



Safeguarding Children and Young People

AZYC Policies and Practice Guidelines



Current as of 31 May 2016

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Introduction

The Australasian Zionist Youth Council Inc (the AZYC) is the umbrella body for the eight Zionist youth movements that operate in Australia:

Betar Australia Inc, Bnei Akiva Australia, Habonim Dror Australia Inc, Hashomer Hatzair Australia Inc, Hineni Youth and Welfare Australia Inc, Jewish Adelaide Zionist Youth, Netzer Australia Inc. and Tzofim Australia.

We are a not-for-profit organisation run entirely by young people below the age of 25.

Each youth movement under the AZYC provides informal educational, social and cultural activities for Jewish youth from the ages of 7 to 18. These activities take place in Adelaide, Brisbane, Canberra, Melbourne, Perth, and Sydney.

The AZYC and the youth movements we represent take seriously our responsibility to create an environment that is caring and safe primarily because we recognise such an environment is essential for educating, empowering and impassioning Jewish youth. Moreover, we are committed to safeguarding children and to ensuring that all young people who attend our activities, camps and seminars are protected from harm.

The AZYC's commitment to creating a safe environment for all children who attend a Zionist youth movement is endorsed and approved at the highest levels of the AZYC and at the highest levels of our parent body the Zionist Federation of Australia (the ZFA).

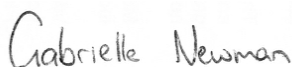
In line with this commitment, the AZYC has adopted these safety guidelines, which are divided into two main areas: firstly, how to protect children from intentional abuse and neglect and, secondly, how to protect children from physical injury. These guidelines are not intended to be a burden; they are designed to be a tool to help the movements ensure that all their activities are safe to a very high degree.

The guidelines apply to all youth movement leaders (including persons who would have any authority or decision making responsibility for children who may not be identified as a 'leader') over the age of 18 (even if those leaders are in year 11) and to all shlichim. While individual movements may choose to adopt stricter or more specific policies, no movement may fall below the standard set out in this document. As a result, we expect every leader and every shaliach, regardless of their role or level of responsibility, to act to safeguard children from 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 Committee and/or to external authorities responsible for child protection or to police, regardless of whether that abuse is being perpetrated by leaders within the youth movement, or by those outside of it including those from the child's family, extended family, their family's extended network or strangers.

By order of the AZYC Committee

Represented by



5th March 2016

Gabrielle Newman

Chairperson

Glossary

Unless the contrary intention appears the singular includes the plural and vice versa; a word denoting an individual or person includes a corporation, firm, authority, government or government authority and vice versa; and a word denoting a gender includes all genders.

AZYC Committee – the Chairperson, the Head of Education and the Treasurer of the AZYC

AZYC Executive – the AZYC Committee and the Federal Heads of the youth movements

Leader – unless otherwise specified, any madrich or boger at a youth movement who is above the age of 18

Young leader – a leader who has not yet finished school

Participant – unless otherwise specified, any child who currently attends or has attended the youth movement and is under the age of 18

Committee – depending on the context, either the State or Federal Committee of each youth movement

Head of the Committee – the Mazkir, Merakez or Mefaked of a State branch of a movement

Shaliach – a ZFA-approved Israeli emissary

ZFA – the Zionist Federation of Australia

Shnat – the yearlong leadership course in Israel for school leavers who attended the youth movement

WWCC – Working With Children Check

NCHRC – National Criminal History Record Check

PPD – Prohibited Persons Declaration

Involved Personnel – any person that comes into contact with a Participant during a youth movement activity

Shaliach/Shlichim – a person approved by the Zionist Federation of Australia to be an emissary from Israel acting as an adult support for the youth movement

Movement – any of the entities listed on the front page of this document.

AZYC Endorsement of Policies

On the 31st of May 2016, at the monthly AZYC executive meeting, we discussed and reviewed the AZYC's Safeguarding Children Policies and agree to endorse them.

We understand that this means adhering to the policies set out by the AZYC and educating our movements about them.

We will ensure that our movement will do our best to uphold the policies and ensure that all participants that enter our programs will be provided in a safe environment

Signed by:

Name	Movement	Position	Signature
<u>Gabi Newman</u>	AZYC	<u>Chairperson</u>	<u>[Signature]</u>
<u>Romy Hershman</u>	Bnei Akiva	<u>Chairperson</u>	<u>[Signature]</u>
<u>Asher Kozman</u>	Betar	<u>Chairperson</u>	<u>[Signature]</u>
<u>Emily Sterling</u>	Hashomer Hatzair	<u>Chairperson</u>	<u>[Signature]</u>
<u>Yuval Barei</u>	^{TZO FIM} Habonim Dror	<u>Chairperson</u>	<u>[Signature]</u>
<u>Jarred Sibel</u>	Hineni	<u>Shnat Rahaz</u>	<u>[Signature]</u>
<u>Shira Appelboom</u>	Netzer	<u>chairperson</u>	<u>[Signature]</u>
<u>Russel Goldblatt</u>	^{HABONIM DROR} Tzofim	<u>chairperson</u>	<u>[Signature]</u>
<u>Mordechai Dike</u>	JAZY	<u>[Signature]</u>	<u>[Signature]</u>

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Definitions of abuse

In particular, the AZYC 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 (female or male) 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.

Position Descriptions

The AZYC requires each movement to maintain a complete set of position descriptions for all the roles that leaders and shlichim undertake. We require movements to maintain these descriptions so that every leader and shaliach understands his or her responsibilities, the boundaries of his or her role and the expectations of him or her with regard to safeguarding children.

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

Sample position description for regular leader

Please amend as appropriate for your movement.

Key responsibilities:

- Running activities about once a week for the grade 6 group, mostly on Saturdays between 3:00 – 5:00 pm at Habo House.
- Running activities on summer and winter camp for the grade 6 and year 7 group
- Ensuring that the grade 6 group, as well as all other children, are protected from abuse, neglect and injury at all times on youth movement time.
- Ensuring a safe space for all participants and actively work against all bullying and social issues.
- Making sure that all children in grade 6 are picked up by a parents/guardian or another person nominated in a transport authorisation form; waiting with any children whose parent/guardian is late.
- Contacting the children in grade 6 each week to build rapport and to let them know about any upcoming activities.
- Updating the Habo Grade 6 Facebook page with information about activities and current affairs, as well as moderating any discussions to ensure that nothing offensive or abusive is posted.
- Completing a risk assessment form for all potentially dangerous activities.
- **Reporting** any suspicions, concerns, allegations or disclosures of alleged abuse to the Committee , the AZYC and child protection authorities and/or police
- Refer to expected formal compliance (signed) Practice and Behaviour Guidelines, child protection policy, or safety behaviour guidelines etc.
- Expected compliance of completing SCP training.
- **Obtain a Working With Children Check (WA, VIC, QLD, SA) or Prohibited Persons Declaration in NSW.**

Sample position description for Head of the Committee

The Head of the Committee is variously referred to as the Mazkir, the Merakez or the Mefaked. Please amend as appropriate for your movement.

Key responsibilities:

- Maintaining an up-to-date copy of the practice and behaviour guidelines that leaders can access whenever they require (see below)
- Maintaining an up-to-date copy/Register of the 'working with children' form (see below) and ensuring that all leaders have completed a 'working with children' check.
- (For movements that operate in Tas and SA) Maintaining an up-to-date copy/Register of the 'National Criminal Records History Check form (see below) and ensuring that all leaders have completed the National Criminal Records History Check
- Under the definition of all "involved personnel" having to comply with the Standards, the Head of Committee also must have a Working With Children Check/National Criminal Records History Check, and comply with mandatory reporting, training, and formal endorsement of safety guidelines and CoC etc
- Ensuring that all members in the Movement understand and have a copy the Practice and Behaviour Guidelines
- Ensuring the Movement's compliance with the Practice and Behaviour Guidelines
- Involved in a support role when any abuse incident is identified in consultation with the AZYC.
- Confirm CP online training-induction and records are accurate and up to date
- Ensure that all Safeguarding Children and Young People responsibilities, records and policy and procedural guidelines are passed on from year to year
- Appropriate systems are in place to record, store, monitor and review all recruitment records, training compliance, WWCC and Police checks, subsequent charges and convictions, critical incidents, complaints, reports of child abuse and breaches of the Practice and Behaviour Guidelines.
- Communicating all Safeguarding C&YP policies and procedures plus updates and amendments to all involved personnel
- Reporting any child abuse related incidents to ACF

Sample position description for Head of Camp

Please amend as appropriate for your movement.

Key responsibilities:

- Liaising with the Manager of the Campsite to see what safety rules and requirements they have, in particular evacuation plans (e.g. for fire) and lockdown plans (e.g. for an intruder onto the campsite)
- Contacting the local police (and where appropriate fire authority) to inform them that x number of children will be on the campsite during camp
- Under the definition of all “involved personnel” having to comply with the Standards, the Head of Committee also must have a Working With Children Check/National Criminal Records History Check, and comply with mandatory reporting, training, and formal endorsement of safety guidelines and Practice and Behaviour Guidelines etc
- Ensuring that all members in the Movement understand and have a copy of the Practice and Behaviour Guidelines
- Ensuring each leader on the camp’s compliance with the Practice and Behaviour Guidelines
- Referring all matters of concern in relation to the compliance of the Practice and Behaviour Guidelines or otherwise to the Head of the Committee and/or Shaliach.

Sample position description for First Aid officer

Please amend as appropriate for your movement.

Key responsibilities:

- Ensuring the health of all participants from the time they arrive at the movement activity until they are delivered back to a parent/guardian
- Ensuring that their Level 2 first aid certificate is valid at all times, and that there is at least one person with a Level 2 first aid certificate with or very close to the children at all times
- Regularly taking an inventory of the first aid supplies and restocking any items that are running low, especially before camp
- Gathering completed medical records from every participant on camp at least three days before camp
- Going through these records and identifying any children who will need special care or are at risk of injury (e.g. children with anaphylaxis)
- Speaking with a parent or guardian of all children with a serious medical condition about the management of that condition during camp
- Setting up a first aid room that is private, able to be locked to ensure that a child can be treated separately and can sleep at least two children prior to the commencement of camp
- A First aid officer should never be alone in a locked room with a child. Another leader should always be present.
- Under the definition of all “involved personnel” having to comply with the Standards, the First Aid Officer also must have a Working With Children Check/National Criminal Records History Check, and comply with mandatory reporting, training, and formal endorsement of safety guidelines and Practice and Behaviour Guidelines etc

Sample position description for Head of Kitchen

Please amend as appropriate for your movement.

