

Jewish Labour Bund

Safeguarding Children and Young People Policy

The [Jewish Labour Bund](#) is an incorporated not-for-profit Jewish socialist organisation. Yugt Bund is a sub-committee of the Jewish Labour Bund that monitors and manages its youth activities including SKIF (Sotsyalistisher Kinder Farband). SKIF run entirely by young people below the age of 25 who volunteer their services.

- The Jewish Labour Bund Inc. and its subcommittees including SKIF (BUND) is committed to providing a safe and secure environment for all its members, leaders, Helfer and children.
- The BUND ensures the protection of all children and others in its care from sexual abuse, molestation, harassment, physical abuse, emotional abuse and neglect (see definitions).
- The BUND complies with all relevant state and territory legislation regarding molestation, abuse and harassment as a minimum standard of behaviour.
- The BUND have developed guidelines and policies to ensure that these principals are adhered to.

Approved by the Jewish Labour Bund Committee

Represented by:



Chairperson

Jewish Labour Bund

Date 16/8/17

Executive summary

The Safeguarding Children and Young People Policy developed for SKIF and the Bund and the procedures and guidelines it contains are designed to:

- Give confidence to the children who attend SKIF activities and their parents that they are in a safe and caring environment.
- Give clear direction to the Helfer that work with the young people in their care. These directions include how to report any incidents of abuse that may occur by members of our organisation or by others.

The Bund and SKIF aim to provide children with a positive and enriching educational and social environment that promotes their intellectual, moral and emotional growth.

We are committed to safeguarding young people in our care and ensuring they feel and are safe.

This obligates us to ensure their physical, emotional and psychological needs are uppermost in the minds of our leaders and the overseeing committees of Yugnt Bund and Bund. Doing so ensures the protection of all children and others in our care from sexual abuse, molestation, harassment, physical abuse, emotional abuse and neglect.

Every child that takes part in an activity run by SKIF or the Bund should feel comfortable and supported in the knowledge that they are being looked after by trained leaders whose work is underpinned by very clear policies and guidelines. These policies are clear, well communicated and known by all.

Adhering to these policies and procedures ensures that all people in leadership roles are properly trained to work with children and know how to report incidents of abuse that are brought to their attention. This means they have all completed:

- A leadership seminar program that spans 18 months that focuses on working with young people
- A Working with children check
- On-line training specific to working with children
- A thorough examination of the policies and guidelines contained in this document

This policy will be posted on our website and will be regularly reviewed and updated as required.

We have been careful to ensure that what is contained in this document complies with all relevant state and territory legislation regarding molestation, abuse and harassment.

Glossary

The Jewish Labour Bund – an incorporated not-for-profit Jewish socialist organisation, governed by a committee elected by its members every 2 years.

Yugnt Bund - Sub-committee of the Jewish Labour Bund that monitors and manages the activities of SKIF.

SKIF - (Sotsyalistisher Kinder Farband/Socialist Children's Union) is the youth organisation of the Jewish Labour Bund. SKIF caters for children between the ages of 8 to 18.

Helfer - SKIF activities are run by a group of youth leaders (volunteers) known as Helfer.

Helfer Grupe - the group of Helfer running SKIF at any particular time

Forzitser - Leader of the Helfer Grupe

SKIFist – any child who currently attends or has attended SKIF and is under the age of 18.

WWCC – Working With Children Check

Table of Contents

1. Definitions of abuse	5
2. Position descriptions	7
3. Practice and behaviour guidelines	8
4. Training to become a Helper - Seminar Program.....	18
5. Induction to becoming a Helper.....	21
6. Children’s rights statement	23
7. Parent guidelines	24
8. Responding to child abuse reports and allegations	26
9. Appendix List.....	32

1. Definitions of abuse

The Jewish Labour Bund Inc including all of its sub committees is committed to safeguarding the children in our care from:

Sexual abuse

Sexual abuse is any act in which a person with power or authority over a child uses a child for sexual gratification. An abuser can be an adult, adolescent or older child.

Sexual abuse spans a range of contact and non-contact behaviour.

Non-contact behaviour includes:

- making sexual comments (in person, in letters, by telephone, text messages or email)
- voyeurism – including commenting on physical attractiveness
- exposing a child to pornography
- nudity – an abuser exposing parts of their body or the child's body

Contact behaviour includes:

- fondling or kissing
- sexual penetration
- exploiting a child through prostitution

Physical abuse

Physical abuse occurs when a parent or caregiver 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 behaviour includes (but is not limited to) shoving, hitting, slapping, shaking, throwing, punching, biting, burning and kicking.

Emotional or psychological abuse

Emotional or psychological abuse occurs when a caregiver or parent repeatedly rejects or threatens a child. Often there is a pattern of emotional or psychological abuse, rather than a single incident. Such abuse may involve humiliating, terrorising, name-calling, belittlement, inappropriate symbolic acts or continual coldness from the caregiver or parent, to an extent that results in significant damage to the child's physical, intellectual or emotional wellbeing and development.

Neglect

Neglect occurs when a parent or caregiver fails to provide a child with the basic necessities of life. Such neglect includes the failure to provide adequate food, clothing, shelter, medical attention or

supervision to the extent that the child's health and development is, or is likely to be, significantly harmed.

Witnessing family violence

Witnessing family violence is a specific form of emotional or psychological abuse. 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.

2. Position descriptions

The Jewish Labour Bund Inc maintains a position description for role that Helfer undertake so that every Helfer understands his or her responsibilities, the boundaries of his or her role and the expectations of him or her with regard to safeguarding children.

As a minimum, the position description must outline the Helfer's specific duties, as well as any specific safeguarding children requirements.

Role and responsibilities (position description)

SKIF Helfer

This position description statement is to provide you, as a member of The Jewish Labour Bund's youth organization SKIF involved in delivering our organisation's service to children or young people, with a description of your role and your responsibilities in helping to deliver our services.

Your core function(s) is/are ensuring the running of the activities of SKIF.

