

# **Jewish Labour Bund**

## **Safeguarding Children and Young People Policy**

The Jewish Labour Bund Inc. (the Bund) is an incorporated not-for-profit Jewish organisation.

Yugnt Bund is a sub-committee of the Jewish Labour Bund Inc. that monitors and manages its youth activities included SKIF (Sotsyalistisher Kinder Farband).

SKIF is run entirely by young people below the age of 25 who volunteer their services.

- The Jewish Labour Bund Inc. and its sub-committees including SKIF is committed to providing a safe and secure environment for all its members, leaders, Helper 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 has developed guidelines and policies to ensure that these principals are adhered to.

Approved by the Jewish Labour Bund Committee

Represented by:



Doodie Ringelblum

Chairperson

Jewish Labour Bund Inc.

Date 20/10/22

## 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 support and respect all children and are committed to the cultural safety of Aboriginal children, the cultural safety of children from a culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability, children in out of home care and LGBTI children and young people.

We recognise the diverse circumstances of children and young people and work to celebrate the strengths and individual characteristics of children and young people and embrace them regardless of their abilities, gender, socio economic status and cultural background. Through the Seminar Training Program and with the support of the Yugnt Bund, Helfer are trained to recognise and respond effectively to children and young people with diverse needs. The Bund and SKIF work with parents and external stakeholders to ensure the safety of all children who attend SKIF.

We enforce our commitment to zero tolerance of child abuse and neglect and 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 two years that focuses on working with young people

- a Working with Children Check and a Criminal History Check
  
- a thorough examination of their understanding of the policies and guidelines contained in this document.

This policy will be available on both the SKIF and Bund websites, in hard copy at Waks House and by request ([safeguardingskifistn@gmail.com](mailto:safeguardingskifistn@gmail.com), [bundmelbourne@gmail.com](mailto:bundmelbourne@gmail.com) or [skifhelper@gmail.com](mailto:skifhelper@gmail.com)). The parent safeguarding children summary statement will be provided to parents when they enrol their children for camp.

This policy 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) – the youth organisation of the Jewish Labour Bund. SKIF caters for children between the ages of 8 to 18.

**Helfer** – youth leader (volunteer) who runs SKIF activities.

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

**Forzitser** – leaders of the Helfer Grupe, the chairperson of SKIF

**Seminar program** – the training program that prospective Helfer undertake in their last two years as SKIFistn.

**SKIFist** – any child who currently attends SKIF and is, in most cases, under the age of 18

**WWCC** – Working with Children Check.

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## **1. Definitions of Abuse**

The Jewish Labour Bund Inc. (The Bund) 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.

### **Grooming**

Grooming is when a person engages in predatory conduct to prepare a child or young person for sexual activity at a later time. Grooming can include communicating and/or attempting to befriend or establish a relationship or other emotional connection with the child or their parent/carer.

### **Sexually harmful behaviour in children**

Sexually harmful behaviour in children is behaviour of a sexual nature expressed by children under 18 years old that is developmentally inappropriate, may be harmful towards self or others, or be abusive towards another child, young person or adult.

### **Cumulative harm**

Cumulative harm refers to the effects of repeated circumstances or events in a child's life that diminish their sense of safety, stability and wellbeing. Cumulative harm may be caused by the accumulation of a single recurring adverse circumstance or by continued exposure to multiple traumatic events such as neglect, physical abuse and emotional abuse.

## **2. 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 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, the Jewish Labour Bund 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 or health in danger. However, it is crucial that, where possible, one seeks authorisation from the Bund (or, if unavailable, from a member of Yugnt Bund or Forzitsler) prior to taking action that contravenes these guidelines and that one advises 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.

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

'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 or statutory rape.

### **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 Helfer 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 Helfer 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**

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

As a result, all Helfer:

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

If any Helfer becomes aware of a situation in which a SKIFist requires assistance that is beyond the confines of that Helfer'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 the 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.

Helper 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 allegations arising from misunderstandings of how events transpired.

### **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 should not be 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, Helper may choose to copy emails and text messages sent to a SKIFist to their parent/guardian. Helper are encouraged to do so for events such as camps and overnight activities.

### **Instant Messaging and Social Networking**

Helper 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, Helper 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, Helper must not communicate with participants in a way that would be inappropriate.

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

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

Helper 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, Helper 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 Forzitsler 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 been granted prior and specific approval by the SKIFist's parent/guardian
- 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
- 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 – for example, wrestling, horseplay, tickling or other roughhousing
- is unnecessary – 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 Helper Grupe (and where applicable the Forziter) as soon as possible.

Helper are required to report to the Helper 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 a clear statement of safe and appropriate behaviours at the commencement of camp
- 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
- ensuring sleeping arrangements take into account the safety and needs of SKIFistn
- 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:

- Helfer should never be in one-to-one situations with a SKIFist in a change room area.
- Helfer are not permitted to use the change room area to, for example, undress, while SKIFistn are present.
- Helfer need to ensure adequate supervision in 'public' change rooms when they are used.
- Helfer 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, Helfer 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 Helfer'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 Forzitzer or Helfer Grupe and from the child's parent/guardian. The only exception to the requirement to gain permission is where the Helfer 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
- verbal permission (with a witness) is acceptable but written authorisation is preferred and encouraged.