Key responsibilities:

- Ensuring that all food providing to participants is correctly prepared and stored from the time that participants arrive until they are delivered back to their parent/guardian
- Ensuring that their Food handling certificate is up to date and that the kitchen and staff are meeting all food safety requirements.
- Supervising kitchen staff and ensuring correct practices.
- Ensuring that anyone who is on cleaning duty has a list of responsibilities and that those who are carrying out the task are doing it correctly and thoroughly
- Ensuring that children with food allergies are being catered to.
- Ensure that any food that may be contaminated is disposed of.
- Liasing with the first aid officer and head of camp about food related illnesses.

Practice and Behaviour Guidelines

Purpose

The AZYC and the seven youth movements we represent all 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 leaders 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 leaders, from members of the AZYC Committee to the most junior leaders, and all shlichim 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 ZFA, the AZYC Committee and the AZYC Executive.

The AZYC's commitment to safety stems from the values of the youth movements, especially *derech eretz*, respect for yourself and respect for each other. We expect that every leader will strive to be a *dugma ishit*, a personal example, of these values.

Commitment

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

- the specific requirements of your role as defined in your position description
- the rest of the safety guidelines, especially the introduction, our definitions of abuse and the AZYC's responding to child abuse reports and allegations policy
- all applicable State, Territory or Commonwealth laws where appropriate
- 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 an AZYC formal statement of commitment.

Every youth movement considers a failure to observe these guidelines as misconduct, and will take appropriate disciplinary action. Such disciplinary action may, depending on the seriousness of the misconduct, include suspension while matters are investigated and/or expulsion from the youth movement. In addition to any internal disciplinary action, we will report to the police all instances in which a breach of the law has or may have occurred.

Exceptions

There may be exceptional situations where these guidelines do not apply, for example, in an emergency situation where the compliance of these guidelines would place another individual's life in danger. However, it is crucial that, where possible, you seek authorisation from your Shaliach (or, if unavailable, from a member of your Committee) prior to taking action that contravenes these guidelines and that you advise the Shaliach and the 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 AZYC in conjunction with the Movement and depending upon the nature and seriousness of the

breach, may result in dismissal from the Movement, or be reported to the authorities (child protection and/or Police) as AZYC is obliged to do by law.

The guidelines

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

Sexual misconduct

The AZYC and the Movements 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. The AZYC and the Movements 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 leader and a participant

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

- is above the age of 18 years old and/or
- has been in a position of power with respect to the participant, i.e. who has been in the leadership body in any capacity while the participant was attending the movement

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

- attends or has attended the youth movement
- is under the age of 18 years old
- whose year level has not left for shnat, irrespective of whether the participant themselves goes on shnat
- is provided with education-development by a Leader within the Movement or AZYC activities

Engaging in sexual behaviour is prohibited even if the leaders or the young persons involved may be above the legal age of consent.

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

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

Sexual behaviour between participants

Under no circumstances is any form of 'sexual behaviour' to occur between any participants in any activity organised by the Movement.

'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 young persons involved may be above the legal age of consent.

Sexual behaviour between leaders

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

Sexual behaviour needs to be interpreted widely, and “partnered leaders” 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 AZYC expects all leaders to respect each other as colleagues and appreciate each other’s boundaries.

Sexual Relationships – Beyond formal Movement activities

The Movement takes all reasonable steps to prevent the establishment of a sexual relationship between a Leader and a participant within Movement activities. However, the Movement cannot remain responsible for relationships that may form beyond the formal Movement activities. Beyond Movement activities Leaders and participants are at liberty to have relationships (taking into account relevant State/Territory criminal laws relating to offenses against children) however, there remains a clear onus upon the Leader to ensure that such a relationship is entirely separate from the Movement, that the relationship is consensual, and that no reasonable interpretation of the relationship might consider its formation as being linked to the Movement or the Leaders role of power and authority, at any time, over the participant.

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 leaders 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 leaders to use strategies that are fair, respectful and appropriate to the developmental stage of the children or young people involved. The child or young person needs to be provided with clear directions and given an opportunity to redirect their misbehaviour in a positive manner.

Under no circumstances are leaders 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

Leaders must avoid acting outside the confines of their role as specified in their position description while running youth movement activities.

As a result all leaders:

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

If any leader becomes aware of a situation in which a young person requires assistance that is beyond the confines of that leader's role, or beyond the scope of the youth movement's usual activities, they should at the earliest opportunity:

- refer the matter to an appropriate support agency or
- refer the child or young person to an appropriate support agency or
- contact the child or young person's parent or guardian **and**
- seek advice from the Committee and notify the AZYC.

Use of language and tone of voice

Language and tone of voice used in the presence of children and young people should:

- provide clear direction, boost their confidence, encourage or affirm them
- not be harmful to children – in his 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

Leaders are responsible for supervising the young people who come to a youth movement to ensure that those participants:

- engage positively with our activities, e.g. develop a deeper connection with Israel through a Yom Ha'atzmaut celebration
- 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 leader for help 24 hours a day while on camp

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

Electronic communication

Whenever a leader makes a telephone call to a participant, sends a participant a text message or email, or communicates with a participant via a social networking site, the leader must have a legitimate movement-related purpose for engaging in the communication. This

does not mean that the leader must limit the communication to purely service-related matters – a personal relationship between a leader and a participant is essential for informal education – but it does mean that the communication cannot be either in fact or in reality for purely social reasons. Some legitimate movement-related purposes include:

- advising the participant about a youth movement activity, e.g. calling a participant to remind them that camp sign up is closing soon
- advising the participant about a relevant community event, e.g. sending a participant a text message with the time and location of a Yom Ha'Shoa ceremony
- sending a young leader information that is important to allow them to run movement activities, e.g. emailing a young leader the minutes from a planning meeting
- encouraging participants to think about and debate a topic that relates to the ideology of the movement, e.g. posting an article from Ha'aretz on a Neztar Senior Movement Facebook page

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

- 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 participant to keep a communication a secret from their parents

In order to avoid any doubt about the appropriateness of communication, leaders may choose to copy email and text messages sent to a child or young person to their parent/guardian. Leaders are encouraged to do so for events such as camps and overnight activities.

Instant Messaging and Social Networking

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

The AZYC and the Movements recognises that social networking websites such as Facebook, Instagram 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, leaders must not communicate with participants in a way that would be inappropriate.

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

- the communication is via an official youth movement page, group or profile, eg a "Betar Sydney Year 10" Facebook group or a "Hineni Melbourne" Facebook profile
- a member of the Committee or the Shaliach has given permission to set up the official page, group or profile
- a member of the Committee or the Shaliach has the ability to supervise the official page, group or profile in its entirety
- the leader responsible for the official page, group or profile has the ability to monitor the content, whether posted by children, other leaders or third parties, and remove any material that may be considered offensive or inappropriate

Leaders must appreciate that while movements trust 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.

A leader must not communicate with children outside the youth movement, such as siblings or friends of participants, if those children are only known to the leaders via the participant.

Outside contact

As a first starting point, leaders must not organise face-to-face contact with participants outside of regular youth movement activities. Without limiting the breadth of the concept, regular activities are generally those which are overseen by the Committee 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 leaders from seeing participants at school if the leader is there with the specific permission of the school to run educational or recruitment activities.

If, however, a leader still needs to organise to meet a participant outside of regular youth movement time or the school context, e.g. to talk with them personally about going on shnat, the leader must:

- inform a member of the Committee why they are organising the meeting, and when and where the meeting is to take place
- gain permission from that member of the Committee to go ahead with the meeting
- ensure that meeting occurs in a public place, eg a café, or in the presence of another leader or the participant's parent/guardian

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

This rule does not apply to the provision of a separate service by the leader, e.g. Hebrew tutoring or babysitting, that the parents/guardians of the participant have organised for the leader to deliver. This must be communicated to a member of the Committee or Shaliach to ensure there is no confusion or compromise of the Movements commitment to Safeguarding C&YP.

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

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

- the Leader is known to the participant parent(s)/guardian and the participants parents/guardian sanction the invite
- inform a member of the Committee why they want to attend the function, and when and where the function is to take place
- satisfy that member of the Committee that it is appropriate and consistent with their role as a youth leader to attend

These points obviously do not apply where the leader is brother or a sister of the participant.

Gift Giving

Under no circumstances should a leader be giving individual participants gifts outside of a movement activity. Lending of reading material or textbooks is acceptable.

The exceptions are where:

- Presents are given to the whole cohort in the context of a movement activity
For example: Giving participants something that their whole year level can use on shnat
- The leader is a relative of a participant.

Photographs of children and young people

Under these guidelines participants are to be photographed by a leader while involved in our activities only if:

- a member of the Committee or the Shaliach has granted prior and specific approval
- the context is directly related to participation in our activities
- the child is appropriately dressed and posed
- the image is taken in the presence of other leaders
- the participants parent(s)/guardian sanctions this.

Images are not to be distributed (including as an attachment to an email) to anyone outside the youth movement other than the child photographed or their parent, without the parent and Committee'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 youth movement website without parental knowledge and approval, or such images must be presented in a manner that de-identifies the child or young person. Any caption or accompanying text may need to be checked so that it does not identify a child or young person 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.

Physical contact with children and young people

Any physical contact with children and young people 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 child or young person (such as to assist or comfort a distressed young person) rather than on the needs of leaders.

Under no circumstances should any leader have contact with children or young people participating in our activities that:

- involves touching:
 - of genitals

- of buttocks
- of the breast area

that 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 child or young person – for example corporal punishment
- is overly physical – as is, for example, wrestling, horseplay, tickling or other roughhousing
- is unnecessary – as is, for example, assisting with toileting when a child does not require assistance
- is initiated against the wishes of the child or young person, except if such contact may be necessary to prevent injury to the child/young person 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 child or young person to prevent them causing harm to themselves or others
 - the incident must be reported to the Committee (and where applicable the Shaliach) as soon as possible.

Leaders are required to report to the Committee and the Shaliach any physical contact initiated by a child or young person 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 child or young person, leaders and any other participants.

Camps, sleepovers and sleeping arrangements

Overnight activities are to occur only with the authorisation of the Shaliach or a member of the Committee and of the consent of the parents/guardians of the children or young people involved.