Your specific duties and responsibilities are supervising SKIFistn, planning implementing and facilitating three camps a year and weekly meetings for SKIFistn.

Your immediate supervisor is the Forzitzer and Yugnt Bund.

You are required to complete/provide informal/formal reports to Yugnt Bund and Bund

Your other actions, duties or responsibilities are liaising with parents, community groups and members, and the Jewish Labour Bund and Yugnt Bund committees.

As your role within SKIF requires you to be involved in delivering our service, in addition to meeting your core functions, duties and responsibilities as outlined above, you are required to:

- provide a welcoming and safe environment for children and young people
- promote the safety and wellbeing of children and young people to whom we provide services
- ensure that your interactions with children and young people are positive and safe
- provide adequate care and supervision of children and young people in your charge
- act as a positive role model for children and young people
- report any suspicions, concerns, allegations or disclosures of alleged abuse to Yugnt Bund
- maintain valid 'working with children' documentation
- report to Yugnt Bund any criminal charges or convictions you receive during the course of your volunteering that may indicate a possible risk to children and young people.

I have read and agree to abide by this position description and Safeguarding Children and Young People Policy:

Name:

Signature:

Date:

3. Practice and behaviour guidelines

Purpose

The Bund and SKIF aim to provide children with a positive and enriching educational, social and cultural environment that promotes their intellectual, moral and emotional growth.

We are committed to safeguarding young people in our care and ensuring that they feel and are safe. Accordingly, we require Helfer to strive for the highest possible standards with respect to safeguarding children from abuse. To that end we have developed these practice and behaviour guidelines to identify, and to prevent, behaviour that may be harmful to the children in our care.

Application

All members from those of the Bund Committee to the Helfer, are required to observe these practice and behaviour guidelines. Developed to protect children engaged in our activities, these guidelines have been formally approved and endorsed by the The Jewish Labour Bund Inc.

Commitment

You should read these practice and behaviour guidelines in conjunction with:

- the specific requirements of your role as defined in your position description
- training in the Seminar Program
- all applicable laws
- general community expectations in relation to appropriate behaviour between adults and children

As part of your commitment to observing these practice and behaviour guidelines you will be required to sign a Bund formal statement of commitment at the back of this document.

Failure to observe these guidelines is considered misconduct, and appropriate disciplinary action will be taken. Such disciplinary action may, depending on the seriousness of the misconduct, include suspension while matters are investigated and/or expulsion from SKIF. In addition to any internal disciplinary action, we will report to the police all instances in which a breach of the law has or may have occurred.

Exceptions

There may be exceptional situations where these guidelines do not apply, for example, in an emergency situation where the compliance of these guidelines would place another individual's life in danger. However, it is crucial that, where possible, you seek authorisation from the Bund (or, if unavailable, from a member of Yugnt Bund or Forzitser) prior to taking action that contravenes these

guidelines and that you advise the Yugnt Bund and the Bund Committee as soon possible after any incident in which these guidelines are breached.

Breaches

Any breaches of the Practice and Behaviour Guidelines will be reviewed by the Bund in conjunction with the Yugnt Bund. Depending upon the nature and seriousness of the breach, it may result in dismissal from SKIF, or be reported to the authorities (child protection and/or Police) as the Bund is obliged to do by law.

The guidelines

Our practice and behaviour guidelines address the major areas where you interact with the SKIFistn who attend SKIF. We have developed these practice and behaviour guidelines to help you to safeguard participants from abuse or neglect.

Sexual misconduct

The Bund, Yugnt Bund and SKIF do not condone sexual conduct relating to any circumstances within an organised movement activity. Sexual conduct, involving a person placed in a position of authority, whether consensual or not, may constitute sexual abuse. We recognise that consensual sexual conduct can still lead to sexual abuse and that consent does not necessarily obviate the definition of abuse.

Sexual behaviour between a Helfer and a SKIFist

'Sexual behaviour' between two people where the relationship is formed under circumstances of authority or power within SKIF is unacceptable. For this reason, under no circumstances is any form of 'sexual behaviour' to occur between a Helfer and a SKIFist, regardless of whether it is during youth movement time or outside of it. For the purposes of this rule, a Helfer is defined as any person who:

- is in a position of power with respect to the SKIFistn, i.e. who has been in the Helfer Grupe in any capacity while the SKIFistn is attending the movement

For the purposes of this rule, a SKIFist is defined as any person who:

- attends SKIF
- is under the age of 18 years old
- is provided with education-development by the Helfer Grupe within SKIF activities

Engaging in sexual behaviour is prohibited even if the Helfer or the SKIFist involved may be above the legal age of consent.

'Sexual behaviour' needs to be interpreted widely, to encompass the entire range of actions that would reasonably be considered to be sexual in nature, including but not limited to:

- ‘contact behaviour’, such as sexual intercourse, kissing, fondling, sexual penetration or exploiting a child through prostitution.
- ‘non-contact behaviour’, such as flirting, sexual innuendo, inappropriate text messaging, inappropriate photography or exposure to pornography or nudity.

Sexual behaviour between SKIFistn

Under no circumstances is any form of ‘sexual behaviour’ to occur between any SKIFistn in any activity organised by SKIF.

‘Sexual behaviour’ needs to be interpreted widely, to encompass the entire range of actions that would reasonably be considered to be sexual in nature, including but not limited to:

- ‘contact behaviour’, such as sexual intercourse, kissing, fondling, sexual penetration or exploiting another child through prostitution.
- ‘non-contact behaviour’, such as inappropriate sexual insinuation, sexual innuendo, inappropriate text messaging, inappropriate photography or exposure to pornography or nudity.

Engaging in sexual behaviour is prohibited even if the SKIFist involved may be above the legal age of consent.

Sexual behaviour between Helfer

Under no circumstances is any form of ‘sexual behaviour’ to occur between two Helfer in the presence of any SKIFistn while participating in our activities.

Sexual behaviour needs to be interpreted widely, and “partnered Helfer” need to take responsibility for ensuring that any behaviour that a reasonable person would interpret as sexual, is kept in the strictest of privacy.

