, young, peers, friends, Board Directors, employees, volunteers. There is no stereotypical construct of an offender of sexual abuse. Sexual abuse can occur in contexts that do not have adequate controls on behaviour, environments and relationships. Abuse can be opportunistic, premeditated, or a combination of both. Grooming behaviour can form part of the premeditation. The ETTTC needs to provide an environment that acknowledges how abuse occurs and put safeguards in place to create an environment that does not tolerate abuse risk behaviours in any way.

Therefore, notwithstanding our obligations under the law, we expect our ETTTC Personnel 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 ETTTC Personnel to know and follow the law in relation to reporting child abuse.

We expect ETTTC Personnel to know and follow relevant laws in their state/territory jurisdiction to report child abuse, family violence, neglect or exploitation.

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

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

We expect our ETTC Personnel to respect the cultural and religious practices of families who access our services.

We recognise the importance of culture and religion in the lives of children and families. However, no cultural or religious belief will take precedence over the right of children or young people to be protected from harm.

Therefore, we expect ETTC Personnel to act in ways that are inclusive and respectful of the cultural and religious practices of families who access our services.

We expect our ETTC Personnel to be aware of the formal recruitment, screening and employment practices of the ETTC in relation to working or volunteering with children and families.

Your employment will be subject to clearance under the relevant state/territory Working with Children Check system, a National Criminal Records Check and local Member Association general screening requirements. It is a serious breach of this policy if an individual, who has convictions that would make him/her ineligible to be granted a Working with Children Check (or equivalent) clearance, gains employment or is allowed to volunteer with children or young people who access our services. It is also a serious breach of this policy, if an individual continues in his/her employment or volunteer role with us if he/she has been charged or convicted of a crime that would make him/her ineligible to be granted a Working with Children Check (or equivalent) clearance.

Therefore, we expect that our ETTC Personnel understand that their continued participation in our organisation is based on the outcomes of these employment practices.

We expect our ETTC Personnel to complete the Safeguarding Children Online Training Course.

It is a requirement of our Child Protection Policy that we follow and adhere to our reporting process with respect to any breaches of this policy.

7 Measures for breach of the Policy and Code of Conduct

The following measures can be applied for any personnel who breaches the Child Protection Policy and/or Code of Conduct:

- Meeting to discuss breach and opportunity for person to provide their account/understanding of the situation.
- Performance management.
- Further education on the Child Protection Policy and Code of Conduct.
- Formal warning and monitoring.
- Transfer to other duties.
- Suspension pending investigation.
- Report to Police.
- Dismissal.

These measures will apply alongside any criminal investigation where relevant.

8 Child Safe Recruitment and Screening

Recruitment and screening of personnel must reflect Elwood Talmud Torah Congregation's commitment to protect children by ensuring checks and procedures are in place to screen out anyone who may be unsuitable to be in contact with children and young people and attract the safest personnel who share Elwood Talmud Torah Congregation's values and commitment to protect children.

This Policy commits Elwood Talmud Torah Congregation to preventing a person from working with children if they pose an unacceptable risk to children.

All employment contracts must contain provisions for dismissal, suspension or transfer to other duties for any personnel who breach the Child Protection Policy and Code of Conduct.

Elwood Talmud Torah Congregation has a robust recruitment and screening process for all personnel.

These include:

- (a) For all:
- Criminal history check prior to engagement (or sign a criminal declaration form*)
 - Child protection interview question
 - Two verbal reference checks - including question relating to the applicant's general conduct. One reference must be from the person's current or most recent employer
 - Sign the Child Protection Policy and Code of Conduct prior to engagement
 - Complete the online child protection induction module
 - Once engaged, attend a Child Protection Policy training session

*A statutory declaration (criminal declaration form) outlining efforts made to obtain a foreign police check, and disclosing any charges and spent convictions related to child protection, may be accepted in lieu.

