

KEW HEBREW CONGREGATION

Child Protection Policy

Kew Hebrew Congregation Inc

ABN: 63 344 704 982

Address: 53 Walpole Street, Kew, VIC 3101

Tel: (03) 9853 9243

Fax: (03) 98531354

Email: office@khc.org.au

Version 1.2

(November 2018)

TABLE OF CONTENTS:

Introduction and authorization	3
Dictionary of terms.	5
Scope of application	6
Obligations	6
Types of child abuse and definition of harm	7
Responsibility of the leaders and Board of KHC.	10
Supervision and Safety Of Our Premises.	10
Risk factors	12
Respect	13
Ensuring a child safe environment	14
Emphasize Training	14
Process of reporting child abuse and harm	16
Policy Review	17
Appendix 1: Recruitment process	18
Appendix 2: Working with Children Check.	19
Appendix 3: Code of Conduct	20

Kew Hebrew Congregation (KHC)

POLICY FOR PROTECTING THE WELFARE OF CHILDREN

Introduction:

The purpose of this Policy is to provide clear guidelines to the executive, employees, contractors and other volunteers/visitors ('individuals') to the Synagogue regarding expectations when interacting with children and young persons on our premises.

Kew Hebrew Congregation is a Modern Orthodox Congregation and a not for profit organisation. Our aim is to provide religious, spiritual, cultural and social activities for the Jewish community as well as to foster and promote Jewish religious education now and into the future for both adults and children.

It is our responsibility to deliver an environment that is caring, nurturing and safe and to safeguard children and young persons from abuse and neglect. Our members, staff, contractors and leaders demonstrate awareness and a commitment to child safety by their actions and behaviour.

The KHC community takes a zero-tolerance approach to all forms of abuse and bullying, discrimination and exploitation of children. Child safety is a top priority and commitment in the operations of the KHC. As part of this commitment, leaders should insist that members of the Board the Congregation, all employees, contractors and volunteers must read this Child Protection Policy and be familiar with its contents. This includes Rabbis, cantors, teachers, mentors, children, program leaders, administrative staff, caretaking staff, visitors, the executive and board members. **(Standards 1&2).**

It is the responsibility of members of KHC, executives of KHC, staff and volunteers, contractors and visitors to understand the important responsibility they have to:

Respect and support the diversity of children's needs and protect children and young people from all forms of abuse, bullying, discrimination, differential treatment and exploitation. This includes children with a disability and children who are known to have gender diversity. The safety of the children needs to be constantly considered. (Standards 1&2&3)

Kew Hebrew Congregation must promote the **principles** concerning children when working with the seven child safe standards.

The principles relate to the need for the inclusion of children from culturally and/or linguistically diverse backgrounds, children with a disability, and children of gender diversity within the child protection policy of KHC.

Each child protection standard addresses a certain component of child safety. The principles and seven child protection standards are designed to work together in the child protection policy to create a child safe environment at the KHC premises.

The Child Protection Standards are as follows:

Child Safe Standard 1:

Strategies to embed an organisational culture of child safety, including through effective leadership arrangements.

Child Safe Standard 2:

A Child Safe Policy or Statement of Commitment to Child Safety.

Child Safe Standard 3:

A Code of Conduct that establishes clear expectations for appropriate behaviour with children.

Child Safe Standard 4:

Screening, supervision, training and other human resource practices that reduce the risk of child abuse by new and existing personnel.

Child Safe Standard 5:

Processes for responding to and reporting suspected child abuse.

Child Safe Standard 6:

Strategies to identify and reduce or remove risks of child abuse.

Child Safe Standard 7:

Strategies to promote the participation and empowerment of children.

It is the expectation of the Board of Management that every member of our Kew Hebrew Congregation whatever their role or level of responsibility when doing children related work will abide by this policy.

SECTION 1: DICTIONARY OF TERMS

Board of Management: A voluntary group of people elected for 12 months as representatives of the congregation to oversee the management and related policies of the Congregation.

Caregiver: A parent, guardian, people who are caregivers of a child or young person.

Child or young person: Any person who is under the age of 18 years who attends services or programs at the Kew Hebrew Congregation.

Child Protection Officer: (CPO) This position is designated to an individual by the Board for fixed term of 12 months (or more if needed). The CPO coordinates the review of the Child Protection Policy and ensures that the existing and new staff understand the policy. The CPO is also charged with ensuring that the Child Protection Policy is applied to all events and activities.