Practices and behaviour by leaders 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 leaders during a camp or sleepover include:

- providing children and young people with privacy when bathing and dressing
- observing appropriate dress standards when children and young people are present – such as no exposure to adult nudity
- not allowing children or young people to be exposed to pornographic material, for example, through movies, television, the Internet or magazines. Leaders must not expose or let children be exposed to any sexually explicit material, or material of a classification beyond the child's developmental age.
- not leaving children under the supervision or protection of unauthorised persons such as campsite staff
- not involving sleeping arrangements that may compromise the safety of children and young people such as unsupervised sleeping arrangements, or an adult sleeping in the same bed as a child or young person
- the right of children 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 leaders are required to supervise children and young people while they change clothes, they must do so while balancing that requirement with a child or young person's right to privacy. In addition:

- leaders should never be in one-to-one situations with a child or young person in a change room area
- leaders are not permitted to use the change room area to, for example, undress, while children and young people are present
- leaders need to ensure adequate supervision in 'public' change rooms when they are used
- leaders 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
- female leaders are not to enter male change rooms and male leaders are not to enter female change rooms

Use, possession or supply of alcohol or drugs

While engaged in running a youth movement activity, leaders 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 leader's ability to care for children who attend the youth movement.

Transporting children

Children and young people are to be transported only in circumstances that are directly related to the delivery of youth movement activities – e.g., driving the children to the ice-skating rink for an excursion.

Children are to be transported only with prior authorisation from the Shaliach or a member of the Committee and from the child's parent/guardian. The only exception to the requirement to gain permission is where the leader and the participant are siblings. Gaining approval involves providing information about the proposed journey, including:

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

Verbal permission (with a witness) is acceptable but written authorisation is preferred and encouraged. Written permission is included on the current indemnity form.

Commitment to practice and behaviour guidelines

Introduction

The AZYC, Betar Australia Inc, Bnei Akiva Australia, Habonim Dror Australia Inc, Hashomer Hatzair Australia Inc, Hineni Youth and Welfare Australia Inc, Jewish Adelaide Zionist Youth and Netzer Australia Inc are all committed to safeguarding children and young people in our care. As part of this commitment, we have developed practice and behaviour guidelines. These guidelines that are approved and endorsed by the AZYC Executive and our parent body the ZFA.

All leaders, from the AZYC Executive to the most junior leader, are required to observe our practice and behaviour guidelines.

The AZYC and all the youth movements consider a failure to observe the guidelines to be misconduct, and such a failure will result in appropriate disciplinary action. Depending on the seriousness of the misconduct, disciplinary action may include suspension while matters are investigated and/or expulsion from the youth movement. In addition to any internal disciplinary proceedings, any breaches of law will be reported to police.

Commitment

I, _____ am a member of

Name of leader

_____ and

Name of youth movement

- have been provided with a copy, have read, and have understood the 'Practice and behaviour guidelines' of the AZYC
- understand my responsibilities in relation to ensuring and promoting the safety of children and young people
- will observe the guidelines during my time with the youth movement to ensure and promote the safety of children and young people participating in the activities provided by the youth movement
- understand that a breach of these guidelines may result in expulsion, and or/legal action

Signature of leader

Date

Name of Committee representative

Position/title of Committee representative

Signature of Committee representative

Date

ID Checks

All leaders regardless of position and Shlichim are required to supply their movement with a copy of photo ID, such as a driver's license or passport.

This is to ensure that an additional identity check is performed, further than a working with children's check.

This will be done before a leader (who is over 18) commences leading.

Documentation

The head of committee should keep an electronic copy of the ID, and this should be shared with the AZYC. This way the AZYC can keep track of current leaders.

Induction Process

Purpose

The AZYC's induction process has been developed to ensure that the youth movements only allow people who are suitable for working with children and committed to providing safe and enjoyable activities to become leaders.

Responsibility

The Committee of each state branch is responsible ensuring that the AZYC's induction process is followed in that branch. All applicants who will either be 18 at the time they begin leading or will turn 18 during the year of leading must undergo induction before starting to work with children and young people. In essence, no leader can start working with children until they have completed induction and SC training, have endorsed AZYC child protection policies, and all Leaders over 18 must satisfy relevant screening WWCC/NCRHC.

Leadership experience

A different induction process is required depending on whether the applicant:

1. was a young leader in year 11 (category 1)
2. was not a young leader in year 11 but either went on shnat with the movement or has attended the youth movement as a participant consistently (including camps) for the last three years (category 2)
3. was not a young leader in year 11, did not go on shnat with the movement and has not been attending the movement consistently for the last three years (category 3)

Leadership Training

Purpose

The aim of leadership training or *hadracha* is to ensure that each leader is provided with all the information they need to run educational activities that are in line with the beliefs of the movement as well as safe for the children participating.

Responsibility

A special leader (and if there is no special leader, the Shaliach or a member of the Committee) is responsible for ensuring that leadership training is given to the appropriate standard for each and every new leader.

Who

All leaders regardless of category are expected to undergo this leadership training.

This leadership training applies to both leaders who are above and below the age of 18. Madatzim (Junior leaders) will undertake a slightly different more extensive leadership training before they commence their year as junior leaders. However the minimum standards are the same.

Information

Each movement is largely free to set the content of their own leadership training. This training must be completed before the year commences and before each camp. There is, however, some basic information that each leader should be provided with prior to reading the practice and behaviour guidelines and signing the commitment to them. Areas that must be covered include:

Health and safety

- location of emergency exits, first aid facilities or equipment
- emergency evacuation plans and procedures
- Explanation of duty of care

Security

- any security procedures or requirements as directed by CSG/JEMP
- issuing of access passes/keys

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

- completing the online ACF Safeguarding Children Program training online (mandatory for all involved personnel, including all Leaders)
- Completing a WWCC or state equivalent
- reinforcement of our organisation's commitment to safeguarding children and young people from abuse and neglect
- a brief outline of ACF accreditation
- information on the AZYC's policies and procedures that all new leaders need to understand and follow, so as to safeguard children and young people, including:
 - a statement outlining the leader's role and responsibilities
 - our 'practice and behaviour' guidelines
 - our policy on responding to reports and allegations of child abuse
 - information on the requirements for supervision and support that apply to the leader's role

Camp / Volunteer Parents

Parents may volunteer during weekly activities and camp, as long as the following criteria is met:

- The movement has screened this parent with an interview or has previously worked personally with the movement
- The movement provides clear guidelines as to what the responsibility and role of the parent is
- The parents child/ren are comfortable with their parent being on camp with them
- The parent has a WWCC or equivalent

Junior Leaders (Madatzim)

Madatzim year is an integral year to the movements, and all students who wish to are allowed to partake in this year of leading. Before they commence leading they must have partaken in the leadership training provided by the movement. Senior leaders must supervise junior leaders at all times.

A leader of that year level, and a shaliach or committee member must interview all junior leaders, before they commence leading.

Junior leaders must be briefed on all of the above leadership training at the beginning of each year and before each camp.

Junior leaders unless they are 18 do not require WWCC

Junior leaders are required to complete the online ACF Safeguarding Children Program training online.

Interview Process:

All leaders regardless of category are required to have an interview.

Category 1 and 2 leaders are required to have an interview before they leave for the shnat gap year program. If they do not participate in the gap year program they are still required to have an interview before they lead year 13. This interview is conducted with a member from the movement, an AZYC team member and the chosen external educator from Israel. They are also required to select a referee who must answer questions on their character and ability to lead young people.

All records of referee answers will be stored securely electronically.

All interview records by the external educator will be supplied to the movement, who shall keep a record of the interview, and allow the AZYC to access them if need be.

Category 3 leaders are required to have an interview with a member of their movement and an AZYC team member. They are also required to supply two referees, which the movement may call on.

All records of interviews shall be kept electronically by the movement, and the AZYC shall have access to the interviews if need be.

Once a leader leaves the movement, the electronic copy of their interview may be discarded.

For further information please refer to the interview process document.

Advertisement of Roles:

It is an AZYC requirement that no position within the movement is to be advertised publicly. This is both for security reasons and also to mitigate any risks of outsiders joining the movement without proper screening.

Shlichim positions may be advertised publicly within the requirements of the Jewish Agency for Israel's recruitment process but is subject to review by Australia once they are recruited.

Face-to-face interview

All applicants are required to undergo a face-to-face interview; the interview questions are based on the category of the leader. The AZYC stipulates that all young leaders also undergo a face-to-face interview before the start of their year of leading.

During the face-to-face interview each youth movement will examine at least the following issues relating to the leader's suitability to work with children and young people:

- the leader's beliefs and values in relation to the treatment of children and young people
- the leader's reasons for wanting to work with children and young people
- the leader's general awareness and understanding of child protection issues
- if applicable, the leader's professional or volunteer experience and competence
- if applicable, the leader's reasons for leaving any previous positions involving work with children and young people

As part of the face-to-face interview each youth movement will highlight its commitment to protecting children and young people from abuse. The movements must also explain any leadership training requirements and their purpose.

Category 1 Leaders – Leaders who were junior leaders

Category 1 leaders who do not go on shnat are required an interview with the movement, however this interview is based solely on their suitability to be a leader in the movement. The questions for this interview will be based on the issues above.

Additional interview question may include but which are most relevant

- Would you tell us about any experience you have in relation to working with children and young people?
- What do you find most rewarding about working with children and young people?
- What do you find most challenging about working with children and young people?
- How would you handle a child who is behaving in a manner that is disruptive in a group setting?
- How do you think your peers, supervisors and referees would describe the way you work with children and young people?
- Are there any children whom you would not wish to work with and, if so, why?
- How would you deal with a child or young person who is acting aggressively?
- Have you ever lost your temper working with children or young people? What was the trigger for this? What was the outcome?
- How would you respond to a child or young person who disclosed they were being subjected to abuse?
- A parent of a child attending your service wants someone from the youth movement to care for their child out of hours. What would be your response to this request?
- What would you do if you thought another leader was harming a child or young person?

- What would you do if you thought a child or young person was being abused at home?
- How would you handle a child who appears sad and refuses to participate in activities?
- Have you ever had any disciplinary action taken against you in relation to your working with children and young people?

Category 2 leaders – leaders who are participating in the shnat program

Category 2 leaders (and many category 2 leaders who are considering the shnat gap year program) are required to have an interview with an external educator who is a provider for the gap year program. This interview will also include a current leader from the movement and an AZYC team member.