(b) Additional procedures for those working with children or having access to child sensitive data:

- If an Australian or UK citizen, a Working with Children Check

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- Targeted/behavioural based interview questions used to determine attitudes, motivations, and values in regards to children and young people and working with them.
- Reference check to include questions regarding any concerns about candidate's conduct when working or interacting with children and young people

(c) These procedures must be evidenced by:

- Documented criminal record checks for personnel and associates in contact with children
- Documented verbal referee checks
- Interview plans incorporating behavioural-based interview questions that are specific to positions that involve working with children
- Documented request for an applicant to disclose whether they have been charged with child exploitation offences and their response

9 Child Protection Reporting and Investigation Process

The Child Protection Reporting Process (see Schedule 2) must be followed when reporting a concern for the safety or wellbeing of a child or a breach of this Policy and/or Code of Conduct.

Elwood Talmud Torah Congregation will treat all concerns raised seriously and ensure that all parties will be treated fairly and the principles of natural justice will be a prime consideration.

Where required an internal investigation will be conducted in regards to a report made. In most cases the investigation will be conducted by the CPO together with the President and supported by the Board.

Elwood Talmud Torah Congregation must immediately notify ACF if any personnel, are accused of, charged with, arrested for, or convicted of criminal offences relating to child exploitation and abuse. These reports must be immediately reported to the Board. The CPO will then make a report to ACF.

Children and young people, parents/guardians and community members involved in Elwood Talmud Torah Congregation programs or activities should be informed on how to raise a concern about their safety or wellbeing or that of another child. This can be done verbally or in written form. (Contact the CPO for more information)

Personnel must inform the CPO if they believe they or a member of their family may be at risk of harm for making or being part of making a child protection report.

10 Child Protection Risk Assessment

Elwood Talmud Torah Congregation personnel will undertake a child protection risk assessment on all programs and activities that have contact with children. The assessment should identify risks, classify any high risk activities, and document steps being taken to reduce or remove these risks.

Child Protection Risk Assessments should be undertaken at the program design and proposal stage and at all reporting intervals. Effective child abuse prevention strategies will be incorporated in all Elwood Talmud Torah Congregation program designs, activities and emergency responses.

11 Training

All permanent, maximum term and casual staff and Board Members of ETTC must attend a Child Protection Policy training session within six months from the commencement of their employment or appointment.

All permanent, maximum term and casual staff and Board Members of ETTC should attend a refresher Child Protection Policy training session every two years.

All other personnel of ETTC must be provided with an induction on the Policy and Code of Conduct.

12 Review

The Policy will be reviewed every year.

13 Relevant Policies

- ETTC Personnel Code of Conduct Policy
- ETTC Internet, Email, Computer and Network Usage Policy
- ETTC Family and Domestic Violence Guidelines
- ETTC Complaints Handling Standard Operating Procedure
- ETTC Use of children's Images Policy
- ETTC Social Media Policy
- ETTC Media Policy
- ACF Australian Childhood Foundation Safeguarding Standards

14 Child Protection Code of Conduct

Whilst employed, engaged or representing Elwood Talmud Torah Congregation,

I will:

- Treat all children and young people with respect regardless of race, colour, sex, language, disability, religion, political or other opinion, national, ethnic or social origin, property, birth or other status

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- Provide a welcoming, inclusive and safe environment for all children, young people, parents/guardians, community members, personnel, and representatives of Elwood Talmud Torah Congregation
- Not use physical or humiliating punishment on children or young people
- Encourage children, young people, parents/guardians, community members, partner organisation personnel, personnel, associates and representatives of Elwood Talmud Torah Congregation to speak up about issues that affect them
- Immediately report concerns or allegations for the safety or wellbeing of a child or young person, or breach of this Policy and Code of Conduct in accordance with Child Protection Reporting Process
- Ensure that, whenever possible, another adult is present when I am working with children or in contact with children involved in Elwood Talmud Torah Congregation programs or activities
- Speak with the CPO about any concerns I have of my involvement in any situation where my words, actions or behaviour may be misinterpreted
- Speak with the CPO if I am involved in any situation which would be likely to have a negative impact on the reputation of Elwood Talmud Torah Congregation
- Immediately disclose all charges, convictions and other outcomes of an offence which occurred before or occurs during my employment/engagement with Elwood Talmud Torah Congregation that relates to child exploitation and abuse
- Use any computers, mobile phones, video cameras, cameras or social media appropriately, and never to exploit or harass children or young people or access child exploitation materials through any medium
- Ensure children/young people involved in ETTTC programs, services or facilities or participate in these activities voluntarily, are well informed of the process and have provided consent

