



Safeguarding Children and Young People Policy

Policy Number	Date Created	Version	Changes	Next Review Date
1.1	1/10/16	1	Created and endorsed	Oct 2019
1.1	25/9/19	2	Layout changes and updated according to ACF template	Sept 2022
1.1	6/4/21	3	Changed according to the ACF 2020 new criteria	April 2024

Purpose

Chabad Glen Eira is a not-for-profit Jewish Centre providing services to children and young people between the ages of 6 months and 18 years.

Our organisation operates / is represented in the broader Caulfield area and provides religious, educational and social programs.

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

We promote equity and respect diversity by:

- actively anticipating children's diverse circumstances and responding effectively to those with additional vulnerabilities
- giving all children access to information, support and complaints processes, and
- paying appropriate attention to the needs of Aboriginal and Torres Strait Islander children, children with a disability and children from culturally and linguistically diverse backgrounds, Lesbian, Gay, Bisexual, Transgender, or Intersex (LGBTI) children and those unable to live at home.

Our Committee of Management and the leadership teams of all our departments are committed to safeguarding children and young people from abuse and neglect. Chabad Glen Eira has a zero tolerance to child abuse and neglect. We are committed to the rights of children and young people to feel safe and be safe when participating in our organisation's activities.

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

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

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

We expect all within our organisation, regardless of their role or level of responsibility, to act to safeguard children from such harm by:

- adopting the practices and behaviour we have set as our standard when carrying out their roles, and
- reporting any abuse or neglect of which they become aware to our management and/or to external authorities responsible for child protection or to police, regardless of whether that abuse is being perpetrated by personnel within our organisation, or by those outside our organisation including those from the child's family, extended family, their family's extended network or strangers.

Framework Summary:

The Safeguarding Children and Young People Policy has been adopted by our Committee of Management. It is our statement of commitment to a set of principles and procedural benchmarks that underpin our policies and procedures in relation to the protection of children and young people.

Scope:

Our Safeguarding Children and Young Protection Policy covers all our personnel (Our People as defined below).

Related documents

The following Chabad Glen Eira policies must be considered in relation to this document:

Code of Conduct

Responding to Child Abuse and Allegations Reporting Policy

Recruitment and Screening Policy

Related legislation

This policy supports our international obligations under the United Nations Convention on the Rights of the Child, and our national obligations as per the Australian National Principles for Child Safe Organisations recommended by the Royal Commission into Institutional Responses to Child Sexual Abuse and endorsed by the Council of Australian Governments (COAG). This policy also meets our Safeguarding Children and Young People State obligations as legislated in the Victorian Child Wellbeing and Safety Act 2005 (and amendments 2021) incorporating the Victorian Child Safe Standards and the Reportable Conduct Scheme.

In upholding this Policy, the following legislation must be considered by all Chabad Glen Eira personnel:

Children and young Persons act 1989

Child, Youth and Families Act 2005

Child Protection Act

Definitions

Term	Definition
Bullying	Bullying involves the inappropriate use of power by one or more persons over another less powerful person or group and is generally an act that is repeated over time. Bullying has been described by researchers as taking many forms which are often interrelated and include: Verbal (name calling, put downs, threats) Physical (hitting, punching, kicking, scratching, tripping, spitting) Social (ignoring, excluding, ostracising, alienating) Psychological (spreading rumours, stalking, dirty looks, hiding or damaging possessions).
Child or young person	A person under the age of eighteen years
Direct Contact	A direct contact role is one that has contact with children and young people that is not incidental, but normally part of providing a service, program or activity for children and young people. This direct delivery may require regular physical contact and forms of ongoing communication.
Emotional or psychological abuse	Emotional or psychological abuse occurs when a child does not receive the love, affection or attention they need for healthy emotional, psychological and social development. Such abuse may involve repeated rejection or threats to a child. Constant criticism, teasing, ignoring, threatening, yelling, scapegoating, ridicule and rejection or continual coldness are all examples of emotional abuse. These behaviours continue to an extent that results in significant damage to the child's physical, intellectual or emotional wellbeing and development.
Family Violence	Family violence occurs when children are forced to live with violence between adults in their home. It is harmful to children. It can include witnessing violence or the consequences of violence. Family violence is defined as violence between members of a family or extended family or those fulfilling the role of family in a child or young person's life. Exposure to family violence places children and young people at increased risk of physical injury and harm and has a significant impact on their wellbeing and development.
Grooming	Grooming is a term used to describe what happens when a perpetrator of abuse builds a relationship with a child with a view to abusing them at some stage. There is no set pattern in relation to the grooming of children. For some perpetrators, there will be a lengthy period of time before the abuse begins. The child may be given special attention and, what starts as an apparently normal display of affection, such as cuddling, can develop into sexual touching or masturbation and then into more serious sexual behaviour. Other perpetrators may draw a child in