### **Record of visitors**

The Helfer and any other person running an authorised activity for the organisation or its affiliates should keep a record of visitors to Waks House for referential purposes, and in line with any laws or regulations in place at the time of the visit.

### **Suppliers and third-party venue users**

All suppliers and third-party venue users of Waks house must adhere to the Bund's Safeguarding Children requirements and practices through signing a memorandum of understanding/agreement.

Signed memorandum of understanding/agreement will be stored either in a locked filing cabinet at Waks house or in a password protected electronic file.



### **3. 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 zero tolerance to child 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.

#### **Identifying 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.

### **Reporting and 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 Forzitzer (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 and other 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:

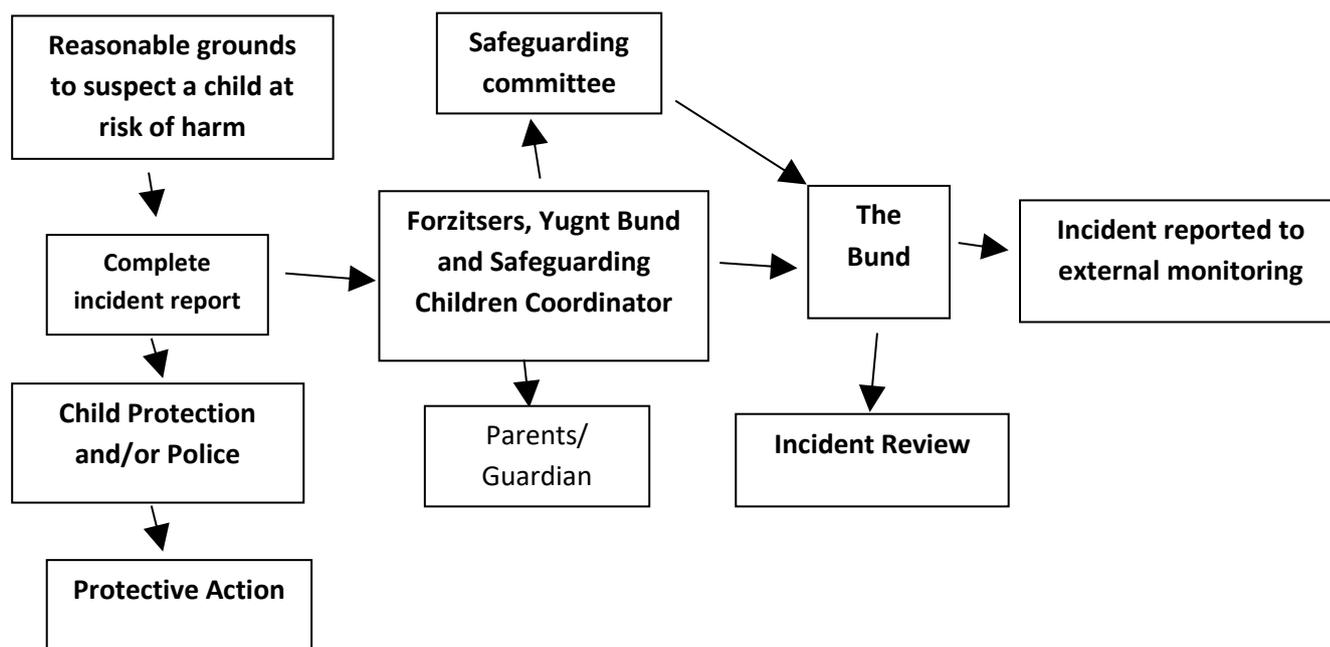
- prohibits all Helper from discussing any concerns or allegations with any person – within or outside SKIF – unless such a discussion is necessary to give effect to this policy and comply

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 is to be completed by the Helper. See [Appendix 1](#) for a child abuse incident report form.

### Reporting flow chart



### Failure to disclose

Under Victorian law, failure to disclose is a criminal offence and applies if:

- you are an adult, and
- you have information that leads you to form a 'reasonable belief' that another adult has sexually offended against a child in Victoria.

The Bund ensures all Helper are aware of and comply with failure to disclose laws.

### Failure to protect

Under Victorian law, the Failure to Protect offence applies where there is a substantial risk that a child under the age of 16 under the care, supervision or authority of a relevant organisation will become a victim of a sexual offence committed by an adult associated with that organisation. A person in a position of authority in the organisation will commit the offence if they know of the risk

of abuse and have the power or responsibility to reduce or remove the risk, but negligently fail to do so.

The Bund actively manage the risks of sexual offences being committed against children in their care as per the procedures laid out in this policy.

### **Victorian Reportable Conduct Scheme**

The Bund and SKIF comply with the Victorian Reportable Conduct Scheme (the Scheme) under phase 4 of the rollout. The scheme is established by the Child Wellbeing and Safety Act 2005 (the Act) and The Commission for Children and Young People (the Commission) is responsible for administering the scheme.