Congregation (Synagogue): Refers to the Kew Hebrew Congregation. (KHC)

Diversity of Children: Cultural safety of children from culturally diverse and/or linguistically diverse backgrounds.

Employees and Volunteers: includes Rabbis, cantors, teachers, mentors, program leaders, administrative staff, caretaking staff, and board members and the bookkeeper, cleaner, and gardener at the Synagogue.

Mandatory Reporters: The Victorian Mandatory Reporting Laws as stipulated in the Children, Youth and Family Act 2005 designates certain professionals to report the physical and sexual abuse of children. Mandated reporters currently include Teachers, Principals, Doctors, Nurses, Registered Psychologists and members of the Police Force.

Members: Any persons (including children) who attend or participate in KHC activities.

Principles Of Natural Justice: Natural Justice is summed up in the phrase *fairness and detachment*, that is the necessity for the person to be given a reasonable opportunity to be heard by an unbiased decision maker.

Policy: In this context refers to the Child Protection Policy.

Program: Any organised activity which in this case is authorized by the Kew Hebrew Congregation.

Program leaders: Are leaders both under 18 and over 18 engaged in a paid (and occasionally voluntary) capacity. Generally Program leaders run Shabbat (the Sabbath) and festival children's programs during Synagogue service times.

Rabbi: The religiously ordained leader appointed by the Synagogue.

Staff: Rabbi, cantor, teachers, mentors, program leaders, caretakers, cleaners, gardener, bookkeeper who are a group of people, as employees, who are charged with regularly carrying out the work at an establishment and doing work directly with children (which is a Synagogue in this circumstance).

Visitor: People who come onto our premises. This also includes people who are part of an organization, individuals and some members of a school who can be staying on the KHC premises overnight (for example a youth group or students from a school such as Yavneh College).

Volunteer: A person of any age over the age of 16 who freely offers to assist voluntarily in any program or activity. Also any unpaid person over the age of 16 who is invited by the Program leader to assist them in their program.

WWCC: Working with Children Check is a criminal history check administered by the Department of Justice, Victoria. It is a legal requirement that all employees, contractors or volunteers who wish to work with children obtain a WWCC card. Penalties apply to individuals and organizations if a person with direct and unsupervised contact with children does not possess a WWCC card.

Scope of application.

The protection of children is a collective responsibility. This policy needs to be read, understood and adhered to by all those who are engaged in the community at Kew Hebrew Congregation in paid or unpaid positions as well as all members. As such these policy and procedures apply to the Kew Hebrew Congregation.

- Board of Management which is the leadership.
- Rabbis and Chazans(cantors).
- Staff including casual and occasional staff.
- Program leaders and helpers (organisers, youth leaders, people who run Shabbat (the Sabbath) and festival children's programs during Synagogue service times.
- Congregational members including children.
- Volunteers.
- Visitors and guests.
- External personnel who utilize the Centre's premises (for example youth movements).

Upon engagement with the Centre each role listed above will be provided with a copy of our child protection policy and procedures.

Obligations

Kew Hebrew Congregation acknowledges its obligation and seeks to comply at all times with the following relevant legislation:

- Education and Care National Laws and Regulations.
- The Children Youth and Families Act (2005)
- Crimes Act 1958 Vic
- Crimes Amendment Act (Grooming) Act 2014 Vic
- Crimes Amendment Act (Protection of Children Act) 2014
- Working With children Act 2005
- Privacy Amendment (enhancing privacy protection)Act 2012
- Commonwealth Powers (Industrial Relations) Act 1996
- Victorian Equal Opportunity Act 2010
- Failure To Protect. Betrayal Of Trust Offence commenced on 1 July 2015.
- Failure To disclose Child Sexual Abuse Offence came into force on 27 October 2014.

TYPES OF CHILD ABUSE:

The following are risks to children (Standard 6)

Emotional or Psychological Abuse

This is a pattern of intentional verbal or behavioural actions or lack of actions that convey to a child the message that he or she is worthless, flawed, unloved, unwanted, endangered, or only of value to meet someone else's needs. Withholding emotional support, isolation, or terrorizing a child are forms of psychological abuse. Family violence is emotional abuse.