	and abuse them relatively quickly. Some abusers do not groom children but abuse them without forming a relationship at all. Grooming can take place in any setting where a relationship is formed, such as leisure, music, sports and religious activities, or in internet chatrooms, in social media or by SMS.
Harm	Harm, to a child, is any detrimental effect of a significant nature on the child's physical, psychological or emotional wellbeing. It is immaterial how the harm is caused. Harm can be caused by physical, psychological or emotional abuse or neglect; or sexual abuse or exploitation. a single act, omission or circumstance; or a series or combination of acts, omissions or circumstances.
Involved Personnel (Our People)	All employees and volunteers with direct and indirect contact with children or young people, their supervisors and managers; All senior managers with responsibility for delivering services to children or young people; Anyone involved in dealing with reports or allegations of child abuse or with access to children's or young people's records All contractors (eg. Cleaning/maintenance)
Neglect	Neglect is the persistent failure or deliberate denial to provide the child with the basic necessities of life. Such neglect includes the failure to provide adequate food, clothing, shelter, adequate supervision, clean water, medical attention or supervision to the extent that the child's health and development is, or is likely to be, significantly harmed. Categories of neglect include physical neglect, medical neglect, abandonment or desertion, emotional neglect and educational neglect. The issue of neglect must be considered within the context of resources reasonably available to the family.
Parent	All those who have parent equivalent responsibilities for a child or young person including guardians, grandparents or other relatives, foster parents or other authorised carers
Personnel	Includes those whom we employ directly, those we employ indirectly through other groups or organisations, and all those who are involved as volunteers
Physical abuse	Physical abuse occurs when a person subjects a child to non-accidental physically aggressive acts. The abuser may inflict an injury intentionally, or inadvertently as a result of physical punishment or the aggressive treatment of a child. Physically abusive behaviour includes (but is not limited to) shoving, hitting, slapping, shaking, throwing, punching, biting, burning and kicking. It also includes giving children harmful substances such as drugs, alcohol or poison. Certain types of punishment, whilst not causing injury can also be considered physical abuse if they place a child at risk of being hurt
Code of Conduct	Our Code of Conduct assist in identifying and preventing behaviour that may be harmful to the children and young people. They describe what is, and what is not, acceptable behaviour or practice when working with or engaging with children and young people.
Sexual abuse	Sexual abuse occurs when an adult or someone bigger or older involves a child in any sexual activity. Perpetrators of sexual abuse take advantage of their power,

	authority or position over the child or young person for their own benefit. It can include making sexual comments to a child, engaging children to participate in sexual conversations over the internet or on social media, kissing, touching a child's genitals or breasts, oral sex or intercourse with a child. Encouraging a child to view pornographic magazines, websites and videos is also sexual abuse. Engaging children to participate in sexual conversations over the internet is also considered sexual abuse.
Sexual exploitation	Sexual exploitation occurs when children are forced into sexual activities that are then recorded in some way and/or used to produce pornography. Such pornography can be in the form of actual photos or videos or published on the internet. Exploitation can also involve children who are forced into prostitution.

Responsibilities

The Committee of Management of Chabad Glen Eira is responsible for the development and endorsement of our Safeguarding Children and Young Protection Policy. It delegates the implementation of the policy to the leadership teams of all the departments at Chabad Glen Eira. The role of each entity in relation to the development and compliance of our Safeguarding Children and Young Protection Policy is detailed in the table below.