This might include (but not limited to) sexual intercourse, kissing, fondling, flirting, sexual innuendo, inappropriate texting, photography, or any exposure to pornography or nudity.

The Bund expects all Helfer to respect each other as colleagues and appreciate each other’s boundaries.

Positive guidance [Discipline]

We strive to ensure that children participating in our activities are aware of the acceptable limits of their behaviour so that we can provide a positive experience for all participants. However, there are times when Helfer may be required to use appropriate techniques and behaviour management strategies to ensure:

- an effective and positive environment
- the safety and/or wellbeing of children or leaders participating in our activities

We require Helper to use strategies that are fair, respectful and appropriate to the developmental stage of the SKIFistn involved. The SKIFistn need to be provided with clear directions and given an opportunity to redirect their misbehaviour in a positive manner.

Under no circumstances are Helper to take disciplinary action involving physical punishment or any form of treatment that could reasonably be considered as degrading, cruel, frightening or humiliating.

Adhering to role boundaries

Helper must avoid acting outside the confines of their role as specified in their position description while running SKIF activities.

As a result, all Helper:

1. must not provide unauthorised transportation to SKIFist
2. must not communicate with a SKIFist, whether by telephone, text message, email or over the internet, in an improper manner (see below)
3. generally must not organise or agree to any contact with SKIFist outside of authorised SKIF activities (see below)

If any Helper becomes aware of a situation in which a SKIFist requires assistance that is beyond the confines of that Helper's role, or beyond the scope of SKIF's usual activities, they should at the earliest opportunity:

- seek advice from the Yugnt Bund or Bund Committee
- refer the matter to an appropriate support agency or
- refer the SKIFist to an appropriate support agency or
- contact the SKIFist's parent or guardian

Use of language and tone of voice

Language and tone of voice used in the presence of SKIFistn should:

- provide clear direction, boost their confidence, encourage or affirm them
- not be harmful to children – in respect, avoid language that is:
 - discriminatory, racist or sexist
 - derogatory, belittling or negative, for example, by calling a child a 'loser' or telling them they are 'too fat'
 - intended to threaten or frighten

- profane or sexual

Supervision

Helfer are responsible for supervising the SKIFistn who come to SKIF to ensure that those participants:

- engage positively with our activities, e.g. develop a deeper connection with Jewish community
- behave appropriately toward one another, e.g. listen with respect to the stories of other participants during a program about the Holocaust
- are in a safe environment and are protected from external threats, e.g. are able to call a Helper for help 24 hours a day while on camp

Helfer are required to avoid one-to-one unsupervised situations with SKIFistn to whom we provide services, and (where possible) to conduct all activities and/or discussions with participants in view of other Helper. This is to better ensure the protection of the child and also protect Helper from any possible false allegation against them.

Electronic communication

Whenever a Helper makes a telephone call to a SKIFist, sends a text message or email, or communicates with a SKIFist via a social networking site, the Helper must have a legitimate movement-related purpose for engaging in the communication. This does not mean that the Helper must limit the communication to purely service-related matters - a personal relationship between a Helper and a SKIFist is essential for informal education – but it does mean that the communication cannot be either in fact or in reality for purely social reasons. Some legitimate movement-related purposes include:

- advising the SKIFistn about a SKIF activity, e.g. calling to remind them that camp sign up is closing soon
- advising the SKIFistn about a relevant community event, e.g. sending a text message with the time and location of a rally.
- sending a Seminarist information that is important to allow them to run movement activities, e.g. emailing a Seminar member the minutes from a planning meeting
- encouraging SKIFistn to think about and debate a topic that relates to the ideology of the movement, e.g. posting an article about asylum seekers on a Bund Facebook page

Even if the communication is for a legitimate movement-related purpose, Helper:

- must not communicate anything that a reasonable observer could view as being of a sexual or abusive nature

- are forbidden from using such communication to promote unauthorised 'social' activity or to arrange unauthorised contact
- are forbidden from requesting the SKIFistn to keep a communication a secret from their parents

In order to avoid any doubt about the appropriateness of communication, Helfer may choose to copy emails and text messages sent to a SKIFist to their parent/guardian. Helfer are encouraged to do so for events such as camps and overnight activities.

Instant Messaging and Social Networking

Helfer are to recognise the risk in communicating with SKIFistn via internet chat rooms (or other online forums) or online instant messaging services. In recognising these risks, Helfer are not permitted to communicate with SKIFistn via these means.

The Bund recognises that social networking websites such as Facebook, MySpace and Twitter are important tools in communicating the Movement's message of the day and encouraging participants to be actively involved in the Movement. While it is encouraged to communicate to participants via these networks, Helfer must not communicate with participants in a way that would be inappropriate.

For the benefit of protecting the SKIFistn and Helfer, Helfer are only permitted to communicate with SKIFistn via social networking sites such as Facebook, MySpace and Twitter if:

- the communication is via an official SKIF page, group or profile,
- the Helfer Grupe have agreed and given permission to set up the official page, group or profile
- a member of the Helfer Grupe has the ability to supervise the official page, group or profile in its entirety
- the Helfer responsible for the official page, group or profile has the ability to monitor the content, whether posted by SKIFist, other Helfer or third parties, and remove any material that may be considered offensive or inappropriate

Helfer must appreciate that while the Bund trusts them in their activities online, it is only for the benefit of them and the participants that more than one person has the ability to supervise content between leaders and participants.

Outside contact

As a first starting point, Helfer must not organise face-to-face contact with SKIFistn outside of regular youth movement activities. Without limiting the breadth of the concept, regular activities are generally those which are overseen by the Bund and known about by parents/guardians. Some examples of regular activities are weekly meetings (whether or not they occur at the youth movement building), seminars and camps.

Of course, this rule does not prevent Helper from seeing SKIFistn at school if the Helper is there with the specific permission of the school to run educational or recruitment activities.