Emotionally abusive adults say things or convey feelings that can hurt a child deeply. Common examples include:

- Making the child feel unwanted, perhaps by stating or implying that life would be easier without the child. For example, a parent may tell a child, "I wish you were never born."
- Ridiculing or belittling the child, such as saying, "You are stupid."
- Threatening the child with harsh punishment or even death.
- Continuous verbal abuse.

Indicators of serious emotional and psychological harm may include:

Speech disorders, physical self-harm, low self esteem, exhibiting high anxiety, overly compliant, extremely demanding, aggressive, attention seeking behaviour, and antisocial destructive behaviour.

Neglect

Child neglect is the failure of an adult caring for the child or young person to sufficiently provide for the care of the child's basic needs. Sometimes parents are unable to take care of children or young people. Child neglect may be:

- Physical – such as not providing food, shelter or supervision
- Medical – such as not providing medical or mental health treatment
- Educational – such as a failure to educate the child or attend to special needs.
- Emotional – such as failure to provide psychological care or permitting the child to use alcohol or other drugs.
- Abandonment.

Child neglect can harm a child's self-esteem and sense of trust, delay them developmentally and put them at risk for other forms of abuse.

Physical Abuse

Physical abuse occurs when a person subjects a child to non-accidental physically aggressive acts. The abuser may inflict an injury intentionally or inadvertently as a result of physical punishment or aggressive treatment of a child or young adult. Physically abusive behavior includes shoving, hitting, slapping, shaking, throwing, burning, punching, biting and kicking, and giving harmful substances which place a child or young adult at risk of being hurt.

The child or young adult begins to behave differently. He/she can become withdrawn, anxious, clingy, depressed, aggressive, have problems sleeping, have eating disorders, wets the bed, soils clothes, takes risks, misses school, changes in eating habits, shows obsessive behaviour, has nightmares, shows self harm, has thoughts about suicide, starts to use drugs and alcohol, risk taking, not doing well at school.

Signs that a baby or small child may have a head injury are:

being comatose, respiratory problems, seizures, vomiting, unusual responses – irritable, poor feeding, lethargic, unresponsive. Not all head injuries are caused by abuse. Sometimes there are other reasons a child may have these symptoms.

Family Violence

Family violence is defined as behaviour by a person towards a family member that is:

- Physically or sexually abusive, emotionally or psychologically abusive, economically abusive, threatening, coercive.
- In any other way controlling or dominating the family member and causes them to feel fear for their own or other family member's safety or well being.

The family violence that a child is able to hear, witness or be exposed to in the home can commonly be referred to as child abuse.

Bullying

Bullying involves the inappropriate use of power by one or more persons over another less powerful person or group and is generally an act that is repeated over time.

Bullying can be:

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

Sexual Abuse

Sexual abuse describes any incident in which an adult uses their power and authority to engage a minor in a sexual act or exposes the minor to inappropriate sexual behaviour or material. A person may sexually abuse a child using threats or force, but sexual abuse often involves subtle forms of manipulation, in which the child is coerced into believing that the activity is an expression of love, or that the child brought the activity upon themselves. Sexual abuse involves contact and non contact offences.

Sexually abusive behaviors can include the fondling of genitals, masturbation, oral sex, vaginal and anal penetration, fondling of breasts voyeurism, exhibitionism and exposing the child to or involving the child in pornography.

Sexually abused children exhibit a range of behaviours including withdrawn, unhappy and suicidal behavior, self harm and aggressive and violent behavior, bedwetting, sleep problems, nightmares, eating problems e.g. anorexia nervosa and bulimia nervosa, mood swings, detachment, pains for no medical reason, sexual behavior, language or knowledge too advanced for their age. Perpetrators of child sexual abuse encourage and exploit situations in which the abuse can occur.

They often utilize **grooming behaviour**. This refers to a process of grooming children and their adult caregivers to trust them in order that they may gain inappropriate access to a child. This behaviour is also aimed at normalizing sexual behaviours in relation to a child.

Grooming Behaviour

Grooming is a crime. It occurs when a person engages in predatory conduct to prepare a child or young person for sexual activity at a later time. Grooming can include communicating and/or attempting to befriend or establish a relationship or other emotional connection with the child or their parent/carer. Young people are often 'groomed' before they are sexually abused.