And I will not:

- Use language that is offensive, discriminatory, demeaning, shaming, culturally inappropriate, abusive or of a sexual nature when speaking with or in the presence of a child or young person
- Engage in behaviour to shame, humiliate, belittle or degrade a child or young person or otherwise emotionally or psychologically abuse a child or young person including exposing them to family violence
- Act in a sexually provocative manner or engage children in any form of sexual activity, including paying for sexual services or acts regardless of perception of age or development
- Physically abuse a child or young person
- Use social media to contact, access, solicit or befriend a child or young person involved in Elwood Talmud Torah Congregation programs or activities and not place images of those children or young people on personal social media sites
- Hold, kiss, cuddle or touch a child or young person in an abusive, unnecessary or culturally insensitive way
- Condone or participate in behaviour with children or young people which is illegal or abusive
- Not spend time with children or young people involved in Elwood Talmud Torah Congregation programs and activities outside work hours unless I live and work in the same community and come together with those children and young people in the context of my family, social and community life. If this is the situation, I will continue to comply with the Policy and Code of Conduct and be a positive role model and mentor for those children and young people and not discuss private/confidential information concerning them outside work hours.
- Discriminate against or act in favour of particular children or young people to the exclusion of others
- Do things for children involved in Elwood Talmud Torah Congregation programs or activities of a personal nature that they can do for themselves such as toileting or changing their clothes
- Sleep in close proximity to children or young people involved in Elwood Talmud Torah Congregation programs or activities that I am working with or in contact with unless it is absolutely necessary and in which case I will keep the CPO informed and ensure another adult is present, where possible (noting this does not apply to my own children)

15 Use of children's images:

- When photographing or filming a child or using children's images for work-related purposes I must:
- Assess and endeavour to comply with local traditions or restrictions for reproducing personal images before photographing or filming a child
- Obtain informed consent from the child and parent/guardian of the child before photographing or filming a child. As part of this I must explain how the photograph or film will be used
- Ensure photographs, films, videos and DVDs present children in a dignified and respectful manner and not in a vulnerable or submissive manner. Children should be adequately clothed and not in poses that could be seen as sexually suggestive
- Ensure images are honest representations of the context and facts
- Ensure file labels, meta data or text descriptions do not reveal identifying information about a child when sending images electronically or publishing images in any form
- Ensure a child is not subject to a legal order (i.e. Family Court, domestic violence order, child protection or criminal order) where the safety of the child or parent/guardian may be at risk or the privacy of the child is compromised, if the identity and location of the child is revealed

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Schedule 1 – Definitions Used in this Policy

Child or Young Person: ETTC considers a child or young person to be a person under the age of eighteen years.

Child Protection: the measures and structures to prevent and respond to abuse, neglect, exploitation and violence affecting children.

Personnel: permanent or casual staff, individual contractors and consultants, Board members and volunteers.

Parent: All those who have parent equivalent responsibilities for a child or young person including guardians, grandparents or other relatives, foster parents or other authorised carers.

Grooming: is a term used to describe what happens when a perpetrator of abuse builds a relationship with a child or young person with a view to abusing them at some stage. There is no set pattern in relation to grooming of children. For some perpetrators there will be a lengthy period of time before he abuse begins. 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.

Child Safety Strategy: The ETTC Child Safety Strategy has been developed so that:

- All ETTC personnel share the responsibility for the protection of children and young people.
- The protection practices for children and young people are strengthened.

Code of Conduct: Our Code of Conduct guidelines assist in identifying and preventing behaviour that may be harmful to 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.

Extended Guardianship: Extended guardianship is a term that acknowledges that children and young people rely on all adults to create a safe environment and act in an informed and committed way to protect them. It is expected that all ETTC personnel act as extended guardians of children and young people who take part in any ETTC activities, programs, services or facilities.

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, ETTCpegoating, ridicule and rejection or continual coldness are all examples of emotional abuse. These behaviours continue to an extent that results in significant damage to the child's physical, intellectual or emotional wellbeing and development.