If, however, a Helper still needs to organise to meet a SKIFist outside of regular youth movement time or the school context, e.g. to talk with them personally about the Seminar Program, the Helper must:

- inform a member of the Helper Grupe why they are organising the meeting, and when and where the meeting is to take place
- gain permission from the Helper Grupe to go ahead with the meeting
- ensure that meeting occurs in a public place, e.g. a café, or in the presence of another Helper or the SKIFist's parent/guardian

Under no circumstances is a Helper to organise to meet with a SKIFist alone, especially in the SKIFist's home, in the Helper's home or on youth movement premises.

This rule does not apply to the provision of a separate service by the Helper, e.g. school tutoring or babysitting, that the parents/guardians of the SKIFist have organised for the Helper to deliver. This must be communicated to the Helper Grupe or Forzitzer to ensure there is no confusion or compromise of the Bunds commitment to Safeguarding C&YP.

As a second starting point, Helper must generally not attend private social functions that they have been invited to by a SKIFist. One discrete exception to this rule is when the invitation is to a SKIFist's bar or bat mitzvah.

If, however, a Helper still wants to attend a private social function that they have been invited to by a SKIFist, e.g. a SKIFist's 18th birthday party, they must meet these conditions:

- the Helper is known to the SKIFist's parent(s)/guardian and the SKIFist's parents/guardian sanction the invite
- inform the Helper Grupe why they want to attend the function, and when and where the function is to take place
- satisfy the Helper Grupe that it is appropriate and consistent with their role as a Helper to attend

These points obviously do not apply where the Helper is related by family to the SKIFist.

Photographs of SKIFistn

Under these guidelines, SKIFistn are to be photographed by a Helper while involved in our activities only if:

- the Helper Grupe has granted prior and specific approval
- the context is directly related to participation in our activities

- the SKIFist is appropriately dressed and posed
- the image is taken in the presence of other Helper
- the SKIFist's parent(s)/guardian sanctions this.

Images are not to be distributed (including as an attachment to an email) to anyone outside SKIF other than the child photographed or their parent, without the parent and Helper Grupe's knowledge and approval.

Images (digital or hard copy) are to be stored in a manner that prevents unauthorised access by others.

Images (digital or hard copy) are to be destroyed or deleted as soon as they are no longer required.

Images are not to be exhibited on a SKIF website without parental knowledge and approval, or such images must be presented in a manner that de-identifies the SKIFist. Any caption or accompanying text may need to be checked so that it does not identify a SKIFist if such identification is potentially detrimental.

Specific approval for photographs is to be determined on the release and disclaimer form that must be signed by parents/guardians prior to the start of any activity which is included in consent forms.

Physical contact with SKIFistn

Any physical contact with SKIFistn must be appropriate to the delivery of our activities, e.g. helping children put on life vests before going canoeing on summer camp, and based on the needs of the SKIFist (such as to assist or comfort a distressed young person) rather than on the needs of Helper.

Under no circumstances should any Helper have contact with SKIFistn participating in our activities that:

- involves touching:
 - of genitals and buttocks
 - of the breast area (female children)
 - is other than as part of delivering medical or allied health services
- would appear to a reasonable observer to have a sexual connotation
- is intended to cause pain or distress to the SKIFist – for example corporal punishment
- is overly physical – as is, for example, wrestling, horseplay, tickling or other roughhousing
- is unnecessary – as is, for example, assisting with toileting when a child does not require assistance
- is initiated against the wishes of the SKIFist, except if such contact may be necessary to

prevent injury to the SKIFist or to others, in which case:

- physical restraint should be a last resort
- the level of force used must be appropriate to the specific circumstances, and aimed solely at restraining the SKIFist to prevent them causing harm to themselves or others
- the incident must be reported to the Helfer Grupe (and where applicable the Forziter) as soon as possible.

Helfer are required to report to the Helfer Grupe and the Yugnt Bund any physical contact initiated by a SKIFist that is sexual and/or inappropriate, for example, acts of physical or sexual aggression, as soon as possible, to enable the situation to be managed in the interests of the safety of the SKIFist, Helfer and any other participants.

Camps, sleepovers and sleeping arrangements

Overnight activities are to occur only with the authorisation of the Helfer Grupe and with the consent of the parents/guardians of the SKIFist involved.

Practices and behaviour by Helfer during a camp or sleepover must be consistent with the practices and behaviour expected during weekly programs.

Standards of conduct that must be observed by Helfer during a camp or sleepover include:

- providing SKIFistn with privacy when bathing and dressing
- observing appropriate dress standards when SKIFistn are present – such as no exposure to adult nudity
- not allowing SKIFistn to be exposed to pornographic material, for example, through movies, television, the internet or magazines. Helfer must not expose or let SKIFistn be exposed to any sexually explicit material, or material of a classification beyond the child's developmental age.
- not leaving SKIFistn under the supervision or protection of unauthorised persons such as campsite staff
- not involving sleeping arrangements that may compromise the safety of SKIFistn, such as unsupervised sleeping arrangements, or an adult sleeping in the same bed as a SKIFist
- the right of SKIFistn to contact their parents, or others, if they feel unsafe, uncomfortable or distressed during their stay
- parents expecting that their children can, if they wish, make contact

Change room arrangements

If Helfer are required to supervise SKIFistn while they change clothes, they must do so while

balancing that requirement with a SKIFist's right to privacy. In addition:

- Helper should never be in one-to-one situations with a SKIFist in a change room area
- Helper are not permitted to use the change room area to, for example, undress, while SKIFistn are present
- Helper need to ensure adequate supervision in 'public' change rooms when they are used
- Helper need to provide the level of supervision required for preventing abuse by members of the public/other participants or general misbehaviour, while also respecting a child's privacy

Use, possession or supply of alcohol or drugs

While engaged in running a SKIF activity, Helper must not:

- use, possess or be under the influence of an illegal drug
- use or be under the influence of alcohol
- be incapacitated by any other legal drug such as prescription or over-the-counter drugs
- supply alcohol or drugs (including tobacco) to children and young people participating in our activities

Use of legal drugs other than alcohol is permitted, provided such use does not interfere with a Helper's ability to care for SKIFistn who attend the youth movement.