Examples of grooming behaviour may include:

- giving gifts or special attention to a child or young person, or their parent or carer, making the child or young person feel special and/or indebted to an adult.
- making close physical contact sexual, such as inappropriate tickling and wrestling/play fighting.
- openly or pretending to accidentally expose the victim to nudity, sexual material and sexual acts (this in itself is classified as child sexual abuse but can also be a precursor to physical sexual assault)
- controlling a child or young person through threats, force or use of authority making the child or young person fearful to report unwanted behaviour.

Groomers may rely on mobile phones, social media and the internet (e.g. using pornography) to interact with children in inappropriate ways and will often ask the child to keep their relationship a secret. Offenders are deceptive and manipulative in the way they work. The grooming process may continue for months before the offender arranges a physical meeting and then targets the child or young adult. Offenders are deceptive and manipulative in the way they work so it is important to draw on a range of information, such as the warning signs of sexual exploitation, if you have concerns.

Peer to peer relationships

Part of KHC's commitment to the safety and welfare of children in its care requires there to be appropriate boundaries and interactions in peer to peer relationships. There is likely to be physical interaction between peers as well as the development of personal relationships. KHC requires the following with regard to such relationships and interactions:

- Interactions must be age-appropriate, non-violent and non-sexual.
- There must be no sexual harassment.
- There must be no sexting or sexualized bullying.
- KHC adults must work to ensure that there is no sexual pressure, coercion or sexual assault between peers.
- KHC members are to foster a culture of mutual respect.

Harm

HARM WOULD OCCUR AS A RESULT OF FORMS OF ABUSE SUCH AS PHYSICAL, EMOTIONAL, PSYCHOLOGICAL, NEGLECT, FAMILY VIOLENCE, SEXUAL ABUSE, GROOMING AND BULLYING.

RESPONSIBILITY OF KHC (Safe Standards 1&2&3)

To create a culture of child safety:

It is our responsibility to take steps to make children and their families welcome and to protect children from sexual, physical, emotional, and psychological abuse and neglect and to prevent bullying. We need to recognise the family as the primary means of providing for the nurture, care and protection of children and young people and to accord high priority to supporting and assisting the family to carry out its responsibilities. This means that parents do not allow children or young adults to roam freely at the Synagogue without some form of supervision during festivals and activities and that the KHC supports the parents and family members in this task.

It is important to promote caring attitudes and responses towards children and young people so that the need for appropriate nurture, care is understood, risks to a child's wellbeing are quickly identified, and any necessary support, protection or care is promptly provided. (Standards 1&6)

Kew Hebrew Congregation leadership, encourage members and children in a culture of openness to contribute to discussions about ways to be safe and ways to prevent abuse of a child or young person when they are on the Synagogue premises. (Standards 1&7)

The leaders need to discuss child safety matters regularly in Board meetings. The leaders can influence the thinking of the congregation and can ensure that positive changes regarding child safety are made and remain permanent in the Synagogue through effective leadership. (Standard 1)

The process of improving the safety of children in the Kew Hebrew Congregation is continuous. Since this Synagogue has written a Child Protection Policy the leaders need to regularly check and improve its performance against all the seven standards of child protection during the year to be vigilant. The Child protection standards are connected. They work together to help create a child safe organization.

The leadership must ensure that the Child protection policy and Code of Conduct must be shown in a frame in the foyer of the Synagogue so that all who come to the Synagogue can read the information shown and the Policy and Code of Conduct must also be kept in a file in the Office. It can also be made available on the Internet. (Standards 1&2)

Supervision and Safety of Our Premises

- There is to be adequate supervision of children as defined by the Education and Care National Laws and Regulations. The leadership can ask a number of parents known to them to help supervise during an event, in order to have sufficient supervisors at the event. (Standards 1&3&6)
- Know all participants. It is required that all activities be observable and interruptible. The Synagogue can extend open invitations to parents and other caregivers to attend programs and meetings involving children. These invitations set the tone for a safe and transparent organization. "Halachah" prevents writing on the Sabbath and holidays, but the leadership need to decide how to register children on the Sabbath (e.g. by keeping a mental note if there are only a few children attending). (Standards 1&3&6)
- Knowing who is in attendance is important so staff and leadership can respond appropriately in the event of an emergency. Registration can be done at the front door as people enter the building.
- It is the responsibility of the leadership and parents or caregivers to know where children are during an event which is difficult if attendance is unclear. If children become ill or injured for example precious time would be wasted trying to find the caregivers or obtaining important medical information. Moreover if a child wanders off or be picked up by a person other than the parent, identifying the child or even noticing the missing child would be difficult. (Standards 1&3&6)