Entity	Role/Responsibility
Committee of Management of Chabad Glen Eira	<p>Promote and communicate the Chabad Glen Eira commitment to this policy and the importance of meeting standards and statutory requirements.</p> <p>Support policy review on an annual cycle as a minimum or at a time governed by legislation, regulations or organisational learnings that priorities a change to the policy.</p> <p>Ensure compliance to the policy via inbuilt review and monitoring mechanisms.</p> <p>Ensure adequate resources area allocated to allow for development and effective implementation of the policy.</p> <p>Develop opportunities for regular discussion at all levels to support a culture of openness and continued improvement and accountability to child protection.</p> <p>Advocate and promote child rights, empowering and engaging children and young people in support of this policy</p>
Safeguarding Co-ordinator	<p>Act as a key contact for queries, comments or concerns raised by staff, parents or other external parties in relation to safeguarding children and young people from abuse and neglect. Act as a resource to involved personnel and to provide connections to local community networks and agencies if needed (eg Department of Child Protection)</p> <p>Review cause for concern or incident reports and provide feedback to involved personnel. Report and provide full briefing to Chief Executive Officer in the instance of an allegation of abuse and compliance issues.</p> <p>Develop, maintain and review Safeguarding Children and Young People policy and processes and Accreditation with ACF including:</p> <ul style="list-style-type: none"> • Coordinate training and review of safeguarding training records • Be familiar with any major organisational change which may affect Safeguarding

	<p>Children and Young People policy and processes</p> <ul style="list-style-type: none"> • Be familiar with any updates to legislation and regulations which affect the Safeguarding Children and Young People policy and processes • Acting as a key contact for communication between Chabad House Glen Eira and ACF in relation to the Safeguarding Children Program
The leadership teams of all the departments at Chabad Glen Eira	<p>Ensure all involved personnel understand their obligations in accordance with the Safeguarding Children and Young Protection Policy and procedure.</p> <p>Ensure the Child protection policy is implemented and adhered to</p> <p>Ensure the development and implementation of required internal policy/work procedures and guidelines are in place to support child protection practice</p> <p>Ensure adequate resources are allocated to allow effective implementation</p> <p>Proactively share resources and experience in the development of child safe initiatives as they are identified.</p> <p>Develop opportunities for regular discussion at all levels to support a culture of continuous improvement and accountability of child protection.</p> <p>Advocate and Promote child rights, empowering and engaging children and young people in support of this Policy</p> <p>Have management representative for safeguarding to ensure processes are established, implemented and maintained, reporting to management on performance and promoting awareness throughout the organisation.</p>
Personnel or equivalent	<p>Maintain a full understanding of the commitments and expectations of this Policy, as well as all other policy relevant to safeguarding children and young people.</p> <p>To undertake any induction and training anticipated in this Policy, in relation to policy and procedures relevant to safeguarding children and young people.</p> <p>To seek guidance from a supervisor or manager if there is ever any lack of understanding in relation to the commitments and expectations as set out in this Policy.</p> <p>To take action to protect children and young people from all forms of abuse, bullying and exploitation.</p> <p>To assist in creating and maintaining a child safe culture and a culture of inclusion and safety</p>

Our Commitment

Chabad Glen Eira is committed to ensuring the safety and wellbeing of all children and young people who access our activities, programs, services or facilities. Our policies and procedures seek to address risks to child safety and to establish a safeguarding culture and practices. Our safeguarding policies and procedures are: accessible in forms that are easy to understand; have been informed by stakeholder consultation; and are communicated to children, young people and their families, our personnel, our partners and external providers and the general public. We regularly review our policies, gain endorsement of changes and advise our personnel and children, young people and their families of changes.

We are committed to safeguarding children and young people

Through our Safeguarding Children and Young People Policy we document our clear commitment to safeguarding children and young people from abuse and neglect. We communicate our commitment to all of our personnel and give them access to a copy of our policy.