This interview includes questions about the suitability of the participant for the gap year program and their suitability to work with young people. Pre-gap year interview questions include the following:

- Outside of school and your movement what are some of your hobbies?
- Out of 100% how confident are you that you are going on shnat?
- Why have you chosen shnat as your preferred program?
- What is your association with your movement? How long have you been attending? Why did you choose to attend your specific movement in the first place?
- How do you feel about coming back to your movement and committing to lead?
- Would you say you have a strong background in Jewish and Zionist history and knowledge?
- What are the parts of the ideology you most identify with in your movement?
- If you could change anything about your movement what would you change?
- If you were asked what skills a shnat graduate should have, what would you say?
- What skills do you think you need going on to the shnat program?
- Do you think you will be able to represent your movement on the program?
- A scenario, where the participant being interviewed has to plan a program based on a topic the educator chooses.

Additional interview question may include but which are most relevant

- Would you tell us about any experience you have in relation to working with children and young people?
- What do you find most rewarding about working with children and young people?
- What do you find most challenging about working with children and young people?
- How would you handle a child who is behaving in a manner that is disruptive in a group setting?
- How do you think your peers, supervisors and referees would describe the way you

work with children and young people?

- Are there any children whom you would not wish to work with and, if so, why?
- How would you deal with a child or young person who is acting aggressively?
- Have you ever lost your temper working with children or young people? What was the trigger for this? What was the outcome?
- How would you respond to a child or young person who disclosed they were being subjected to abuse?
- A parent of a child attending your service wants someone from the youth movement to care for their child out of hours. What would be your response to this request?
- What would you do if you thought another leader was harming a child or young person?
- What would you do if you thought a child or young person was being abused at home?
- How would you handle a child who appears sad and refuses to participate in activities?
- Have you ever had any disciplinary action taken against you in relation to your working with children and young people?

Category 3 leaders – leaders who have joined the movement after shnat, and has not been consistently going to the movement for the last 3 years.

Category 3 leaders are required to have an interview with a member of their movement and an AZYC team member. All category 3 leaders even after an interview are required to undergo leadership training. These questions will include some of the following:

- Why have you decided you want to join this movement?
- What do you think you can bring the movement?
- What do you think you can gain from being in the movement?
- What has lead you to this point? Have you been in a youth movement previously? Did you participate on another gap year program such as IBC?
- Do you have friends in the movement or people who will support you?
- What kind of skills do you think a leader should have?

Additional interview question may include but which are most relevant

- Would you tell us about any experience you have in relation to working with children and young people?
- What do you find most rewarding about working with children and young people?
- What do you find most challenging about working with children and young people?
- How would you handle a child who is behaving in a manner that is disruptive in a group setting?

- How do you think your peers, supervisors and referees would describe the way you work with children and young people?
- Are there any children whom you would not wish to work with and, if so, why?
- How would you deal with a child or young person who is acting aggressively?
- Have you ever lost your temper working with children or young people? What was the trigger for this? What was the outcome?
- How would you respond to a child or young person who disclosed they were being subjected to abuse?
- A parent of a child attending your service wants someone from the youth movement to care for their child out of hours. What would be your response to this request?
- What would you do if you thought another leader was harming a child or young person?
- What would you do if you thought a child or young person was being abused at home?
- How would you handle a child who appears sad and refuses to participate in activities?
- Have you ever had any disciplinary action taken against you in relation to your working with children and young people?

Documentation

All heads of committee are required to keep an electronic record of the interviews they have conducted for each category of leader. These records should be updated yearly as each leader should have a face-to-face interview yearly, even after the initial induction interview. All of these records should be accessible to the AZYC.

Referee Checks

Category 1 Leaders:

Generally category 1 leaders do not require a referee check before leading, as they have been present in the movement for years, and the leaders should have an idea of how they work with younger children from previous experiences.

Category 2 leaders:

All category 2 leaders are required to have a referee complete a form before they depart for the gap year program. This is done in conjunction with a face-to-face interview

The referee questions include:

Referee Name (First and Last):

Referee email address:

Question 1

How long have you known the candidate form and what is your relationship to him/her?

Question 2

What qualities does the candidate possess which would equip them for a leadership role?

Question 3

Do you think the candidate would be suited to a leadership position?

Question 4

What are some of the candidate's weaknesses? (This will not harm their application)

Question 5

To the best of your knowledge, please describe the candidate's behavior in social/group environments. Are they extroverted/introverted, individualistic etc.? Do they tend to dominate, defer, motivate or involve others?

Question 6

Do you think the candidate would be suited to work with younger people?

Question 7

The Shnat program is an extremely intensive setting. The candidate will be challenged socially, physically, emotionally and psychologically. Please assess the candidate's emotional maturity and stability, ability to tolerate stress and cope with change and unexpected situations.

Category 3 Leaders:

These leaders have not worked previously with the movement and a conversation with a referee should be had. This is done in conjunction with a face-to-face interview.

You must at a minimum ask the following as part of the referee check process:

- What is the nature and duration of your professional relationship with the applicant? (including verification of information in resume or provided by applicant i.e. **applicant's**

position title, dates and duration of employment, main duties and responsibilities, assessment of performance in that role, experience working with children and/or young people)

- Do you have any concerns about the applicant's capability (e.g. appropriate skills, knowledge) to work with children or young people?
- Do you have any concerns about the applicant's suitability (e.g. appropriate demeanour, values, reliability) to work with children or young people?
- Have there been any incidents, findings, allegations or disciplinary action against the applicant in relation to allegations of inappropriate behaviour with respect to children or young people?

Additional Optional Questions

- How would you describe the applicant's strengths in working with children or young people?
- How would you describe the applicant's weaknesses in working with children or young people?
- Would you tell me how the applicant relates to children or young people?
- Are there any challenges that the applicant would face in working and engaging with children or young people?
- Are there any age groups that the applicant may not be suited to work with?
- Does the applicant use an appropriate language and tone of voice with children or young people?
- Have you observed the applicant disciplining a child or young people? What strategies did he/she use?
- Can you tell me about a situation when the applicant had to handle a child or young person who was angry and lashing out physically?
- How did the applicant relate to that child/young person's parents?
- Do you have knowledge of the applicant understanding of reporting procedures in relation to concerns about a child or young person's welfare?
- Does the applicant become angry easily?
- How does the applicant respond when children or young people are demanding, challenging or provocative?
- Do you know of any instances where the applicant has acted outside the boundaries of his/her role?
- Would you employ the applicant again?

Induction Checklist

For all leaders who are category 1 or 2, the following criteria must be met before a leader can officially be inducted as a leader

Documentation:

- ☐ Provided contact details to the movement, including:
 - ☐ Address
 - ☐ Phone number
 - ☐ Email address
 - ☐ DOB
 - ☐ Emergency contact
 - ☐ Any relevant medical information
 - ☐ Medicare / Private health care number
- ☐ Provided an ID either drivers license or passport
- ☐ Completed the ACF Safeguarding Children Online Training
- ☐ Completed a WWCC and have it cited by a committee member
- ☐ Signed a Safeguarding Children Commitment statement

Interviews:

- ☐ By the head of committee or shaliach after they return home from shnat

Information:

- ☐ Been briefed by a special leader, committee member or shaliach about their role as a leader
- ☐ Been provided with the safeguarding children's practice and behaviour guidelines
- ☐ Have access to the AZYC Safeguarding Children's policy
- ☐ Completed the leadership training as described in the induction process

For category 3 leaders the additional information is required:

Documentation:

- ☐ Letter / contact details of 2 referees

Interviews:

- ☐ Interview by a committee member and shaliach about their suitability as a leader for the movement

Changes to the Induction process

If at any time a member of a movement thinks there should be a change in the recruitment process, they are required to submit a formal suggestion to their committee member (in writing).

If the committee member deems it as an appropriate change, they will bring the suggestion to the Safeguarding Children Program Coordinator (the AZYC chairperson). The Program coordinator will review the changes and if deemed appropriate will bring the change to the AZYC executive (who meet monthly) and they will vote as to whether to accept or deny the change.

The review by the committee member and Safeguarding Children's Program Coordinator is not aimed to impede a change being made, but rather to ensure that it is both an appropriate and beneficial change.

Notification of Change to the recruitment process

If a change has been made to the recruitment process, a notification email will be sent to the AZYC executive, who will have partaken in the change. It is then the executive's responsibility to notify all their movement's current leaders of the change. They are also required to highlight the change to all new recruits returning from shnat, before their interview.

Online Training

Every involved person (ie. Everyone that comes into contact with children either on a camp or seminar or otherwise) must complete the online training.

The online training is a risk, abuse and indicator information programme run by the Australian Childhood Foundation and takes about 1-2 hours to complete.

Each person must only complete it once in a four-year period. It is recommended that camps run a refresher before their camps begin (perhaps on their camps before the participants arrive).

Instructions:

1. Go to the Safeguarding Children website: <http://www.safeguardingchildren.com.au>
2. Click Online Training Log in
3. Click create new account
4. Fill in all your personal details on the next page ensuring you use your correct email address
5. Click continue
6. An email will then be send to you requesting to confirm your email address
7. Click on the link in the email to confirm your account
8. Once registered you will be directed to a list of courses, click on the "Australian Zionist Youth Council" Program
9. Enter the enrolment key and click "Enrol me"
10. To commence the course click on module 1.
11. Click Start to commence the module
12. If no popup appears, ensure your browser allows for popups or use a different internet browser.
13. Once you have completed the modules, click on "Get your Certificate of Completion"
14. Print and save a copy of your certificate and send it to your head of movement (Mazkir/Merakez)

Enrolment Keys

SCP Enrolment Keys for AZYC Movements	
Movement	Enrolment Key
Betar Australia Inc	AZYC-BET
Bnei Akiva Australia	AZYC-BNEI
Habonim Dror Australia Inc	AZYC-HDA
Hashomer Hatzair Australia Inc	AZYC-HAA
Hineni Youth and Welfare Australia Inc	AZYC-HWYA
Netzer Australia Inc	AZYC-NET
HaTzofim Australia	AZYC-TZO
Jewish Adelaide Zionist Youth	AZYC-JAZY

Record Keeping

The head of the committee (merakez,mazkir etc.) must ensure that all their leaders have completed the Online Training and appropriate record is made in their personnel file.

Personnel who are excluded from undertaking the online training

During weekly programs and bi-annual camps the following people are excluded from needing to partake in the online training.

1. Camp Chefs

These are hired external contractors whose role it is to provide food on camps. They should not have interaction with a participant without a leader present.