Physical abuse: Involves the use of violent physical force so as to cause actual or likely physical injury or suffering (eg hitting, shaking, burning, punching, biting, and kicking). It also includes giving harmful substances such as drugs, alcohol or poison.

Sexual abuse: Includes all forms of sexual violence including incest, early or forced marriage, rape, involvement in pornography and sexual slavery. Child sexual abuse may also include indecent touching or exposure, using sexually explicit language towards a child and showing children's pornographic material.

Neglect: Deliberately, or through carelessness or negligence, failing to provide for, or secure for a child, their rights to physical safety and development. Categories of neglect include physical, 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 can include witnessing violence or consequential 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 may be caused by

- Physical, psychological or emotional abuse or neglect; or
- Sexual abuse or exploitation
- A single act, omission or circumstance; or
- A series or combination of acts, omissions or circumstances.

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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:

- Verbal (name calling, put downs, threats)
- Physical (hitting, punching, kicking, scratching, tripping, spitting)
- Social (ignoring, excluding, ostracising, alienating)
- Psychological (spreading rumours, stalking, dirty looks, hiding or damaging possessions)

CPO: Child Protection Officer

ACF: Australian Childhood Foundation

Working with Children: working in a position that involves regular contact with children, either as part of the person's position description or due to the context of the work that brings the person into regular contact with children.

Contact with Children: working on an activity or in a position that involves or may involve contact with children, either under the position description or due to the nature of the work environment.

Unacceptable risk: the portion of identified risk that cannot be tolerated, and that must be either eliminated or controlled. For people to be deemed an unacceptable risk, control mechanisms are not considered appropriate.

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Schedule 2 - Child Protection Reporting Process

Reporting of alleged or suspected cases of child abuse – all personnel, associates and representatives of Elwood Talmud Torah Congregation must report any concerns they have for the safety or wellbeing of a child. Reports will be handled professionally, confidentially and as quickly as possible and will meet country, state or territory specific legislative requirements. Any person who intentionally makes a false allegation or malicious allegation will face disciplinary action.

A. Child Protection Internal Reporting Process

This Process should be followed for reports concerning an alleged breach of the Child Protection Policy and/or Code of Conduct, allegations or suspicions of child abuse having been committed, or concerns/information about the actions or behaviour of Elwood Talmud Torah Congregation personnel or representatives.

B. Child Protection External Reporting Process

This Process should be followed for reports concerning the safety or wellbeing of a child or young person involved in ETTT programs or in the community.

Here is what to do if any of these things happen:

You need to tell someone if anyone does any of those things written above. You will NEVER be in trouble for telling someone. In fact it is the opposite. IF you ever feel uncomfortable or unsafe or have been hurt, **we want you to speak up**. We will be very proud of you for sticking up for your rights.

If you are not comfortable speaking to your teacher/leader/mentor then please tell another adult, your parents or another trustworthy adult. We will take what you say seriously. Our first priority is to make sure that you are okay.

You can write down here the names of people you trust who you could speak to if you had a problem or if someone made you feel uncomfortable or confused.

1. _____
2. _____
3. _____

Here are some numbers that you can call if you wish to speak to someone on the phone about your safety:

Department of Human Services - Child Protection Emergency Service - **13 12 78**

Child Abuse Prevention Service Helpline - **1800 688 009**

Kids Help Line (24 hr service) **1800 551 800**

Bravehearts - Educating, Protecting and Empowering our Kids **1800 272 831**

Here are some phone numbers and emails you can call to talk to people from our organisation.