Under the scheme, the head of the organisation is required to:

- Have in place systems to prevent child abuse and, if child abuse is alleged, to ensure allegations can be brought to the attention of appropriate persons for investigation and response
- Ensure that the Commission is notified and given updates on the organisation's response to an allegation.

The following types of conduct by the organisations employees or volunteers are reportable:

- Sexual offences (against, with or in the presence of, a child)
- Sexual misconduct (against, with or in the presence of, a child)
- Physical violence (against, with or in the presence of, a child)
- Behaviour that causes significant emotional or psychological harm
- Significant neglect.

The head of the organisation must report to the Commission within three business days of becoming aware of an allegation against one of their workers or volunteers. The head of the organisation must provide certain detailed information about the allegations and their proposed response within 30 calendar days.

It is a criminal offence for a head of an organisation to fail to comply with the three-day and 30-day notification obligations without a reasonable excuse.

The Reportable Conduct Scheme does not replace the need to report allegations of child abuse, including criminal conduct and family violence to Victoria Police.

### **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 Helfer 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 Forzitsler, and to the Yugnt Bund.

While Helfer retain the right to report any concern or allegation directly to the relevant authorities, we require that they also inform the Forzitsler, 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.

### **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 Forzitser or Yugnt Bund will ensure that the incident is reported to the police and/or the state child protection authority immediately.

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.

### **'Less serious' instances of abuse or neglect**

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

### **Allegations against a Helfer**

If an allegation has been made against a Helfer, the Forzitser (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 Helfer
  - removing/suspending that leader until the validity of the allegations is determined
- address the support needs of the Helfer against whom the complaint is made by, for

example, offering professional counselling

- make clear to all other Helfer 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.

In addition, the head of the organisation will be informed of the allegation so they can fulfill their reporting requirements under failure to disclose.

### **Responding to historical allegations**

SKIF and the Bund is committed to responding to historical child abuse allegations and will cooperate with investigations regarding historical complaints.

If the former SKIFist is an adult and reports a claim of historical abuse, the Bund and SKIF will notify the police. If the former or current SKIFist is still a child, a report will be made to Child Protection and the Commission for Children and Young People.

Reporting requirements under the Crimes Act may also apply.

### **Risk management**

The Bund acknowledges that while accidents can happen, risk management is an important process by which we can aim to minimise risks to our organisation and its participants.

The Jewish Labour Bund conducts a risk assessment annually. Risk assessments should be completed prior to the beginning of the year and an additional assessment will be completed by Yugnt Bund before each SKIF camp, as each campsite poses its own risks. Any risk that could be deemed as too high of a risk will be discussed by the Bund committee to ensure that all activities provided are of adequate risk.

We also recommend that any previous incidents that have occurred on previous camps/activities are included in the next risk assessment document to ensure these events are used to help improve future activities. This document can be updated at any point, as per request of a movement or any additional risk are identified.

### **Record keeping**

Forzitsers and helper must write a child abuse incidents report form for all incidents where a child's safety may be of concern. It is the responsibility of the primary person dealing with the issue to document any actions taken and details of what has occurred.

Following an incident, the Forzitsers will consult with the Safeguarding Coordinator(s) and/or the

chairperson(s) of Yugnt Bund. Any additional follow up actions conducted by the Yugnt Bund and/or Safeguarding Coordinator(s) are documented by involved persons.

Safeguarding concerns are reported at Yugnt Bund committee meetings by the Safeguarding Coordinator(s). Private information, such as names and other identifying features, are redacted in meeting minutes for the purposes of maintaining confidentiality.

### **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.

The following processes are enacted to ensure confidentiality and privacy:

- The safeguarding report to the YB committee are kept deidentified
- Minutes from YB meetings are confidential and are only distributed to YB members and the Forzitsers.
- Documentation of issues requiring action, including the safeguarding report, YB minutes and any further documentation required are stored electronically and password protected. Only the chairpersons of YB have access to this file.
- Documents from this file may also be distributed to the Forzitsers, Safeguarding Coordinator(s) and President of the Bund.
- Hard-copy documentation will be stored in a locked filing cabinet at Waks house.

### **Monitoring and compliance**

The Bund and SKIF monitor compliance with our Safeguarding Children policy through weekly Helfer Grupe meetings and monthly Yugnt Bund committee meetings. In addition, the Bund will undertake an annual stocktake of required documentation and certification, including Helfer and committee member's Working with Children Checks.

The Bund will regularly review our Safeguarding Children policy and update methods of reporting, record keeping, monitoring and compliance as required.

### **Complaints and grievances**

The Bund is committed to providing an environment of mutual respect and open communication, where the expression of opinions is encouraged, complying with all legislative and statutory requirements, and dealing with disputes, complaints and complainants with fairness and equity. For more information, see the Bund's Complaints and Grievances Policy on the Bund and SKIF's websites.

### **Empowering the voices of children and seeking feedback**

The Jewish Labour Bund believes in empowering young people to use their voices effectively to make positive change in the world. As such, we encourage SKIFistn and young people to share their views via:

- discussions with helper (including during SKIF activities and during regular phone calls regarding SKIF activities).
- a feedback box available at Sunday SKIF and on camp.
- camp review discussions at the end of each camp in kraizen, to ensure appropriateness to age level.
- Polls or surveys sent to SKIFistn following camps.