Transporting children

SKIFistn are to be transported only in circumstances that are directly related to the delivery of SKIF activities – e.g., driving the children to the ice-skating rink for an excursion.

SKIFistn are to be transported only with prior authorisation from the Forzitser or Helper Grupe and from the child's parent/guardian. The only exception to the requirement to gain permission is where the Helper and the SKIFist are siblings. Gaining approval involves providing information about the proposed journey, including:

- the form of transport proposed, such as private car, taxi, self-drive bus, bus with driver, train, plane or boat
- the reason for the journey
- the route to be followed, including any stops or side trips and an ETA
- details of anyone who will be present during the journey other than our Helper who are involved in the activity

Verbal permission (with a witness) is acceptable but written authorisation is preferred and encouraged.

4. Seminar Program - training to become a Helfer

Purpose

The aim of the Seminar Program is to ensure that Helfer are provided with all the information they need to run educational activities that are in line with the beliefs of SKIF as well as safe for the children participating. In order to become a Helfer, they must have participated in SKIF activities and have completed the Seminar program run by the Yugnt Bund.

Responsibility

The Seminar Program is managed by current Helfer, past Helfer and Yugnt Bund. The Yugnt Bund (and Forzitser) is responsible for ensuring that leadership training is given to the appropriate standard for each and every Seminarist who wants to become a Helfer. The Seminar Program involves SKIFistn from the older age-cohort of the senior group.

Information

The Seminar Program consists of several elements including the history and ideology of the organisation, child psychology, program writing and activity preparation, practical training, rules and regulations and other related areas.

The Bund is committed to Safeguarding Children during the Seminar Program by including the following during the Seminar Program.

Safeguarding children and young people in our care from abuse or neglect

- completing the online ACF Safeguarding Children Program training online
- reinforcement of our organisation's commitment to safeguarding children and young people from abuse and neglect
- a brief outline of ACF accreditation
- information on the Bund's policies and procedures that all new Helfer need to understand and follow, including:
 - a statement outlining the Helfer's role and responsibilities
 - our 'practice and behaviour' guidelines
 - our policy on responding to reports and allegations of child abuse
 - information on the requirements for supervision and support that apply to the Helfer's role

Undertaking suitability checks

At the end of the Seminar Program, the Helfer Grupe and Yugnt Bund needs to conduct a suitability

check process on prospective Helper. This process involves:

1 - speaking with a relevant person (current Helper, or past Helper running the Seminar Program) to confirm that, during their two years of Seminar, the Seminarist displayed the skills and understanding necessary to work safely with children.

2 - Helper selection policy – There are 3 aspects of the selection policy for a Seminarist to become a Helper:

- Minimum 65% attendance at the Seminar Program
- Evaluations of the Seminarist by the Helper
- Individual face-to-face meeting with Seminarist and 3 people comprising either 1 Forziter and 2 Bund/YB nominees or 2 Forzitsers and 1 Bund/YB nominee

Face to face meeting at end of Seminar Program:

At the end of the Seminar Program, there is an interview process which involves an informal conversation between Yugnt Bund members, Helper and prospective Helper about what it means to be a Helper.

These meetings will take place after VCE exams have finished and should take about 30 minutes per meeting followed by a 15 minutes discussion among the interviewers.

Each Helper will have a folder created for them, including a checklist of the following items obtained and stored within:

■ End of Seminar Program face-to-face meeting conducted

Date:

Attended by:

■ Suitability check conducted with current Helper, AND past Helper running seminar program x2

Helper who is completing suitability check to sign this has been completed:

■ WWCC completed

■ Driver's License photocopied.

■ Attended at least 65% of seminar program

■ Completed Australian Childhood Foundation online Safeguarding Training

■ Provided with Safeguarding Children and Young People Policy (SCYP) and Position Descriptions signed

Helper:

Signature:

These helper folders will be stored in a locked filing cabinet at Waks house, accessible by the Forzitser and the Bund.

See Appendix 1 for Checklist for Helper folder

5. Induction and becoming a Helper

Purpose

The Bund and SKIF's Seminar Program has been developed to ensure that only people who are suitable for working with children and committed to providing safe and enjoyable activities to become Helper. SKIF's screening and selection process of prospective Helper occurs throughout the Seminar program.

Responsibility

The Bund/Yugnt Bund/Helper Grupe is responsible ensuring that the Seminar Program is followed. All prospective SKIFistn who will either be 18 at the time they begin Helping or will turn 18 during the year of helping who wants to become a Helper must undergo the seminar program. The seminar program runs for the two final years of being a SKIFist. No Helper can start working with children until they have completed the seminar program and Safeguarding children training which is included in the program. Helper over 18 must satisfy relevant screening WWCC.

'Working with children' checks

Helper who are taking part in SKIF activities must obtain a 'working with children' check (WWCC).

All Helper are expected to maintain valid WWCC and renew these at expiry dates. Further, all Helper must inform Bund immediately of any subsequent criminal charges or convictions

A Yugnt Bund member must sight the Helpers 'working with children' check documentation prior to a leader running any activities for children or young people or having any contact with any children or young people. The record must be sent to the Bund.

The Helper Grupe is responsible for confirming the validity of WWCC and at the beginning of each year any pending renewals should be organised well in advance to ensure that no Helper is working with children or young people with an expired WWCC.

Further information regarding the operation of 'working with children' checks can be obtained from:

Victoria

Working with Children Unit, Department of Justice

Telephone: 1300 652 879

Web: www.justice.vic.gov.au/workingwithchildren

See Appendix 1 for Checklist for Helper folder

Education and Training plan

To support the ongoing training and education in safeguarding children and young people, this is to be included as an agenda item to monthly Bund and Yugnt Bund meetings for any matters to be

raised. Prior to camps, discussions are to occur at Yugnt Bund meetings of potential scenarios and how these would be managed.