2. Campsite Staff

Campsite staff members are hired professionals, and should only be having interactions with participants in the presence of a leader. They are required to follow the guidelines from their employers and are expected to adhere to them.

3. Camp parents

Camp parents are parents of one of the participants on the program. Their role is to be a responsible adult, and provide the participants and leaders with support. The leadership of the camp provides them with instructions. They are not usually present on camps where a Shaliach (Israel Emissary) is present.

4. Camp Medics

Camp medics are hired for only the duration of the camps, and do not have contact with the participant except in the presence of a leader.

External Personnel

An external personnel is someone who:

- Does not have regular contact with the participants
- Is not a member of the youth movement
- Is not a volunteer parent / medic for a camp
- Is invited by the youth movement to participate in a youth movement activity
- Someone who runs an irregular activity for the participants i.e. Instructor for Israeli Dancing

All external personnel provide the following to the youth movement for record:

- ID
- WWCC or equivalent

The movement is also required to:

- Brief all external personnel about the Safeguarding Policy, giving a brief explanation about what it is, why we participate and the expectations that we place on them to abide by our rules.
- Provide the personnel with a copy (electronic is fine) of the policy.
- If the external personnel comes from another company eg. Camp staff, get an understanding of what the company expectations of their staff is, and explain to the company our expectations of behavior.

When involved in an activity with external personnel, a leader must accompany participants at all times.

Ongoing Training

The individual movements are required to provide training for their leaders (including junior leaders) three times a year. This training should be a refresher for leaders and reiterate the safeguarding children policies. This training needs to be done in conjunction with the online training.

The training should be conducted during the following time frames:

- First session should happen before the year commences and before any madrich has contact with a participant
- The second and third sessions should occur before winter and summer camp respectively

The AZYC chairperson will provide additional training to the heads of each movement twice a year. The first training will be conducted during the first AZYC executive meeting of the new year. The second training will be conducted during the Bogrim Seminar that occurs in August.

Should the AZYC require any further training, a meeting with an ACF consultant should be arranged.

Law Changes

If any new laws regarding child abuse and neglect are introduced, leaders will be made aware of these changes by AZYC chairperson.

Guidelines to Parents

The AZYC and the Zionist youth movements we represent are committed to creating a positive and safe environment during activities, camps 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 to bring them to the movement, or other place you may feel appropriate.

We call on parents/guardians whose children attend a youth movement to please:

- observe our guidelines for parents (see below)
- read, and understand the AZYC Safeguarding Children and Young People Policy
- in the event of serious or ongoing breaches of these guidelines by any person, report the matter to the Shaliach or the leader in charge so that appropriate action can be taken. Our guidelines for parents Your and other children's participation in the youth movement 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 leader of any special needs that they may have, or develop, during the course of the program (for example, they may suffer from asthma or allergies, or have hearing difficulties), so that we can safely allow them to take part in activities
- engaging with the leaders positively, not criticising leaders in the presence of your child and reporting any concerns you have to our Shaliach or to the leader in charge
- ensuring that your child is picked up on time at the conclusion of an activity
- arranging with the Shaliach or leader in charge prior to an activity if your child is to be picked up by a person unknown to any of the leaders – and completing an transport authorisation form
- 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 the youth movement
- not encouraging or inciting your child to commit violent acts or to breach youth movement rules

- advising our Shaliach or leader in charge of any changes in contact information for use in the event of an emergency

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

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

The rights of young people at Australasian Zionist Youth Council (AZYC)

AZYC Personnel believe that young people who participate in our activities, events or programs should:

- Feel comfortable;
- Be safe;
- Feel safe;
- Have a right to contact your parents or others if you feel unsafe, uncomfortable or distressed at any time during an activity, event or program;
- Activities, events or programs that we provide for you are to be suitable for your age and development, and taken by appropriately qualified staff;
- Be provided with clear directions and given an opportunity to redirect your behaviour in a positive manner if staff believe that you have broken program rules and/or misbehaved;
- NOT be subject to disciplinary action involving physical punishment, or any form of treatment that could reasonably be considered degrading, cruel, frightening or humiliating; and
- Contribute suggestions and feedback on an activity, event or program in which you have participated.

The responsibility of Australasian Zionist Youth Council (AZYC) Personnel

AZYC Personnel have a Child Protection Commitment Statement and a Code of Conduct that they must follow. This aims to make sure that you are protected from harm and that our activities, events and programs are enjoyable and worthwhile for all participants. The Safeguarding Children and Young People Code of Conduct includes the following:

- AZYC Personnel do their best to make sure that you are protected from harm;
- AZYC Personnel will wear a uniform and/or will have an appropriate name badge when on duty;
- AZYC Personnel will supervise program participants effectively;
- Parent/guardian permission must be given in writing before we can:
 - Take you on an excursion;
 - Arrange overnight stays or camps ; and or
 - Provide transport to another location
- We must make sure that employee to young people ratios are maintained. (Please check with us if you are unsure what is meant by ratios);
- AZYC Personnel will not be alone with a young person where they cannot be observed by other AZYC Personnel;
- AZYC Personnel people are not allowed to exceed their position description details.

This means that they cannot be employed for babysitting or visit you at your home. They are not allowed to friend you on FACEBOOK or TEXT, take photos of you for INSTAGRAM or YouTube or Snap Chat you. They are not allowed to communicate with you in any way beyond your attendance at your activity, event or program;

- AZYC Personnel must use guidance strategies that are fair, respectful and appropriate to your age and background; and
- AZYC Personnel are required to report and respond to any incidents of abuse or neglect towards children or young people who participate in our activities, events or programs.

Responsibilities of Young People at Australasian Zionist Youth Council (AZYC)

When you participate in an AZYC activity, event or program you also have some responsibilities. These include:

- Letting a staff person or parent know if you are unhappy with the way you are being treated or you don't feel safe;
- Treating other participants and adults with respect;
- Following the rules of the activity, event or program you are participating in;
- Remembers their others in the activity, event or program. You are certainly free to choose your own friends. However, don't stop other young people from enjoying and participating in a program; and
- Listen to others and respect their opinions.

Strategy for communicating with children, young people and their families about our Safeguarding Policies

Purpose

The Australasian Zionist Youth Council (AZYC) is committed to creating opportunities for children and young people and their families to provide feedback about the services we provide to them and we will listen to them and address any concerns that they raise with us. We are committed to communicating honestly and openly with parents and carers about the wellbeing and safety of their children and will seek to involve parents whenever possible and practicable in shaping the services we provide to them and their children.

We will promote and distribute information about our Safeguarding Children and Young People commitment as part of the information provided to children, young people and parents/carers when they access any of our services.

We will consider and respond to feedback provided by children and families about our services in a timely manner.

Responsibilities

Position	Responsibility
Regular Leader (Madrach)	<ul style="list-style-type: none">Compliance with policy and procedure.
Head of the committee (Mazkir, Mefaked, Merakez)	<ul style="list-style-type: none">Implement policies and procedures across the organisationEnsure personnel have access to and understand this policy and related proceduresProvide training and advice in the application of policies and proceduresSupport the coordination of the SCYP framework and implementationEnsure that any incidences are handled as according to procedureTo report any incidences including any suspected child abuse to the Safeguarding Children Program CoordinatorTo ensure all leaders are informed of their roles before commencing leading
Shlichim	<ul style="list-style-type: none">Ensure policies and procedures are followed and implementedProvide training and advice in the application of policies and proceduresSupport the coordination of the SCYP framework and implementationEnsure that any incidences are handled as according to procedure
Head of Camp (Rosh Machane)	<ul style="list-style-type: none">Compliance with policy and procedure.To ensure that all leaders on camp are complying with the procedure.To report any incidences including any suspected child abuse to the Safeguarding Children Program Coordinator and to the Head of committeeTo ensure all leaders are informed of their roles before camp

Junior Leaders (Madatzim)	<ul style="list-style-type: none"> • Compliance with policy and procedure.
Safeguarding Children Program Coordinator	<ul style="list-style-type: none"> • Review and update this document and supporting resources in consultation with relevant stakeholders • Support the coordination of the SCYP framework and implementation • Ensure all managers/supervisors have access to support and advice to understand and implement policies and procedures

Key Requirements

Information about our commitment to Safeguarding Children and Young People including our Practice and Behaviour Guidelines and Reporting policies will be made available for children and young people and their families including in developmentally appropriate language and languages used by the main communities that access our services.

This will include:

- Displaying posters in public areas
- Providing information in our enrolment and parent handbooks
- Providing links to all policy documentation on the intranet/website for children and young people and their families
- Providing opportunities to give feedback like complaints processes, surveys, feedback sheets and boxes (including web-based mail boxes)
- Any formal feedback received will be considered according to our [insert name of complaints / feedback process] OR Any formal feedback received will be provide to our [insert position name such as Children's Services Manager] for consideration, and they will provide a written response to the family within xx days.

Communication

We communicate our policy and practice and behaviour requirements to all our personnel involved with children and young people in our organisation. We involve our personnel in reviews of our policy requirements. We communicate any significant alterations to our policy requirements and resources to all personnel.

Monitoring and Review

This document will be reviewed at least every 3 years, in consultation with stakeholders. 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 including 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.

Responding to child abuse reports and allegations

Introduction

The AZYC is committed to protecting all children and young people who attend Zionist youth movements. Accordingly we have developed this policy on how to respond to child abuse reports and allegations as a guide to all leaders in meeting their responsibilities in this area. Our leaders 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 a youth movement. Leaders are required to respond to abuse or neglect perpetrated by any personnel within a youth movement 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 AZYC is committed to ensuring the safety of all children and young people who attend a Zionist youth movement.

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

Scope

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

Defining abuse and neglect

The AZYC is committed to safeguarding the children and young people in our care from abuse in any form, as defined:

Sexual abuse

Sexual abuse is any act in which a person with power or authority over a child (female or male) 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.

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

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

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

- experiences during childhood
- social and cultural expectations about raising children
- our experience as parents
- cultural and religious beliefs
- personal ethics and values
- education, training and work experience
- knowledge of laws and regulations

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

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

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

Responsibilities

Our leaders 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 leader is currently running.

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

- not to assess the validity of such allegations or concerns, but to report all allegations or concerns to the Shaliach (or where there is no Shaliach, to the Head of the 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 leaders are obliged to raise any concerns they might have in relation to:

- the AZYC policies designed to safeguard children and young people – such as outlined in our 'Practice and behaviour guidelines'
- actions of other leaders within the youth movement that contravene our policies, or that may otherwise have the potential to harm a child or young person.