The Jewish Labour Bund recognises that children and young people play an important role in our organisation and their suggestions and opinions are important. Where SKIFistn make a complaint or grievance, our organisation's Complaints and Grievances policy will be followed. Where appropriate, a SKIFist's guardians may be included in this process.

Parents and guardians also form an important part of our community, and their feedback is also valued. Feedback from parents will be sought via:

- discussions between helper and parents at drop-off or pick-up at Sunday SKIF, SKIF events and during Visitors Day on summer camp.
- post-camp surveys to parents.

#### **4. Key personnel - child-safe responsibilities and recruitment**

##### **Purpose**

The Bund's recruitment and transitioning process for key personnel has been developed to ensure that we only allow people who are suitable for the roles designated and are committed to safe and enjoyable activities with children.

##### **Responsibility**

The Bund is responsible for all recruitment and transitioning processes for Bund, SKIF, Yugnt Bund and all related sub committees.

##### **Bund Executive**

The Executive positions and responsibilities are set out in the organisation's constitution. All executives must have current Working with Children Registrations and express support for the organisation's commitment to safe working with children principals of the organisation.

##### **Bund Committee**

All Bund committee members must have current Working with Children Registrations and express support for the organisation's commitment to safe working with children principals of the organisation.

See [Appendix 2](#) for a position description for a Bund committee member.

##### **Yugnt Bund Committee**

The Yugnt Bund committee monitors and manages the activities of SKIF. Committee members must hold working with children registration and express support for the organisation's commitment to safe working with children principals of the organisation.

See [Appendix 3](#) for a position description for a Yugnt Bund committee member.

##### **Safeguarding Coordinator**

The Yugnt Bund Committee will ensure that a permanent position is held on the committee for at least one Safeguarding Coordinator who will report the Committee monthly and more frequently if required regarding all child safe practices and implementation and any issues requiring notice.

The person appointed must hold working with children registration and express support for the organisation's commitment to safe working with children principals of the organisation.

Priority will be given to any person who hold formal qualifications in child safe working practices or who have previously or currently work in such areas.

The committee will monitor the role and ensure any replacement handover is conducted appropriately.

##### **Helper**

The Bund oversees the appointment of Helfer following completion of an appropriate seminar program of the organisation, provided they meet selection criteria of the Bund Committee, hold working with children registration and express support for the organisation's commitment to safe working with children principals of the organisation.

The Bund maintains a position description for role that Helfer undertake so that every Helfer understands their responsibilities, the boundaries of their role and the expectations of them with regard to safeguarding children. See [Appendix 4](#) for the Helfer position description.

### **Forzitser**

As leaders of the Helfer Grupe, the Forzitser or Forzitsers play a key role in maintaining a safe environment of children in the care of SKIF. Accordingly, these roles must involve persons who have completed an appropriate seminar program of the organisation, who have met selection criteria of the Bund Committee, hold working with children registration and express support for the organisation's commitment to safe working with children principals of the organisation.

The Forzitser or Forzitsers report, at minimum, monthly to the Yugnt Bund.

Monitoring of this role is ongoing and involves a smooth and regular transition process monitored by Yugnt Bund and reviewed by the Bund Committee. See [Appendix 5](#) for the Forzitser position description.

### **SKIFistn**

SKIFistn play a role in providing a safe and welcoming environment for other SKIFistn and have a responsibility to report concerns to their Helfer.

## **5. Seminar program – training to become a helper**

### **Purpose**

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

### **Training and education**

Future SKIF Helper undergo a two-year education Seminar program, covering topics such as history and ideology of the organisation, child psychology, equity, diversity and inclusion, program writing and activity preparation, practical training, rules and regulations and other related areas.

The Bund and SKIF actively educate our future Helper in our Safeguarding Children policy. At minimum, in-depth sessions are held on the following topics:

- Child Care Protection Policy
  - Seminaristn go through our current *Safeguarding Children and Young People Policy* with the Safeguarding Children Coordinator, analysing and understanding the document. Topics include maintaining appropriate boundaries, abuse and helper responsibilities.
- Duty of Care
  - Seminaristn learn and discuss the concept of duty of care, including what responsibilities and obligations the role involves.
- Dealing With Emergencies
  - Discussions are had around topics such as risk assessment and mitigation, as well as what steps would be taken in various situations. Record keeping and information sharing are also covered.
- Safeguarding Scenarios
  - Seminaristn consider and examine potential disclosure scenarios and indicators and review action that should be taken.

By the conclusion of the Seminar program, Seminaristn have the required knowledge to work and interact with kids in a safe and reliable fashion in line with our organisation's policies.