6. Sharing the Bund's Safeguarding Children and Young People Policy

Information as well as access to obtain a copy of the Bund and its affiliate movements' commitment to Safeguarding Children and Young People Policy will be made available by:

- Displaying posters in Waks House
- Providing information in our enrolment forms
- Providing links to all policy documentation on the website
- Providing opportunities to give feedback like verbally and in writing during telephone contact with parents and face-to-face at SKIF activities.

Written information for parents and children include:

- *Safeguarding Children statement for children (see Appendix 4)*
- *Safeguarding Children statement for parents (see Appendix 5)*

Any significant alterations to our policy and resources will be communicated.

7. Parent guidelines

The Bund and its affiliated movements are committed to creating a positive and safe environment during activities, camps and seminars so that all children can learn and develop.

We take the safety of your children very seriously and have put in place guidelines to improve protection from child abuse and, in the event of an incident, make a timely and targeted response.

In consideration of this, we invite you as parents to be vigilant, talk to your child, hear what they say, make your own observations, and if you have concerns, bring them to the movement, or other place you may feel appropriate. Our contact details and the contact details of relevant state and federal government and NGO authorities are at the back of this document.

We call on parents/guardians whose children attend SKIF to please:

- observe our guidelines for parents (see below)
- read, and understand the Bund Safety Guidelines
- in the event of serious or ongoing breaches of these guidelines by any person, report the matter to the Helfer Grupe or the Forzitsler in charge so that appropriate action can be taken.

Our guidelines for parents

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

- encouraging your child's participation in a positive and respectful manner
- advising your child's Helfer 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 Helfer positively, not criticising leaders in the presence of your child and reporting any concerns you have to our Helfer Grupe or the Forzitsler in charge
- ensuring that your child is picked up on time at the conclusion of an activity
- arranging with the Helfer Grupe prior to an activity if your child is to be picked up by a person unknown to any of the Helfer
- 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 person involved in SKIF
- not encouraging or inciting your child to commit violent acts or to breach youth movement

rules

- advising our Forzitsers or Helfer Grupe of any changes in contact information for use in the event of an emergency

Serious or ongoing breaches of these guidelines are not tolerated. Parents who breach our guidelines may have their children asked to leave the movement.

Above all, the safety of your children is of our highest priority. We seek to create an open environment between parents and the Helfer Grupe to ensure the safety of your children at all times.

8. Responding to child abuse reports and allegations

Introduction

The Bund is committed to protecting all children and young people who attend SKIF. Accordingly we have developed this policy on how to respond to child abuse reports and allegations as a guide to Helfer in meeting their responsibilities in this area. Our Helfer are required to identify, report and respond to any concerns about, or incidents of, child abuse or neglect towards children or young people who attend SKIF. Helfer are required to respond to abuse or neglect perpetrated by any personnel within SKIF or by other persons outside the youth movement.

Endorsement

We take seriously our responsibility to deliver an educational and social environment that is caring, nurturing and safe. The Bund is committed to ensuring the safety of all children and young people who attend SKIF.

As part of that commitment to protecting children from abuse and neglect, the Bund Committee endorse this reporting and allegations policy.

Scope

All Helfer within SKIF are required to meet the requirements of our policy on responding to child abuse reports and allegations. No one is exempt from meeting the standards and requirements set out in this policy.

Defining abuse and neglect

The Bund is committed to safeguarding the children and young people in our care from abuse in any form, as defined above in section 1.

Child abuse is an act by an adult that places a child in danger or causes significant harm to a child's wellbeing. A person committing child abuse may act intentionally to cause harm to a child or may fail to act to prevent harm.

Child abuse can be emotional/psychological abuse, physical abuse, sexual abuse, or neglect and a child may experience one or more forms of abuse.

Many factors influence our beliefs about what behaviour constitutes child abuse and neglect and the appropriate treatment of children. For example:

- experiences during childhood
- social and cultural expectations about raising children
- our experience as parents
- cultural and religious beliefs

- personal ethics and values
- education, training and work experience
- knowledge of laws and regulations

While the definition of child abuse helps to recognise abusive or neglectful behaviour, the abusive treatment of a child or young person commonly occurs in secret.

Children and young people are unlikely to tell you that they are experiencing abuse. They are more likely to express their distress via behaviour and physical signs. Therefore we recognise that it is important to be aware of the signs or indicators of abuse.

Some signs of abuse are obvious and some are subtle and hard to detect. We recognise that one may need to observe and identify patterns of behaviour over a period of time.

Responsibilities

Our Helper are required to report any instance of serious abuse or neglect (cases in which a child or young person has suffered, or is likely to suffer, significant harm from abuse or neglect) immediately or, if that is not possible, no later than before the end of the activity that the Helper is currently running.

In taking a report of concern, or of an incident, from others within the youth movement our Helper are:

- not to assess the validity of such allegations or concerns, but to report all allegations or concerns to the Forziter (and the Yugnt Bund Committee) as described in this policy (The validity of an allegation will then be assessed in the manner described in this policy.)
- to disregard factors such as the authority or position of the persons involved and any pre-existing views about the good character, or otherwise, of any person involved or under investigation.

Similarly, our Helper are obliged to raise any concerns they might have in relation to:

- the Bund policies designed to safeguard children and young people
- actions of other Helper within SKIF that contravene our policies, or that may otherwise have the potential to harm a child or young person.

Some leaders may also be subject to mandatory reporting requirements by the law of their state.