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

New South Wales

A person who:

- in the course of his or her professional work or other paid employment delivers education to children (ie a Shaliach) or
- holds a management position in an organisation, the duties of which include direct responsibility for, or direct supervision of, the provision of education to children (ie a member of the Committee)

is required to report any alleged physical abuse, sexual abuse, emotional/psychological abuse, neglect and exposure to family violence to the Director-General of the Department of Community Services where there are reasonable grounds to suspect that a child is at risk of significant harm, and those grounds arise during the course of or from the person's work. A contact number for reporting alleged abuse is provided below.

South Australia

A person who is:

- an employee/volunteer in an agency that provides education or recreational services for children or
- an employee/volunteer in a religious or spiritual organisation (i.e. potentially all leaders)

is required to report any alleged physical abuse, sexual abuse, emotional/psychological abuse or neglect to the Department for Families and Communities where there are reasonable grounds to suspect that a child has been or is being abused or neglected, and the suspicion is formed in the course of the person's work (whether paid or voluntary). A contact number for reporting alleged abuse is provided below.

All our leaders 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 leaders from discussing any concerns or allegations with any person – within or outside the youth movement – 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 leader's rights and responsibilities to report their concerns or allegations, but rather as part of the AZYC's commitment to ensuring privacy, confidentiality and natural justice.
- prohibits all leaders from making deliberately false, misleading or vexatious allegations.

A flow chart appears at the conclusion of this document to assist with the visualisation of this process.

Consequences of breaching policy

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

As reporting differs across Australia's States and Territories, in the interests of avoiding confusion, the AZYC has determined a standard policy of reporting in all States and Territories. Mandatory reporting should not be confused with the right, or obligation of any citizen, employee or volunteer to report suspected child abuse

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

All leaders 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 Shaliach (if there is one) and to the Head of the Committee.

While leaders retain the right to report any concern or allegation directly to the relevant authorities, we ask that they also inform the Shaliach (if there is one) and the Head of the Committee of any report they make to the relevant authorities, to enable the youth movement to best provide support to the child or young person and their family, where appropriate.

If a child or young person is at imminent risk of harm or in immediate danger, our leaders 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, leaders 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, using the AZYC's 'Record of a child abuse allegation, disclosure or concern' form as a guide
- 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, eg 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 the youth movement will take immediate action in response to the allegation

In situations where leaders 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, leaders are required to use the AZYC's 'Record of a child abuse allegation, disclosure or concern' form to record their observations and concerns as accurately as possible.

The Shaliach or (where there is none) the Head of the Committee will oversee creation of a file to contain the completed 'Record of a child abuse allegation, disclosure or concern' form, and any other documentation relating to the allegation and subsequent action.

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

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

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

All personnel must report, immediately, to the Shaliach (if there is one) and the Head of the Committee any instance, allegation, disclosure or reasonable concern of abuse or neglect of a child or young person arising from an action a leader.

If both the Shaliach and the Head of the Committee are unavailable (or the subject of the complaint), leaders are required to report the matter to the Shaliach of another movement in the same city or the Head of the State Zionist Council of their state.

If a child or young person is at imminent risk of harm or in immediate danger, leaders 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, leaders 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, using the AZYC's 'Record of a child abuse allegation, disclosure or concern' form as a guide
- record on the form 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 the youth movement 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 child or young person), our Shaliach or the Head of our Committee will, ensure that the incident is reported

to:

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

Leaders 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.

Australian Capital Territory

Care and Protection Services

Telephone (business hours): 1300 556 729

Telephone (after hours crisis line): 1300 556 729

New South Wales

Child Protection Helpline

Telephone: 132 111

Queensland

Child Safety Services

Telephone (business hours – Brisbane): 1300 682 254

Telephone (after hours): **1800 177 135 or 3235 9999**

South Australia

Child Abuse Report Line

Telephone (business hours): 131 478

Telephone (after hours crisis care): 131 611

Victoria

Child Protection Unit

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

Telephone (after hours): 131 278

Western Australia

Department for Child Protection

Telephone (business hours – Perth metropolitan district): 9214 2444

Our Shaliach and/or the Head of our Committee will investigate and take reasonable steps to deal with allegations of 'less serious' instances of abuse or neglect.

If an allegation has been made against a leader, the Shaliach (if present) or the Head of the

For any queries or inquiries about suspected child abuse (Nationally):

Tzedek – 1300 893 335

Committee 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 leader in a position where they do not work with children
 - additional supervision of that leader
 - removing/suspending that leader until the validity of the allegations is determined
- address the support needs of the leader against whom the complaint is made by, for example, offering professional counselling
- make clear to all other leaders 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 Shaliach or the Head of the Committee and only in direct relation to investigation of the allegation

Our Shaliach or (if no Shaliach is present) the Head of the Committee will oversee creation of a file to contain the completed 'Record of a child abuse allegation, disclosure or concern' form, and any other documentation relating to the allegation and subsequent action.

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

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

Confidentiality and privacy

The AZYC 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.

Documentation

As part of our policy for responding to reports or allegations of child abuse, we have developed a 'Record of a child abuse allegation, disclosure or concern' form, which is to be used by any of our people to document any allegation, disclosure, incident or concern regarding child abuse.

Record of a child abuse allegation, disclosure or concern outside the youth movement

Section 1

Child or young person who is the subject of the concern or report

Full name _____ Age _____

Possible communication barriers

Parent(s)/caregiver(s)

Name _____

Address _____

Telephone numbers

Home _____ Mobile _____

Work _____

Possible communication barriers

Name _____

Address _____

Telephone numbers

Home _____ Mobile _____

Work _____

Possible communication barriers

The report is based on

- | | |
|---|--|
| a disclosure by the child or young person | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| a disclosure/admission by a parent/guardian | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| an allegation by a parent/guardian | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| concerns or observations by a leader | Yes <input type="checkbox"/> No <input type="checkbox"/> |

Person(s) making this report, disclosure or allegation

Name _____

Relationship to the child or young person (where applicable)

Contact details

Name _____

Relationship to the child or young person (where applicable)

Contact details

Representative(s) receiving and coordinating the youth movement's response to the allegation

Name _____

Title/role(s) _____

Date _____ Time _____

Name _____

Title/role(s) _____

Date _____ Time _____

Section 2

Report or allegation of child abuse

Allegation ☐ Disclosure ☐ Report or concern ☐

Name(s) of alleged perpetrator(s) (if known):

Connection of alleged perpetrator(s) to the child or young person
(if known):

Details of the alleged abuse – dates, times, location, a description of behaviour of the perpetrator, indicators of abuse, possible injuries:

Witness details (if applicable):

Other observations or comments by person making the report:

Section 3

Discussion(s) with the child's family/guardians

Details of any discussions with family in relation to this report – information provided, reactions, concerns and admissions:

Family/guardian advised that notification will be made to child protection authorities?

Yes ☐ No ☐

Other relevant information:

Section 4

Report to child protection authorities

Child protection authority notified: Yes ☐ No ☐

Date _____ Time _____

Name of person notified _____

Department/region _____

Person's position _____

Contact details _____

Advice provided:

Interim action taken (if any) to ensure the child or young person's safety:

Interim action taken to address the support needs of the child or young person and their family (where appropriate):

Interim action taken to address the support needs of other leaders involved:

Record of a child abuse allegation, disclosure or concern within the youth movement

Section 1

Child or young person who is the subject of the concern or report

Full name _____ Age _____

Possible communication barriers

Parent(s)/caregiver(s)

Name _____

Address _____

Telephone numbers

Home _____ Mobile _____

Work _____

Possible communication barriers

Name _____

Address _____

Telephone numbers

Home _____ Mobile _____

Work _____

Possible communication barriers

The report is based on

- | | |
|---|--|
| a disclosure by the child or young person | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| an allegation by a parent/guardian | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| concerns or observations by a leader | Yes <input type="checkbox"/> No <input type="checkbox"/> |

Person(s) making this report, disclosure or allegation

Name _____

Relationship to the child or young person (where applicable)

Contact details

Name _____

Relationship to the child or young person (where applicable)

Contact details

Representative(s) receiving and coordinating the youth movement's response to the allegation

Name _____

Title/role(s) _____

Date _____ Time _____

Name _____

Title/role(s) _____

Date _____ Time _____

Section 2

Report or allegation of child abuse

Allegation ☐ Disclosure ☐ Report or concern ☐

Name(s) of alleged perpetrator(s) (if known):

Connection of alleged perpetrator(s) to the child or young person
(if known):

Details of the alleged abuse – dates, times, location, a description of behaviour of the

perpetrator, indicators of abuse, possible injuries:

Witness details (if applicable):

Other observations or comments by person making the report:

Section 3

Discussion(s) with the child's family/guardians

Details of any discussions with family in relation to this report – information provided, reactions, concerns and admissions:

Family/guardian advised that notification will be made to child protection authorities?

Yes ☐ No ☐

Other relevant information:

Section 4

Report to police

Is police notification required? Yes ☐ No ☐

Date _____ Time _____

Name of officer notified _____

Station/department _____

Officer's position _____

Contact details _____

Advice provided:

If the matter does not require police intervention – for instance, if it is a 'less serious' concern – it will be dealt with internally.

Interim action taken (if any) to ensure the child or young person's safety:

Interim action taken to address the support needs of the child or young person and their family (where appropriate):

Interim action taken in relation to the alleged perpetrator (including support needs):

Interim action taken to address the support needs of other personnel involved:

Report of an incident to the ACF

ACF requires that, in this report, the alleged perpetrator(s) are not identified by name.

Name of organisation _____

Address _____

Contact person _____

Work telephone number _____

Mobile telephone number _____

Email address _____

Nature of the alleged abuse

Nature of the incident involving organisational personnel, including date(s), location (for example, on your premises or a vehicle), nature of the abuse and its duration:

Did the allegation involve a single incident of abuse, or abuse on more than one occasion?

How did your organisation become aware of the alleged incident(s)?

Was the alleged incident reported to police?

What other action(s) were taken by your organisation?

Characteristics of the child/children or young person(s) involved in the alleged abuses

How many children were involved in the alleged abuse?

Information on characteristics of the child/ren involved including their age, gender, any disability and any communication barriers:

Characteristics of the alleged perpetrator(s):

What is/are the alleged abuser(s)' occupation(s)/role(s) within your organisation?