Jack Lipson: office@elwoodshule.org

Ph: 9531 1547

Rabbi Shmuel Karnowsky: rabbishmuel@elwoodshule.org

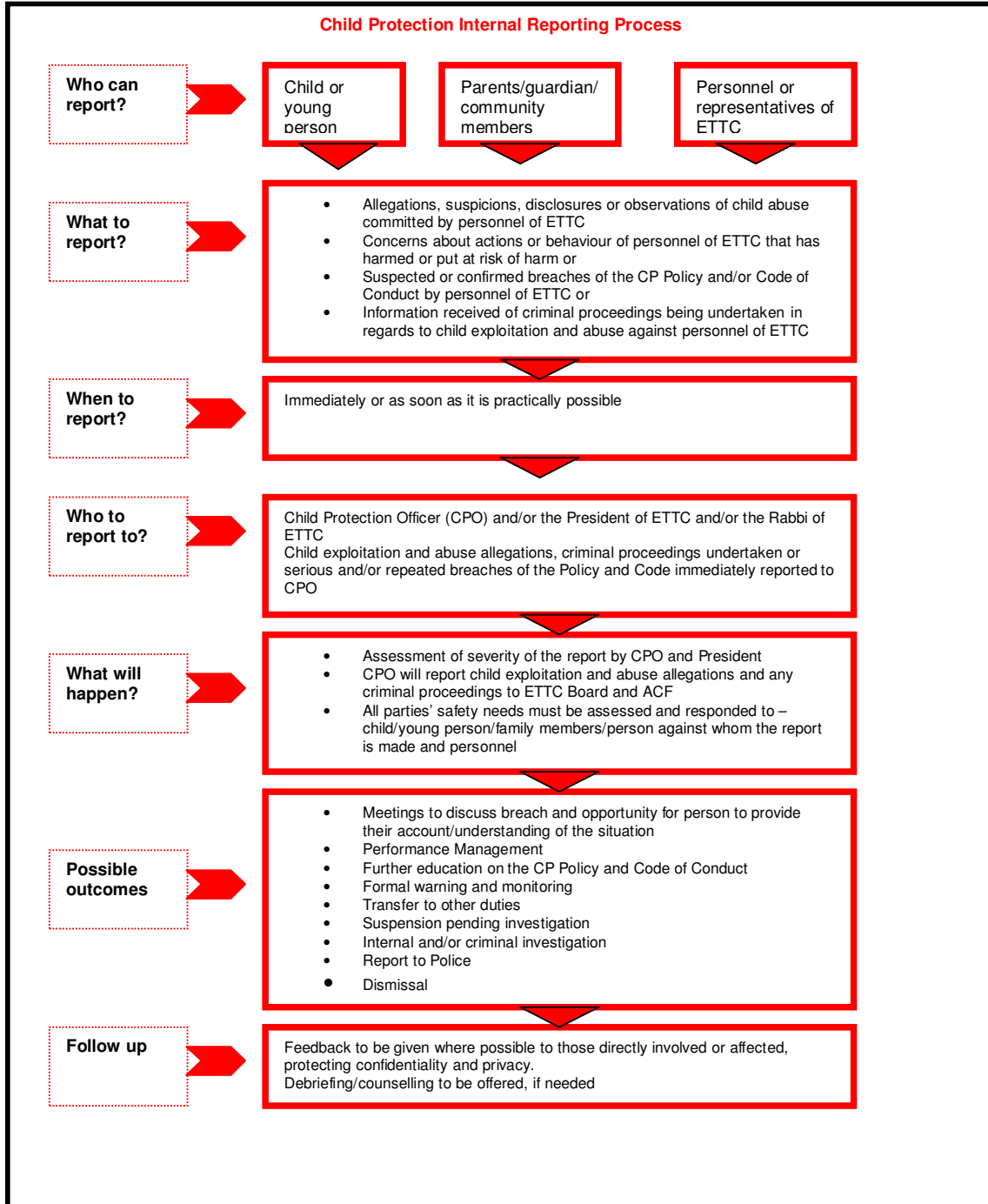
Ph: 9531 1945

Mark Kuran: mark@elwoodshule.org

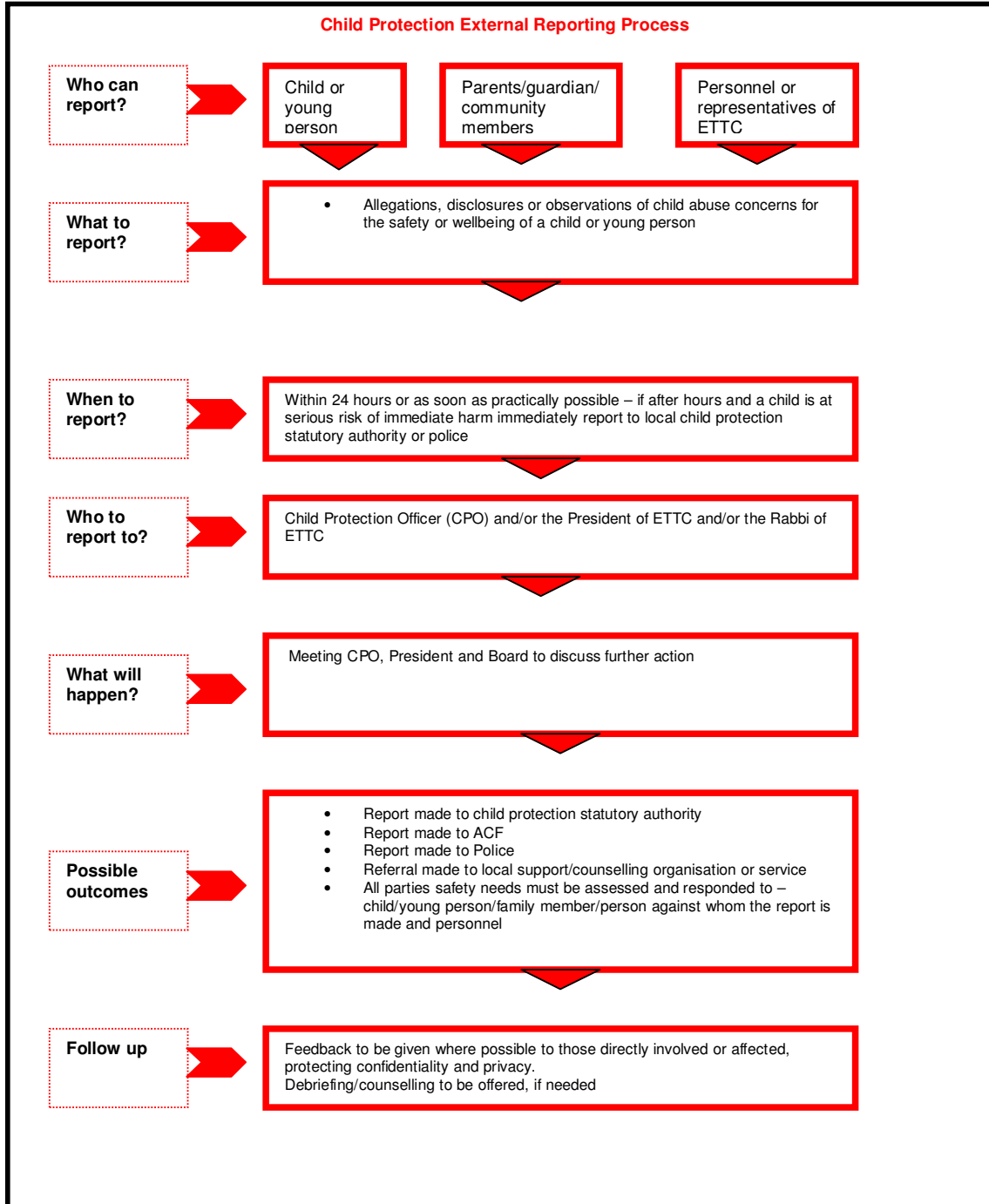
Ph: 0412 329 739

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A. Child Protection Internal Reporting Process



B. Child Protection External Reporting Process



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Schedule 3 – Photography Policy

The use of photography is perfectly acceptable in our programs, services and events providing there is a legitimate, appropriate and beneficial reason for the photography:

Reasons are:

- Recording achievements and learning outcomes
- the function organiser has granted prior and specific approval
- Marketing – website, advertising.

Before any photographs are taken:

- When advertising a program, service or event provide information that the program, service or event will be photographed
- Display clear signage at the program, service or event advising that photography will take place and any concerns should be reported to the organisers
- The Manager (or senior member of staff on duty) must be informed and the reasons for photography explained
- Ensure that parental consent has been granted
- The context is directly related to participation in our programs, services and events

When taking photographs:

- Avoid taking images in one to one situations
- Ensure the child is appropriately dressed and posed
- The image is taken in the presence of other personnel
- Inform colleagues that images are being taken
- Images of a single child are appropriate providing there is surrounding context within the frame
- Check the background of any image to ensure no children appear where parental consent has not been granted
- Always be able to justify every image taken with regards to the context and reasons for the photography
- Ensure the children are aware that images are being taken