All our Helper retain the right to report directly to relevant authorities, such as police or Child Protection, any concerns they may have in relation to the safety and welfare of a child or young person, even if they have also reported that matter internally, in line with this policy. Our policy also:

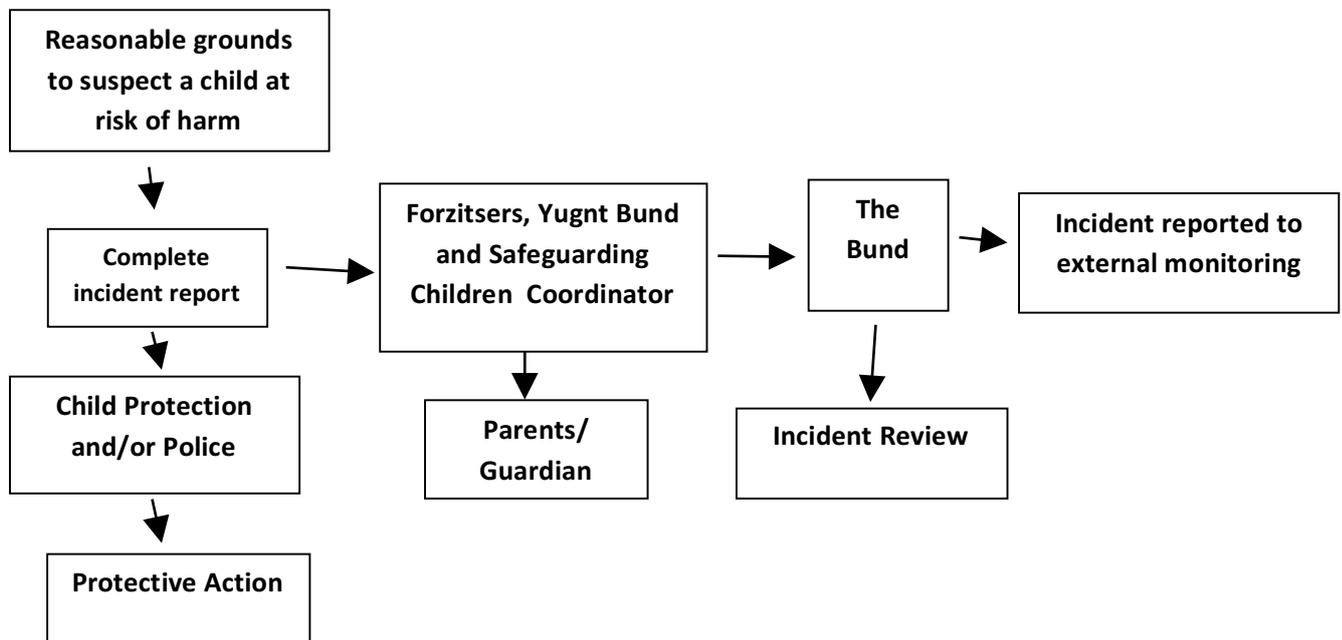
- prohibits all Helper from discussing any concerns or allegations with any person – within or outside SKIF – unless such a discussion is necessary to give effect to this policy and comply

with law. This prohibition is not designed to limit, in any way, a Helper's rights and responsibilities to report their concerns or allegations, but rather as part of the Bund's commitment to ensuring privacy, confidentiality and natural justice.

- prohibits all Helper from making deliberately false, misleading or vexatious allegations.

A child abuse report form to be completed by the Helper. *See Appendix 7 – Incident report*

Reporting flow chart:



Consequences of breaching policy

If a Helper fails to report instances, allegations, disclosures or concerns in relation to abuse or neglect of a SKIFist – by a Helper or by others – we view such failure as a serious matter that, depending on the circumstances, may result in disciplinary action or expulsion from SKIF. Police and/or other authorities may be notified.

Concerns or allegations regarding abuse or neglect by family or other external sources

All Helper are required to report any instance of child abuse or neglect that has resulted in, or is likely to result in, significant harm to a child or young person, to statutory child protection authorities and to the Forzitsers, and to the Yugnt Bund.

While Helper retain the right to report any concern or allegation directly to the relevant authorities, we ask that they also inform the Forzitsers, Yugnt Bund, and the Bund Committee of any report they make to the relevant authorities, to enable the organisation to best provide support to the SKIFist and their family, where appropriate.

If a child or young person is at imminent risk of harm or in immediate danger, our Helfer are required to report the situation directly to the state child protection authority or the police.

In situations where a child or young person is making an allegation, Helfer are required to:

- listen to the allegation or disclosure supportively, without dispute
- clarify the basic details, without seeking detailed information or asking suggestive or leading questions
- take notes as best as you can aiming to record child's words, descriptions, terms etc. as accurately as possible
- transcribe notes to record (keep original notes) on the form what was said (where possible, noting the exact words used by the person making the allegation) any of the particulars relating to the abuse, e.g. place, time, any physical features that stand out, any other persons or pets, any special terms the perpetrator used, anything they can recall, it is all of importance
- date and sign the record
- explain to the child (if present) that other people may need to be told, in order to stop what is happening
- provide reassurance that SKIF will take immediate action in response to the allegation

In situations where Helfer become aware of abuse through observation of potential indicators, such as bruises or cuts, or by directly observing potentially abusive behaviour towards a child or young person, Helfer are required to report it to Yugnt Bund and record the child abuse allegation, disclosure or concern in the incident report form to record their observations and concerns as accurately as possible. These reports are then reviewed at Yugnt Bund meetings, monthly.

So as to prevent access by unauthorised persons, SKIF must store any documentation associated with an allegation of abuse or neglect of a child or young person by having:

- hard-copy documentation stored in a locked filing cabinet (or similar)
- electronic documentation stored in a password-protected folder (or similar)

Concerns or allegations of abuse or neglect on the part of our volunteers

All personnel must report, immediately, to the Forzitsler and the Yugnt Bund any instance, allegation, disclosure or reasonable concern of abuse or neglect of a SKIFist arising from an action of a Helfer.

If a SKIFist is at imminent risk of harm or in immediate danger, Helfer are required to report the situation directly to the state child protection authority or the police.

In situations where a SKIFist is making an allegation, Helfer are required to:

- listen to the allegation or disclosure supportively, without dispute
- clarify the basic details, without seeking detailed information or asking suggestive or leading questions
- record what was said (where possible, noting the exact words used by the person making the allegation)
- date and sign the record
- explain to the child (if present) that other people may need to be told, in order to stop what is happening
- provide reassurance that SKIF will take immediate action in response to the allegation

In response to any instance of 'serious' abuse or neglect ('serious' being cases in which the abuse or neglect has resulted in, or is likely to result in, significant harm to a SKIFist), our Forzitsers or Yugnt Bund will ensure that the incident is reported to:

- the police and/or the state child protection authority, immediately
- The Bund and the Australian Childhood Foundation, within 28 days, in accordance with the requirements of the Bund's Safeguarding Children Program.