Is/are the alleged abuser(s) employed by your organisation or working in a volunteer capacity?

What is/are the alleged abuser(s)' gender and approximate age?

For how long did the alleged abuser(s) work for your organisation?

Is/are the alleged abuser(s) still employed or doing volunteer work with your organisation?

Implications for your organisation

What implications does the alleged incident have for your organisation's operation?

What implications does the alleged incident have for your organisation's procedures and/or policies?

Did your organisation’s policies and procedures assist in managing this situation? Provide comment.

What changes (if any) will be made to your organisation’s policies and procedures to reduce the likelihood of this situation arising again?

Changes to the responding to child abuse reports and allegations policy

Process

If at any time a member of a movement thinks there should be a change in the responding to child abuse reports and allegations policy, they are required to submit a formal suggestion to their committee member (in writing).

If the committee member deems it as an appropriate change, they will bring the suggestion to the Safeguarding Children Program Coordinator (the AZYC chairperson). The Program coordinator will review the changes and if deemed appropriate will bring the change to the AZYC executive (who meet monthly) and they will vote as to whether to accept or deny the change.

The review by the committee member and Safeguarding Children's Program Coordinator is not aimed to impede a change being made, but rather to ensure that it is both an appropriate and beneficial change.

Regular review of the responding to child abuse reports and allegations policy

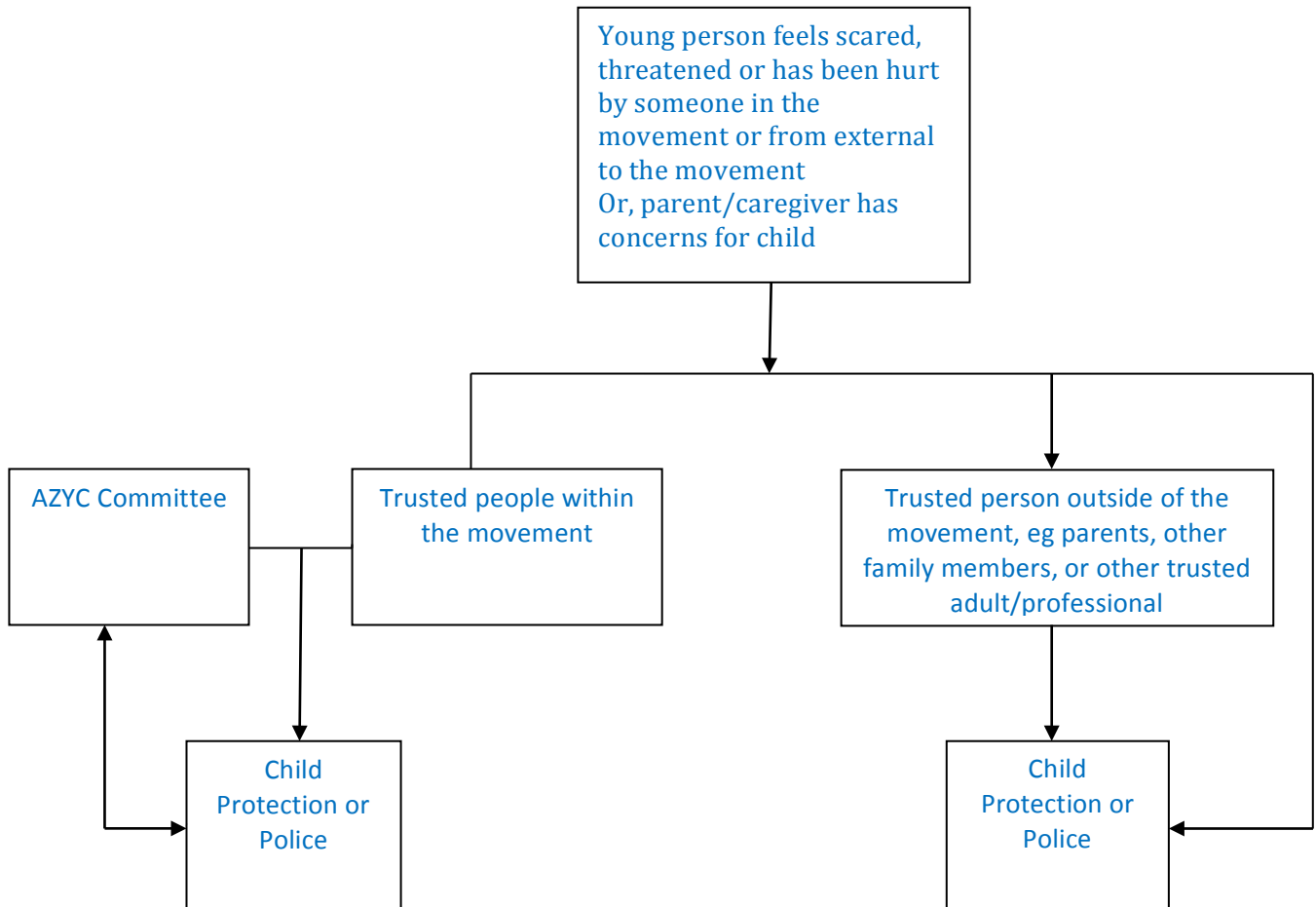
When the policy is reviewed every May, this policy too will be reviewed. This review will be done in the same fashion as the SYCPP policy update with the AZYC executive.

If there is an incident where this policy does not appear to be adequate, the policy will be reviewed immediately.

Notification of Change to the responding to child abuse reports and allegations policy process

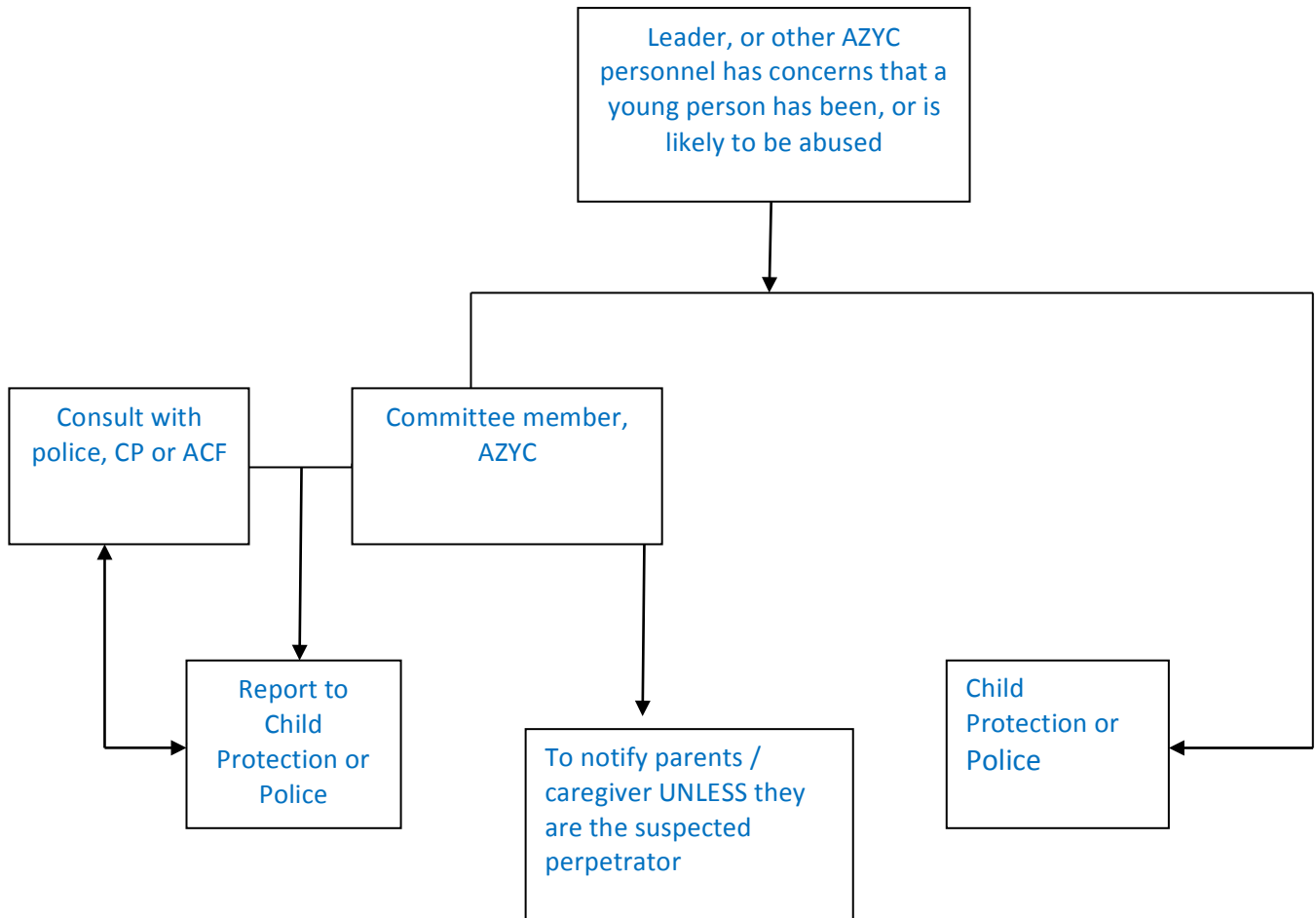
If a change has been made to the responding to child abuse reports and allegations policy, a notification email will be sent to the AZYC executive, who will have partaken in the change. It is then the executive's responsibility to notify all their movement's current leaders of the change. They are also required to notify parents of this change.

Diagram 1. Guide for making a report of suspected child abuse



The steps can be quite simple, however there is the option that information can, and often should be exchanged between authorities, the organisation and the individual making the report. The important aspect is confidentiality and that all of the necessary information is collected.

Diagram 2. Guide for making a report of suspected child abuse



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Safeguarding Children Program Coordinator

The Australasian Zionist Youth Council Safeguarding Children Program Coordinator / Child Protection Officer role is to develop, maintain and review all Safeguarding Children and Young People policy and processes, and to provide advice based on best practice principles of Safeguarding Children to all involved personnel of the Australasian Zionist Youth Council. The Safeguarding Children Program Coordinator will consistently act in the best interests of the child or young person.