Our personnel know the behaviour we expect

We ensure that each person involved in our delivery of services to children and young people understands their role and the behaviour we expect in relation to safeguarding children and young people from abuse and neglect. We utilise clear position descriptions which clearly state relevant safeguarding requirements. We have a code of conduct, which is approved and endorsed from the highest levels of our organisation that outlines our expectations for behaviour towards children and young people. Our personnel are given a copy of and have access to the code of conduct. Our personnel indicate, in writing, that they have read and are committed to the code of conduct.

We minimise the likelihood of recruiting a person who is unsuitable

We have appropriate measures in place to minimise the likelihood that we will recruit a person who is unsuitable to work / volunteer with children or young people. We have recruitment procedures that ensure:

- our safeguarding commitment is communicated to potential applicants for positions
- face-to-face interviews are held which includes safeguarding-related questions
- two professional reference checks are undertaken
- screening checks are undertaken, including identity, criminal record, working with children checks and qualification checks.

Induction and training are part of our commitment

We provide all new personnel with information during their induction about our commitment to Safeguarding including our Safeguarding Children and Young People Policy, code of conduct and child abuse reporting policy. We have a process for ensuring all of our personnel complete Safeguarding Children training. We support ongoing education and training for our personnel to ensure safeguarding information is provided in an ongoing way.

We encourage the involvement of children, young people and their families

We involve and communicate with children and young people, and their families in developing a safe, inclusive and supportive environment. We provide information to children and their carers (such as brochures, posters, handbooks, guidelines) about:

- our commitment to safeguarding children and their rights
- the behaviour we expect of our personnel and of themselves
- our policy about responding to child abuse

We have processes for encouraging two-way communication with children and families. We seek their feedback and have a process for responding. We respect diversity and seek to facilitate effective communication and involvement.

Our personnel understand their responsibility for reporting child abuse

Our policy for responding to child abuse is approved and endorsed from the highest levels of our organisation and applies to all our personnel. The policy states that:

- personnel must immediately report abuse or neglect and any concerns with policies, practices or the behaviour of personnel.
- personnel must meet any legislated mandatory reporting requirements
- personnel must follow a specified process when reporting abuse or neglect including who will receive reports
- failure to report is serious misconduct

Our personnel are given a copy of and have access to the policy and understand the implications of the policy for their role. We document any allegation, disclosure or concern regarding child abuse and monitor responses to all allegations, disclosures or concerns.

We maintain and improve our policies and practices

We are committed to maintaining and improving our policies, procedures and practices to safeguard children and young people from neglect and abuse. We have assigned responsibility for maintaining and improving our policies and procedures to a 'Safeguarding Children Program Coordinator'

We monitor our personnel and external providers to ensure appropriate practice and behaviour, and policies are followed. We communicate with our personnel to ensure that they understand our policies and that the policies are effective in the workplace. We require our personnel to disclose convictions or charges affecting their suitability to work with children and young people and we review police record and WWCC checks periodically.

We have formal reviewed our service delivery to identify and document potential risks to children or young people. We undertake formal reviews, at least annually, to identify and document potential risks to children or young people associated our service delivery. We have a procedure to undertake annual reviews, as part of our ongoing compliance with safeguarding requirements.

Records and documentation

We retain records of changes to this document (see Monitoring and Review below).

Communication

Chabad Glen Eira commits to ensuring our Safeguarding Children and Young People Policy is communicated to:

Service users

- on our website
- in age-accessible formats for children and young people
- as part of enrolment forms and program information provided to parents and families

All 'Involved' Personnel

1.1 Commitment Statement

- during recruitment and induction processes
- in minimum compulsory training on safeguarding children and young people policies and procedures
- on agendas for team meetings
- when there are any updates or changes to this document

Monitoring and review

This document will be reviewed at least every 3 years, after consultation. Some circumstances may trigger an early review, this includes but is not limited to legislative changes, organisational changes, incident outcomes and other matters deemed appropriate by the Board and/or Chief Executive Officer. We retain records to document each review undertaken. Records may include minutes of meetings and documentation of changes to policies and procedures that result from a review.

External audit and verification based on a sample, conducted by the Australian Childhood Foundation shall occur at 3 yearly intervals.

The above policy has been endorsed by the Board of Chabad Glen Eira

Signed  Date: June 2021
Menachem Groner