Helfer should note that any internal reporting itself should not delay, adversely influence or reinterpret the first witnesses account, or decision to make the report, in any way.

Mandatory reporting laws are unequivocal in making the first witness legally responsible for making the report, and assumes no interference from employees or colleagues etc.

Victoria

Child Protection Unit

Telephone (business hours – southern metropolitan region): 1300 655 795

Telephone (after hours): 131 278

Our Forzitsers and/or the Yugnt Bund will investigate and take reasonable steps to deal with allegations of 'less serious' instances of abuse or neglect.

If an allegation has been made against a Helfer, the Forzitsers (if present) or the Yugnt Bund will:

- take any action necessary to safeguard the child or young person (or other children or young people in our care) from additional harm through options such as:
 - putting that Helfer in a position where they do not work with children

- additional supervision of that Helper
- removing/suspending that leader until the validity of the allegations is determined
- address the support needs of the Helper against whom the complaint is made by, for example, offering professional counselling
- make clear to all other Helper who are aware of the allegation that:
 - the allegation does not mean the person is guilty, and that the allegation will be properly investigated
 - they are not to discuss the matter with any person, except as directed by police, child protection authorities and/or our Forztzer or the Yugnt Bund and only in direct relation to investigation of the allegation

So as to prevent access by unauthorised persons, the youth movement will store any documentation associated with an allegation of abuse or neglect of a child or young person by having:

- hard-copy documentation stored in a locked filing cabinet (or similar)
- electronic documentation stored in a password-protected folder (or similar).

Confidentiality and privacy

The Bund and the movements under it will maintain the confidentiality and privacy of all concerned (including the alleged perpetrator), except if doing so would compromise the welfare of the child or young person and/or investigation of the allegation.

Safeguarding Children Program Coordinator

The Bund has appointed the Yugnt Bund Subcommittee to perform the role and functions of the 'safeguarding children program coordinator'. The Safeguarding Coordinator appointed is a Yugnt Bund member.

9. Appendix list:

Appendix 1 – Helper Position description

Appendix 2 – Helper Folder checklist

Appendix 3 – Safeguarding Children statement for children

Appendix 4 –Safeguarding Children statement for parents

Appendix 5 – Incident report

Appendix 1

Helper Position Description

SKIF Helper

This position description statement is to provide you, as a member of The Jewish Labour Bund's youth organization SKIF involved in delivering our organisation's service to children or young people, with a description of your role and your responsibilities in helping to deliver our services.

Your core function(s) is/are ensuring the running of the activities of SKIF.

Your specific duties and responsibilities are supervising SKIFistn, planning implementing and facilitating three camps a year and weekly meetings for SKIFistn.

Your immediate supervisor is the Forzitser and Yugnt Bund.

You are required to complete/provide informal/formal reports to Yugnt Bund and Bund

Your other actions, duties or responsibilities are liaising with parents, community groups and members, and the Jewish Labour Bund and Yugnt Bund committees.

As your role within SKIF requires you to be involved in delivering our service, in addition to meeting your core functions, duties and responsibilities as outlined above, you are required to:

- provide a welcoming and safe environment for children and young people
- promote the safety and wellbeing of children and young people to whom we provide services
- ensure that your interactions with children and young people are positive and safe
- provide adequate care and supervision of children and young people in your charge
- act as a positive role model for children and young people
- report any suspicions, concerns, allegations or disclosures of alleged abuse to Yugnt Bund
- maintain valid 'working with children' documentation
- report to Yugnt Bund any criminal charges or convictions you receive during the course of your volunteering that may indicate a possible risk to children and young people.

I have read and agree to abide by this position description and Safeguarding Children and Young People Policy:

Name:

Signature:

Date:

Appendix 2

Helper Recruitment/Folder Checklist

Name of Helper:.....

End of Seminar Program face-to-face meeting conducted

Date:

Attended by:

Suitability check conducted with current Helper, AND past Helper running Seminar Program x2

WWC completed

Driver's License photocopied.

Attended at least 65% of Seminar Program

Provided with Safeguarding Children and Young People Policy (SCYP) and Position Descriptions signed

Helper:

Signature:

Appendix 3

Safeguarding Children's Rights Statement

The Bund and its affiliate movements believe that children who come to SKIF youth movement activities, camps and seminars should:

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

All Helper do 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 a Helper 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 Helper or a parent.

Appendix 4

Safeguarding Statement for Parents

The Bund and its affiliated movements are committed to creating a positive and safe environment during activities, camps and seminars so that all children can learn and develop.

We take the safety of your children very seriously and have put in place guidelines to improve protection from child abuse and, in the event of an incident, make a timely and targeted response.

In consideration of this, we invite you as parents to be vigilant, talk to your child, hear what they say, make your own observations, and if you have concerns, bring them to the movement or other place you may feel appropriate. Our contact details and the contact details of relevant state and federal government and NGO authorities are at the back of this document.

We call on parents/guardians whose children attend SKIF to please:

- observe our guidelines for parents (as outlined in our Safeguarding Children Policy, available on our website)
- read and understand the Bund Safety Guidelines
- in the event of serious or ongoing breaches of these guidelines by any person, report the matter to the Helfer Grupe or the Forzitsler in charge so that appropriate action can be taken.

Above all, the safety of your children is of our highest priority. We seek to create an open environment between parents and the Helfer Grupe to ensure the safety of your children at all times.

Appendix 5

Incident Report

Name and role of person completing this form:

Signature of person completing this form:

Date:

Incident

Date and time of incident:

Name of person/s involved in incident:

Description of incident:

Witnesses:

Follow up action (what first aid has been done):