### **Undertaking suitability checks**

At the end of the Seminar Program, the Helper Grupe and Yugnt Bund needs to conduct a suitability check process on prospective Helper. This process involves:

- 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.
- referee checks with two individuals external to the Bund and SKIF. See [Appendix 6](#) for a template for a reference check to assess Safeguarding competency.
- Helper selection policy. There are three aspects of the selection policy for a Seminarist to become a Helper:
  - Minimum 75% attendance at the Seminar Program
  - Evaluations of the Seminarist by the Helper
  - Individual face-to-face meeting with Seminarist and three people comprising either one Forzitsner and two Bund/Yugnt Bund nominees or two Forzitsners and one Bund/Yugnt Bund 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 typically take about 15-20 minutes per meeting followed by a discussion among the interviewers. See [Appendix 7](#) for sample child safe behaviour-based recruitment questions.

Each Helper will have a folder created for them that includes photocopies of their Working with Children's Check and Criminal History Check. These helper folders will be stored electronically in a password protected file. Any hard copies of documentation will be stored in a locked filing cabinet at Waks house, accessible only by the Forzitsner and the Bund.

See [Appendix 8](#) for a checklist for the Helper folder.

## **6. 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 Helper must undertake 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. All Helper must satisfy relevant screening, including a Working With Children Check and Criminal History Check.

A Helper under the age of 18 is unable to get a Criminal History Check. In this circumstance the Helper will be allowed to Helper without a Criminal History Check as long as they satisfy all other selection criteria. Once the Helper turns 18 they must obtain a Criminal History Check.

### **'Working with children' and Criminal History checks**

All members of the SKIF and Bund, including Helper and Bund and Yugnt Bund committee members must hold a valid 'Working with Children' Check (WWCC) which must be linked to the Jewish Labour Bund and renewed upon expiry. A Criminal History Check must also be obtained prior to any Helper or committee member beginning in their role and be renewed upon expiry. Any Helper who has lived overseas must also undergo a Criminal Record Check.

A Yugnt Bund member must sight the Helper's documentation prior to the Helper 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 for Helper 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.

The Bund and Yugnt Bund are responsible for ensuring all committee members hold and maintain valid WWCC.

Further, all Helper and committee members must inform the Bund immediately of any subsequent criminal charges or convictions.

Further information regarding the operation of 'working with children' checks can be obtained from the Victorian Department of Justice.

### **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.

The Education and Training plan requires all Helfer to attend twice yearly refresher training (policy and scenario-based), while committee members attend an induction and annual training/refresher training.

### **Supervision of Helfer and performance monitoring**

Helfer are supervised and monitored by the Forzitsers and the Yugnt Bund. The Forzitsers report monthly to the Yugnt Bund committee regarding SKIF's activities and Helfer Grupe challenges and successes. The Yugnt Bund also receives monthly reports from its varying sub-committees such as fundraising, community engagement, Helfer mentor program and Seminar program.

The Forzitsers and the Yugnt Bund also provide on-call direction for Helfer in order to address more urgent issues, ensure the Helfer Grupe undertakes biannual reviews of the SKIF activities and Helfer Grupe functioning and organise additional training to the Helfer Grupe on areas for improvement noted by the committee.

## **7. 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 Bund and SKIF websites
- Providing parent safeguarding children summary statement to parents when they enrol their children for camp
- 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 9](#))*
- *Safeguarding Children statement for parents (see [Appendix 10](#))*

Any significant alterations to our policy and resources will be communicated through the e-bulletin and the Bund and SKIF websites.

## **8. 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 Forzitser 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 Forzitser 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 Forzitsner or Helfer Gruppe of any changes in contact information for use in the event of an emergency.

To ensure that the organisation can maintain a safe environment for all SKIFistn, enrolments for camp will not be accepted unless the child is known to the Helfer and has previously attended at least one SKIF event.

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 Gruppe to ensure the safety of your children at all times.

A Safeguarding Children statement for parents is at [Appendix 10](#).

## **9. Appendix list**

Appendix 1 – Child Abuse Incident Report Form

Appendix 2 – Bund Committee Position Description

Appendix 3 – Yugnt Bund Committee Position Description

Appendix 4 – Helfer Position Description

Appendix 5 – Forzitzer Position Description

Appendix 6 – Reference Check for Assessing Safeguarding Competency

Appendix 7 – Sample Child Safe Behaviour-Based Interview Questions

Appendix 8 – Helfer Folder Checklist

Appendix 9 – Safeguarding Children Statement for Children

Appendix 10 – Safeguarding Children Statement for Parents

## Appendix 1

### Child Abuse Incident Report Form

All incident reports must be stored securely to maintain confidentiality. Please contact the Safeguarding Coordinator when lodging this report.

If you believe a child is at immediate risk of abuse phone 000.