After taking photographs:

- Avoid the inclusion of any detailed information about individual children
- Where possible do not include the name of a child whose image is being used
- If naming a child or group of children in an image, use only their first names
- The manager will arrange for the images to be removed from the camera and installed on the office PC. All images from the authorised camera will be deleted immediately.
- The manager will review the images choosing which ones to use for the required purpose and delete all others.
- The manger will double check that all children who appear in the images have consent granted from a parent
- The images must be stored on the office PC and only on the PC. No images are to be transferred to any other media device ensuring that all images taken remain on the premises
- A parent or child can at anytime request that an image be removed from service (e.g. website, display). The manager will ensure that the image is removed from where it appears and the digital copy deleted.

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Schedule 4 - Communication with Children (Including Social Networking Websites)

Communication between members of staff and children should take place within clear and professional boundaries. Adults should not share any personal information with a child other than that which might be appropriate for their professional role. All communications should be transparent and open to scrutiny.

Adults should also be circumspect in their communications with children to avoid any possible misinterpretations of their motives or any behaviour that could be construed as grooming.

Access to computers, and therefore the Internet, never features in any play activity at the Elwood Shule.

Never provide your personal contact details including telephone number, address, email addresses or online usernames to children.

Never use language or discuss topics of an adult nature to children (or with colleagues in an environment where children are present). Language or topics of an adult theme includes jokes, innuendos, debates, films, games, music, or celebrities associated with these.

A member of staff must inform the CPO in the event that a child has communicated or attempted to communicate with them in a way that is outside appropriate boundaries either in terms of context, content, language, or medium (e.g. via social networking sites)

Social Networking Websites

Never accept a social networking website friend request from a child.

If a member of staff discovers they have received a friend request from a child, they must decline it without replying to the child via the online medium. They **should** however follow up the request in person when they next see them at the Elwood Shule. The member of staff should explain to the child, taking into consideration age/stage of development, and their parent why they cannot accept the friend request. For example:

"I did notice you sent me a friend request on (e.g. Facebook) which is very kind I am not allowed to accept friend requests. This is because there are rules regarding people who work with children and the way we communicate with children. You are my friend and I want to continue being your friend here at Elwood Shule"

Schedule 5 - Gifts, Rewards & Favouritism

- The giving of gifts or rewards to children or can be part of an agreed policy for supporting positive behaviour or recognising particular achievements. Consideration should be given to possible undesirable effects of giving gifts or rewards. Undesirable effects could include interpretations of favouritism, sense of injustice for children who 'tried just has hard' and subsequent lowered self-esteem for non-benefactors, confusing selection criteria for the giving of gifts & rewards.
- Only give gifts & rewards if the benefits clearly outweigh any negatives and such giving is in context of the activities undertaken.
- Ensure that all selection processes criteria, which concern children, are fair and that these are undertaken and agreed by more than one personnel. Ensure selection process is consistent with age/stage of understanding of the children.
- Make clear the selection process criteria – is it competition or achievement based (personal best, number of goals), for helping out, for exceptional positive behaviour?
- Wherever possible, gifts & rewards should benefit the whole group and be of an intangible nature trying to avoid physical artefacts. E.g. "Alice beat her personal best by the biggest margin and so she can choose whether it is 'Cartoon Network' or 'CBBC for the end of day TV."
- Avoid giving personal gifts.
- Be aware that regardless of the agreed selection process criteria for giving gifts & rewards, such giving is open to misinterpretation by others as a gesture of favouritism.
- There are occasions when children or parents wish to pass small tokens of appreciation to adults e.g. on special occasions or as a thank-you and this is acceptable. However, it is unacceptable to receive gifts on a regular basis or of any significant value.

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Schedule 6 – Statement to be signed by all Elwood Talmud Torah Congregation Personnel

I, (insert name) acknowledge that I have read and understand Elwood Talmud Torah Congregation's:

- Child Protection Policy 2016;
- Child Protection Code of Conduct; and
- Child Protection Reporting Process.

I agree to comply with the Policy, Code of Conduct and Reporting Process.