The Safeguarding Children Program Coordinator's responsibilities include to:

- Provide guidance, support and advice to all involved personnel in relation to concerns about a child or young person's well being
- Act as a key contact for queries, comments or concerns raised by staff, parents or other external parties in relation to safeguarding children and young people from abuse and neglect
- Act as a resource to involved personnel and to provide connections to local community networks and agencies if needed (eg Department of Child Protection)
- Ensure confidentiality at all times including the safe storage of all cause for concern reports and associated documentation.
- Review cause for concern or incident reports and provide feedback to involved personnel
- Report and provide full briefing to Executive Director of the Zionist Federation of Australia in the instance of an allegation of abuse being made against a staff member of involved personnel of The Australasian Zionist Youth Council
- Report to the Executive Director of the Zionist Federation of Australia on issues relating to Safeguarding Children and on compliance with the Safeguarding Children and Young People policies and processes
- Develop, maintain and review Safeguarding Children and Young People policy and processes including:
 - Coordinate training and review of safeguarding training records
 - Be familiar with any major organisational change which may affect Safeguarding Children and Young People policy and processes
 - Be familiar with any updates to legislation and regulations which affect the Safeguarding Children and Young People policy and processes
 - Periodically review the Safeguarding Children and Young People policy and processes and supporting documentation to ensure continuous improvement
- Maintain accreditation with the Australian Childhood Foundation (ACF) by:
 - Acting as a key contact for communication between the Australasian Zionist Youth Council and ACF in relation to the Safeguarding Children Program
 - Coordinating with the ACF on any changes to accreditation requirements
 - Conducting self-assessments of all areas of operation to ensure compliance with the Safeguarding Children Program requirements
 - Notifying the Executive Director of the Zionist Federation of Australia and ACF of any serious breaches of the policies / processes

Review of roles:

Leaders (Madrachim)

At the beginning of each year before leading commences, each leader of each movement is required to have an interview by the committee member and/or Shaliach.

This interview will assess whether or not the leader is still suitable to continue their leadership role, and to help decide which position they are best suited to.

If an incident occurs or a leader is found to break any of the rules stipulated by the movement and the AZYC, they can be subjected to immediate dismissal.

Committee members are required to maintain a constant communication stream with their leaders during both weekly meetings and before and after camp. If they are unsure about the suitability of an individual they can consult the AZYC chairperson for guidance.

Committee Members / Shlichim

At the end of each calendar year, the committee members are elected into their roles by their individual movement.

If a movement finds a committee member is not fulfilling they can speak to the chairperson of the AZYC or their shaliach or their federal leadership for guidance. If a committee member breaks any of the rules stipulated by their movement or by the AZYC, they can be subject to immediate dismissal.

If the committee member is a state body head, it is then up to the federal movement to decide whether they should continue their role. If it is a federal committee member, a shaliach should be included in the decision as well as the ZFA and AZYC.

If a shaliach is not fulfilling their role, a member of the federal movement should speak to the AZYC, who in conjunction with the Jewish Agency For Israel (JAFI) Shaliach will determine how best to handle the situation. If a shaliach breaks any of the rules stipulated by their movement or by the AZYC, they can be subject to immediate dismissal, by the JAFI shaliach.

AZYC Tzevet Member

At the end of the calendar year, the AZYC executive elects the AZYC Tzevet members into their role.

If the AZYC executive or the AZYC chairperson feels that an AZYC Tzevet member is not fulfilling their role, they can discuss with the individual if they should continue the role. If the AZYC Tzevet member breaks any of the rules stipulated by their movement or by the AZYC, they can be subject to immediate dismissal by the AZYC chairperson or the ZFA or by the JAFI Shaliach.

AZYC Chairperson

At the end of the calendar year, the AZYC executive elects the AZYC Tzevet members into the role.

If the AZYC executive or the ZFA feels that the AZYC Chairperson is not fulfilling their role, they can discuss with the individual if they should continue the role. If the AZYC chairperson breaks any of the rules stipulated by their movement or by the AZYC, they can be subject to immediate dismissal by the JAFI shaliach or the ZFA.

Communication

Leaders

Leaders are encouraged to speak to their committee members at any stage if they are unclear or want clarification with regards to the safeguarding children policy. They may also speak to the Safeguarding Children Program Coordinator if they wish.

Leaders may also suggest changes to the policy at any stage.

Leaders are provided with both their committee members phone numbers and emails and the Safeguarding Children Program Coordinator's phone number and email.

Committee Members

Committee members are encouraged to speak to the Safeguarding Children Program Coordinator at any stage.

The committee members are also expected to communicate any changes to the policy. They must do so via both written and verbal communication.

AZYC Executive

The AZYC chairperson must allow for discussion of the policy during every AZYC executive meeting. All members are encouraged to speak about any issues or challenges they have encountered. The executive can be used as a forum to help each other.

All minutes from the executive meeting are available for all executive members after the meeting and they may distribute it to their individual movements if they wish to.

AZYC Chairperson

Anything that has been communicated from the AZYC chairperson to the AZYC executive is expected to be further communicated to all movements. It is the responsibility of the AZYC executive members to ensure their leaders gets all relevant information.

Annual Review of Policies

The AZYC executive will annually review its policies in May according to the guidance of the ACF annual review process. Each movement will be advised the month before to review the policies so that during the meeting they can be fully engaged and aware of the implications of any changes.

Any leader who is not an AZYC executive member is allowed to attend this meeting. They are not allowed to vote on any changes.

Process of Change of Policy

For a change to be accepted it must be by order of the AZYC Executive and must be either via telephone, email or physical acceptance documented within AZYC Executive minutes (or email as the case may be).

The AZYC chairperson will notify the ACF of any changes in the policy.

Documentation of a change in policy

The specific change in the policy must be emailed to each individual movement for their own individual databases.

The AZYC will keep record of any changes to the policy in their database, ensuring that it is handed over to the next person taking on the role.



INCIDENT REPORT

Section A: Incident / Hazard Report

1. PERSON INVOLVED DETAILS – FORWARD TO YOUR MOVEMENT HEAD WITHIN 24 HOURS		
Given name:	Movement:	<input type="checkbox"/> Local Madrich <input type="checkbox"/> Interstate Madrich <input type="checkbox"/> Madatz <input type="checkbox"/> Chanich <input type="checkbox"/> Visitor <input type="checkbox"/> Other
Family name:	City/Ken/Snif:	
Address:	Camp/Activity/Outing:	
	Any other details:	
DOB: Gender: <input type="checkbox"/> M <input type="checkbox"/> F	Contact details: BH AH:	
Have you reported this to your Movement Leader? <input type="checkbox"/> Yes <input type="checkbox"/> No Date notified:		
Name (please Print):		Contact no:

2. DETAILS OF INCIDENT / HAZARD	
Act of Violence <input type="checkbox"/> Injury / Illness* <input type="checkbox"/> Incident / Near Miss <input type="checkbox"/> Hazard <input type="checkbox"/> Property Damage <input type="checkbox"/>	
Address:	Area: (building / room): Date hazard observed / incident occurred:
Off-Site (specify location):	Time:
What were you doing? Describe the activity undertaken at the time	
What happened unexpectedly? Describe the hazard / incident as it occurred	
What did you do? Describe what happened next	
What factors do you feel caused this hazard / incident?	

3. WERE THERE ANY WITNESSES? YES <input type="checkbox"/> NO <input type="checkbox"/>	
Name:	Contact Phone number:
Name:	Contact Phone number:

4. SIGNATURE OF PERSON MAKING REPORT		
Print name of person making report	Name Signature	Date Contact no:
Print name of Movement Head / representative confirming receipt of report	Name Signature	Date

Section B: Report of Injury or Illness / First Aid Record

5. COMPLETE ONLY IF INJURY / ILLNESS SUSTAINED

Description of Injury / medical condition

Is this an aggravation of a previous injury or condition? ☐ Yes ☐ No ☐ Not Known

Initial Treatment

☐ Nil ☐ First aid officer ☐ 000 Call ☐ Other (Specify)

Name:

To be completed by First aid officer

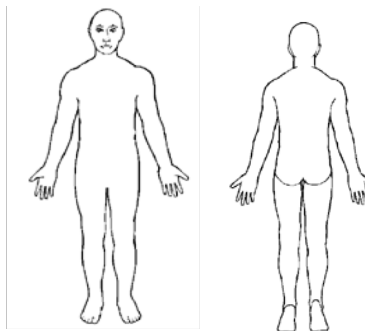
Observations: ☐ Unconscious ☐ Altered Conscious ☐ Conscious

Breathing: ☐ Slow ☐ Normal ☐ Fast

Skin Colour: ☐ Pale ☐ Normal ☐ Flushed

Other observations:

Assessment:



Status of person at time of completing report:

Has the injury resulted in loss of money?

☐ Yes ☐ No

Amount lost: \$

Follow up (if known)

☐ Medical Treatment by Health Professional

Name / Dr.

☐ Ambulance / Hospital

☐ Inpatient ☐ Outpatient

Name of Hospital

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TYPE OF INJURY

☐ Amputation
☐ Bruise
☐ Burns
☐ Cut / Laceration
☐ Dislocation
☐ Foreign body
☐ Fracture
☐ Grazes, scratches/ abrasions

☐ Head injury
☐ Heat stress / exhaustion
☐ Internal injury
☐ Poisoning / toxic effects of substance
☐ Sprains / strains
☐ Other (please specify)

TYPE OF DISEASE

☐ Allergic reaction
☐ Dermatitis / Exzema
☐ Disease of circulatory system
☐ Disorders of the muscles, tendons & soft tissues
☐ Eye Disorders
☐ Hearing loss
☐ Hernia

☐ Infectious / Parasitic
☐ Loss of consciousness – fainting, seizure
☐ Psychological
☐ Respiratory irritation / disease
☐ Other diseases (please specify)

BODILY LOCATION OF INJURY - Indicate left or right as appropriate as L or R next to body part

☐ Head
☐ Face
☐ Eyes
☐ Ear
☐ Nose
☐ Mouth
☐ Head – multiple locations

☐ Neck
☐ Back upper
☐ Back lower
☐ Chest
☐ Abdomen
☐ Groin / pelvic region
☐ Trunk – multiple locations

☐ Shoulder
☐ Upper arm
☐ Elbow
☐ Forearm
☐ Wrist
☐ Hands, fingers & thumb
☐ Upper limb – multiple locations

☐ Hip
☐ Leg upper
☐ Knee
☐ Leg lower
☐ Ankle
☐ Foot / toes
☐ Lower limb – multiple locations

Name of injured person (please print)

Signature

Date

If not injured person Name: (please print)	Signature Date
Movement leader/representative confirming receipt of report (please print)	Signature Date