Incident details

<b>Date of incident:</b>	
<b>Time of incident:</b>	
<b>Location of incident:</b>	
<b>Date identified (if different to date of incident):</b>	
<b>Name(s)/detail of child/children involved:</b>	
<b>Name(s) of helper/committee member/other volunteer involved:</b>	

Please categorise the incident

Category	Selection	Notes
Sexual abuse or misconduct		
Physical abuse		
Emotional abuse		
Neglect		
Grooming		
Other		

Please describe the incident

<p><b>Overview:</b></p> <p><b>When did it take place and what were the circumstances?</b></p>	
<p><b>Who was involved?</b></p>	
<p><b>What did you see/hear?</b></p>	
<p><b>Other information:</b></p>	

Proposed corrective action and mitigation plan:

Action	Responsible person	Date (begin)	Date (completed)

Details of person reporting the incident:

<b>Name of person reporting the incident:</b>	
<b>Role of reporter (helper, forzister, Yugnt Bund member):</b>	
<b>Contact details of reporter:</b>	

Yugnt Bund (chair) use only:

<b>Date incident report received:</b>		
<b>Committee member managing incident:</b>		
<b>Has the incident been reported?</b>	<b>Date notified:</b>	<b>Comments:</b>
Parent		
Child Protection		
Police		
Commission for Children and Young People		
Another third party (please specify):		

## Appendix 2

### Bund Committee Position Description

#### Position Purpose

The Jewish Labour Bund's committee oversees the operations of the Jewish Labour Bund and its sub-committees. Committee members are valued contributors to the organisation and its operations.

As individuals and a committee, the Bund's committee members are responsible to fulfil their duties as Office Holders as outlined in Part 6 Division 3 of the Associations Incorporations Reform Act (Vic). The Bund committee is committed to the adoption of ethical conduct in all areas of its responsibilities and authority.

#### Board members shall:

- Uphold the values of the Jewish Labour Bund
- Act honestly and in good faith at all times.
- Declare all interests that could result in a conflict between material personal and organisational priorities.
- Make decisions in the best interest of the organisation.
- Be diligent, attend committee meetings and devote sufficient time to preparation for committee meetings to allow for full and appropriate participation in the committee's decision making.
- Ensure scrupulous avoidance of deception, unethical practice or any other behaviour that is, or might be construed as, less than honourable in the pursuit of the Bund's activities
- Not disclose to any other person confidential information other than as agreed by the committee or as required under law.
- Act in accordance with their fiduciary duties, complying with the spirit as well as the letter of the law, recognising both the legal and moral duties of the role.
- Participate in networking, advocacy and fundraising activities to support the work of the Bund
- Not make improper use of information, acquired by virtue of their position as a committee member, to gain personal advantage or to cause detriment to the organisation.
- Abide by committee decisions once reached, notwithstanding a committee member's right to pursue a review or reversal of a committee decision.
- Not do anything that in any way denigrates the Bund or harms its public image
- Exercise their powers with regard to a degree of care and due diligence, making decisions in good faith and for a proper purpose, withholding personal interest in making judgements and decisions.
- Abide by the Bund's policies, including but not limited to those regarding confidentiality and Child Safety, at all times, and with due consideration when making any decisions regarding the Bund.

The committee places great importance on making clear any existing, potential or perceived conflicts of interest for committee members. Accordingly:

- All conflicts of interest must be declared by the committee member concerned at the earliest time after the conflict is identified.
- Where a member of the committee has an ongoing conflict of a material personal nature it should be declared at the earliest possible time and listed in the Standing Register of Interests.

- At the commencement of each meeting the Chair shall call for any conflict involving a committee member and their role and relationship with the Bund
- Where a conflict of interest is identified and/or registered, the committee member concerned shall not participate in any related discussion nor vote on any resolution relating to that conflict or issue.
- The committee will determine what records and other documentation relating to the matter will be available to the committee member.
- All such occurrences will be reflected in the minutes.
- A conflict of interest cannot be declared by other committee members for a committee member who they believe has such a conflict.
- Individual committee and subcommittee members that are aware of a real, perceived or potential conflict of interest of another committee or subcommittee member have the responsibility to bring this to the notice of the Chairperson of that committee or subcommittee. The Chairperson shall then determine how such a conflict should be managed.
- If the conflict relates to the Chairperson of that committee or subcommittee, another committee member present shall decide as to how that conflict of interest shall be managed.
- This rule does not apply provided material personal interest exists only because the member of the committee:
  - belongs to a class of persons for whose benefit the Association was established; or
  - has the interest in common with all, or a substantial proportion of, the members of the Association

**The role of the President is to:**

- a. Lead the organisation and its governance, including by ensuring an agreed strategy is in place for the future and sustainability of the organisation
- b. Ensure that the committee makes effective decisions and follows them through
- c. Represent the organisation individually and alongside management as required
- d. Provide professional reference should one be required.
- d. Complete all other governance, ceremonial or operational duties as required.

**The role of the Chairperson is to:**

- a. Supervise and prepare the agenda for committee meetings alongside the Secretary
- b. Chair committee meetings in accordance with accepted meeting practice
- c. Ensure that the minutes for each previous committee meeting are accurate
- d. Complete all other governance, ceremonial or operational duties as required.

**The role of the Vice President(s) is to:**

- a. Support the President in their role as delegated
- b. Complete all other governance, ceremonial or operational duties as required.

**The role of the Treasurer is to:**

- a. Ensure that a distinct and accurate account of all monies received and paid on account of the Association is kept
- b. As early as practicable in each financial year, cause to be prepared Financial Statements of the Association for the preceding financial year which shall be audited in accordance with relevant legislation and submitted to the Board at least one month prior to the annual general meeting
- c. Provide leadership to the Finance and Audit Committee
- d. Complete all other governance, ceremonial or operational duties as required.