I understand that a breach of the Policy, Code or Reporting Process may provide grounds for my employment/engagement with Elwood Talmud Torah Congregation to be terminated. I also understand that a breach of the Policy or Code could result in criminal prosecution. I understand that it is my responsibility, as a person employed/engaged by Elwood Talmud Torah Congregation Australia, to use common sense and avoid actions that are abusive or exploitative of children and young people, or could be construed as such. I authorise Elwood Talmud Torah Congregation Australia to undertake any necessary inquiries, including criminal record checks and reference checks, as part of my appointment or recruitment process. I confirm my willingness to participate in Elwood Talmud Torah Congregation Australia training sessions on child protection.

Name:

Position:

Signed:

Date:

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Schedule 7 - Working with Children & Young People Application Form

Please note information provided in this document may be held for a long period of time as part of our safe guarding children and young people management program.

Position Applied for:

Personal Details

Full Name

Residential Address

Mobile Phone Number Email

Please list all organisations or institutions that you have either worked at or volunteered regularly in the last 2 years

Date (Approx.)Organisation

Date (Approx.)Organisation

Date (Approx.)Organisation

Please list any qualifications you have that relate to working with children or young people

Date (Approx.)QualificationInstitution

Date (Approx.)QualificationInstitution

Date (Approx.)QualificationInstitution

Please provide any experience you have had that relates to working with children or young people

.....
.....
.....

References

Please provide details for two people who we can contact, who can comment on your suitability for this position. Referees will be contacted at their place of employment via a reception phone number, not via a mobile number.

First Referee

Full Name

Place of Employment

Position in Organisation

Phone Number Email

Second Referee

Full Name

Place of Employment

Position in Organisation

Phone Number Email

Declarations

Have you:

Read and understood ETTC's Safeguarding children and Young People Policy? YES/NO

Ever been in serious breach of any Safeguarding Children Policy or Code of Conduct? YES/NO

Had someone express concerns about your behaviour towards a child or your person? YES/NO

Ever been convicted of a criminal offence or been the subject of an investigation relating to the abuse of or inappropriate sexual behaviour with, a child or young person? YES/NO

I confirm that the information provided on this application form is true and correct.

I consent to a National Police Record Check and the release to Elwood Talmud Torah Congregation of any matters deemed to be relevant which are recorded against my name.

Signed:

Name:

Date:

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Schedule 8 - Our guidelines for parents

Your and other children's participation in ETTC's programs is for their education and enjoyment. We believe that your role as parents is to support ETTC by:

- encouraging your child's participation in a positive and respectful manner
- advising your child's program director/leader of any special needs that they may have, or develop, during the course of the program (for example, they may suffer from asthma or allergies, or have hearing difficulties), so that we can safely allow them to take part in activities
- engaging with the program director/leaders positively, not criticising leaders in the presence of your child and reporting any concerns you have to our director of the program
- ensuring that your child is picked up on time at the conclusion of an activity
- notifying the program director/leader in charge prior to an activity if your child is to be picked up by a person unknown to any of the director/leaders
- engaging with children other than your own in a positive and respectful manner and not engaging in behaviour designed to belittle, insult or intimidate them
- not engaging in, or threatening to engage in, violent or physical confrontations with any other parent or guardian or leaders/ staff of ETTC
- not encouraging or inciting your child to commit violent acts or to breach rules
- advising our office of any changes or updates in contact information for use in the event of an emergency
- should an incident happen between participants at ETTC, the matter will be dealt with internally by the staff at ETTC and parents should refrain from taking matters into their own hands.

Serious or ongoing breaches of these guidelines will not be tolerated. Parents who breach our guidelines may be banned from attending ETTC and have their children asked to leave ETTC. Above all, the safety of your children is of our highest priority. We seek to create an open environment between parents and ETTC to ensure that the safety of your children at all times.

In the event of a serious incident reported at ETTC, all parents will be notified via email in accordance with advice received from ETTC's legal advisors.

I have read and understood these guidelines and agree to abide by them in their entirety.

Name of Parent: _____

Name of Child: _____

Signed: _____ Date: _____

Failure to sign and agree to these guidelines may exclude you and your child from participating in programs and activities run by ETTC.

This document is valid for the duration of the program and for any other program that your child participates in thereafter.

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