**The role of the Secretary is to:**

- a. Maintain custody of the Common Seal of the Association, and ensure that the Common Seal not be affixed to any instrument except by the Authority of the committee and that any affixing of the seal be attended to by two members of the committee.
- b. Keep in their custody, or under their control, all books, documents and securities of the Association
- c. Keep and maintain a register of members in accordance with the Act
- d. Complete all other duties prescribed by the BUND Rules and relevant legislation
- e. Complete all other governance, ceremonial or operational duties as required.

**Committee succession planning and composition**

The committee strives to best represent the interests of the community it seeks to serve. The committee acknowledges that it requires an appropriate mix of expertise, experience and gender representation to provide the knowledge and skills necessary to meet the committee's responsibilities and objectives. It recognises that a diverse composition will enhance its representation, functioning and outcomes. The committee is therefore committed to seeking out members of all genders and ages for its membership and leadership. The committee has the general intent that whenever possible, of its two vice-presidents, one shall be female and one shall be under the age of 40.

The committee shall:

- Ensure that there is an effective process for appointment to the committee to provide a mix of proficient and diverse committee members, each of whom is able to add value and to bring independent judgement to bear on the decision-making process.
- Maintain an up to date skills matrix identifying the pool of capabilities and attributes needed to discharge the committee's responsibilities.
- Identify new Members of the Bund capable of assuming governance roles in the future, and assist in their development including identifying skill gaps within the committee composition.
- Identify suitable opportunities for potential future committee members to contribute to the organisation through involvement in a committee, subcommittee or working party.

## Appendix 3

### Yugnt Bund Committee Position Description

This position description statement is to provide you, as a member of The Jewish Labour Bund's advisory committee (Yugnt Bund) for the SKIF youth group, with a description of your role and your responsibilities in helping to deliver our services.

Your core functions are overseeing and providing advice on the running of SKIF and its activities. Your specific duties and responsibilities are attending monthly meetings, provide advice from your relevant expertise and remaining informed about SKIF's current activities.

Your immediate supervisor is the Chair(s) of Yugnt Bund. You are required to complete/provide informal/formal reports to the Bund. Your other actions, duties or responsibilities are liaising with the Helper Grupe and the Jewish Labour Bund Inc.

Your role within the Yugnt Bund requires you to be involved in overseeing SKIF's services. In addition to meeting your core functions, duties and responsibilities as outlined above, you are required to:

- Promote the safety and wellbeing of children and young people to whom we provide services
- Support the wellbeing of helper by devising solutions to challenges faced by the Helper.
- Oversee the coordination and implementation of the SKIF Seminar Program for the purpose of training potential Helper.
- Adhere to the organisation's Code of Conduct expectations and Safeguarding Children Policy.
- Not disclose to any other person confidential information other than as agreed by the committee or as required under law.
- Abide by the Bund's policies, including but not limited to those regarding confidentiality and Child Safety, at all times, and with due consideration when making any decisions regarding the Bund.
- Report any suspicions, concerns, allegations or disclosures of alleged abuse to the Safeguarding Coordinator within the Yugnt Bund.
- Maintain valid 'Working With Children' documentation
- Report to the Yugnt Bund Forzitsers(s) any criminal charges or convictions you receive during the course of your volunteering.

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

Name:

Signature:

Date:

## Appendix 4

### Helper Position Description

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
- Adhere to the organisation's Code of Conduct expectations and Safeguarding Children Policy
- 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.

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

Name:

Signature:

Date:

## Appendix 5

### Forzitser Position Description

This position description statement is to provide you, as a Forzister for the SKIF youth group, with a description of your role and your responsibilities in helping to deliver our services.

Your immediate supervisor is the Chair(s) of Yugnt Bund and the Bund. You are required to complete/provide informal/formal reports to the Bund and Yugnt Bund. Your other actions, duties or responsibilities are liaising with the Helper Grupe and the Jewish Labour Bund Inc.

Your role as Forzister requires you to be involved in overseeing the SKIF helper grupe. In addition to meeting your core functions, duties and responsibilities as a helper, you are required to:

- Be the first point of call in emergency situations and be able to cope in these high pressure circumstances.
- Be able to make rational decisions that represents many facets of the organisations e.g. consider helper opinions, YB advice and Bund instruction.
- Be able to organise thorough and reliable camp preparations and weekly agendas, and make adjustments as new issues arise
- Be able to manage helper as individuals e.g. checking in on any issues such as wellbeing and their activities.
- Being able to manage the helper group as a whole, making sure all helper feel included at an equal level.
- Be confident in speaking to parents, particularly troublesome ones when needing to have tough conversations.
- Have a high level of maturity when consulting the Bund and YB committee.
- Have a high commitment to the Jewish Labour Bund and SKIF.
- Have a deep and clear understanding of the Jewish Labour Bund and SKIF's ideological stance and be able to represent this confidently to the community regardless of personal views e.g. to parents and schools etc.
- Have a high level of resilience and/or stamina particularly during camps.
- Be flexible in your time commitment to this role. In addition to the consistent commitments throughout the year e.g. planning and facilitating the helper group, unique issues will arise unpredictably.
- You must be able to create a trusting and reliable partnership with your co-forzitser. This includes shared goals and a shared understanding of what's expected of each other as well as the helper group. This may involve discussions where feedback is given from each other and the helper group where you would need to take on board any criticism and adjust accordingly.
- Work productively as an equal representative to the Bund committee. You are responsible for representing a youth voice on this committee and also for representing the Bund committee both at helper meetings and at community events.
- Ensuring the helper group abides by all Jewish Labour Bund policies and procedures, including the Safeguarding Children and Young People policy.
- Report to the Yugnt Bund Forzitser(s) any criminal charges or convictions you receive during the course of your volunteering.

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

Name:

Signature:

Date:

## Appendix 6

### Reference Check for Assessing Safeguarding Competency

#### **Does the seminarist:**

Demonstrate a basic understanding of safeguarding principles.

Demonstrate an ability to follow safeguarding policies and procedures

Able to ask for assistance or support when required.

Seek appropriate advice and support on safeguarding issues.

Act appropriately under pressure and able to control own emotions (understanding that helping on camp can be very exhausting).

Successfully employ coping mechanisms to overcome causes or symptoms of stress.

Take personal responsibility for improving the safeguarding of SKIFistn or rely on others to do so.

Show ability to tackle difficult situations.

Show ability to step back from these situations and take appropriate action to control /resolve issues.

#### **Are there any concerns. For example:**

Do you have any concerns about the seminarist's capability (e.g. appropriate skills, knowledge) to work with and protect SKIFistn?

Have there been any incidents, findings, allegations or disciplinary action against the seminarist in relation to allegations of inappropriate behaviour with respect to any children or young people currently or in the past?

#### **Practical observations:**

Have you observed the Seminarist disciplining a SKIFistn? What strategies did he/she use?

How does the seminarist respond when SKIFistn are demanding and/or challenging?

Does the seminarist use appropriate language and tone of voice with SKIFistn?

What are some of their strengths when working with SKIFistn?

What are some of their weaknesses when working with SKIFistn?

Are there any age groups that the seminarist may not be suited to working with?

## Appendix 7

### Sample Child Safe Behaviour-Based Interview Questions

#### **The purpose of these questions is to understand:**

- The Seminarist's beliefs and values in relation to the treatment of children and young people.
- The Seminarist's general awareness and understanding of child protection issues.
- How a Seminarist may manage particular safeguarding issues.

#### **Understanding our Safeguarding Policy:**

SKIF is a child-safe organisation. What do you think that means?

Are you aware of our Safeguarding Children's Policy? What do you think of it?

What did you find most challenging about working with children and young people?

#### **Practical experience:**

Please provide me with three examples of how to work safely with SKIFistn.

What do you think makes a good Helper and role model?

Are there any SKIFistn whom you would not wish to work with and, if so, why?

How would you handle a SKIFist who did not want to participate in an activity?

How would you handle a SKIFist who appears sad and refuses to participate in activities?

How would you handle SKIFistn who are not listening to your instructions?

How would you handle a SKIFist who is acting aggressively?

Have you ever lost your temper working with a SKIFist? What was the trigger for this? What was the outcome?

How would you create a child-safe and friendly space for an activity for SKIFist who has special needs?

What boundaries are important when working with SKIFistn?

If you were concerned about the actions or behaviour of another Helper towards children, how would you respond?

How would you involve SKIFistn in their own protection as part of our programs?

How would you involve SKIFistn participation and voice in our programs?

How would you respond to a SKIFist who disclosed they were being subjected to abuse at home?

When might it be appropriate and inappropriate to be alone with a SKIFist?

How and when might it be appropriate to comfort a SKIFist?

A parent of a SKIFist wants someone from SKIF to care for their child out of hours. What would be your response to this request?

What would you do if you thought another Helper was harming a SKIFist?

What sort of things might make a photograph of a SKIFist inappropriate to use for advertising on social media or in our Chavershaft publication?

*(Look for things like: inappropriate clothing; was the photo taken and used with the SKIFist\parent's permission? etc.)*

Have you ever had any disciplinary action taken against you in relation to your working with children and young people?

Is there anything that we might find out about during reference checks that you would like to talk about?

**Appendix 8**  
**Helper Folder Checklist**

Name of Helper:.....

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

Date:

Attended by:

**Suitability check conducted with current Helper and Seminar Program coordinator past Helper running Seminar Program**

**Suitability check conducted with two external references**

**WWC sighted and photocopied**

**Criminal History Check sighted and photocopied**

**Driver's License photocopied (if applicable)**

**Attended at least 75% of Seminar Program**

**Provided with Safeguarding Children and Young People Policy, Complaints and Grievances Policy and Code of Conduct**

**Code of Conduct signed**

**Helper Position Description signed**

**Helper:**

**Signature:**

## **Appendix 9**

### **Safeguarding Children Statement for Children**

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 10**

### **Safeguarding Children 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 non-government 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.