- Check that any “secret” places (cupboards, roof cavities, manholes, unused or rarely used rooms are out of bounds to children and young adults and locked when supervision is unable to be provided. It is a necessity to avoid an adult meeting one on one with a child in a closed environment. The doors of rooms need to be open to avoid giving an adult and child any privacy if they are in a room together and to enable any person walking past to easily see what is happening in that room. A parent of the child could also be present if an adult and child need to be in a room together. (Standards 1&3&6)
- Children under 18 years who sleep at the Kew Hebrew Congregation’s premises during the Sabbath on Friday nights need to sleep in a classroom next to the cottage where the Rabbi or another adult or Board member who has a Working with Children Check at a minimum and a Police Check sleeps. There needs to be a minimum of three children sleeping in that room and the door needs to be locked from the inside while they sleep.
- The room where the children sleep will need to be supervised by an adult who has a Working with Children check at a minimum. (Standards1&3&6)
- The young adults aged 18 and above must sleep in a separate room.
- Ensure that KHC volunteers, employees and contractors who are doing child related work must comply with this policy
- Any adult who sleeps on the Synagogue premises and is doing child related work requires a WWCC at a minimum.
- The WWCC check document must be sent to office@khc.org.au and a copy will be kept on file. (Process for applying for a WWCC (Standards 2&4&6) – refer Appendix 2)

Risk Factors (STANDARDS 1&2&3&6&7)

Listen to children's opinions about what you can do to make them feel safer. Do some risk management by identifying the risks then using strategies to reduce them.

A register will be used to record the risks and then assess the actions taken to mitigate the risks. Each entry will include the date when the risks were identified, how addressed and when mitigated by the leadership. (STANDARD 6)

- Safeguard children and young people at all times and do not place a child at risk of abuse, or condone behaviour of children which is unsafe.
- Avoid one-on-situations with children by ensuring that there is always another staff member or other children in the same room. If an unavoidable situation arises then leave the door of the room open (and if needed also communicate with other members of the congregation about the situation).
- Always act in the best interest of children and do not allow any unnecessary or potentially harmful physical contact with children, unless necessary for their safety and wellbeing.
- Physical contact is required on occasions, however do not allow children to sit on laps, and encourage children to carry out tasks of a personal nature (such as toileting and dressing) for themselves when possible.
- Do not offer to babysit a child or take them on outings.
- Do not insist on physical affection such as hugging, kissing or wrestling.
- Do not have inappropriate sexual discussion with a child.
- Be careful when participating in or supervising games involving children, that the activity does not have the potential to cause harm or injury. This includes being mindful of the child's age, development and any illness, injury or special needs that could place them at risk. Provide ramps for children with a disability for safety and comfort.
- Ensure that all gifts given to children are standard gifts from the KHC e.g. for a Bar Mitzvah, and do not give any other kinds of gifts to children.
- Turn off personal communication devices and not use them whilst supervising children, unless previously approved or in an emergency situation.
- Only photograph children appropriately for the circumstances and with the necessary consent of the child and his/her parents/guardians.
- Do not expose children to inappropriate imagery, including on age-inappropriate websites, for any reason. Use a child lock on television or on devices that have access to the internet. The Coupon Parental lock is excellent and can be downloaded on the Internet.
- Use social media appropriately and not engage in social networking with any children and young people in the KHC.
- Be aware of, and act on, any specific health issues with children, particularly any medical and dietary specifications.
- Give medication to children in accordance with the service's medication policy and as detailed by the Education and care National Laws and regulations.
- Do not smoke whilst on duty.

- Do not attend work affected by illegal drugs or alcohol, consume them whilst on duty or supply them to children. People under 18 years are not allowed by Law to have access to alcohol without written permission from a parent.
- Do not attend work adversely affected by prescription medication which might cause harm to any children.
- Preferably two adults should be in the car when you need to transport children to or from the KHC premises.
- Declare all secondary work that involves children who attend the service (e.g. babysitting) and any out of work contact with children and their families met through the workplace.
- Be alert to incidents of child abuse and neglect outside the scope of the Synagogue's operations and services that may have an impact on the children and young people to whom we provide a service and who use our facilities.
- Report any concerning staff conduct towards children or any suspected risk of harm to a child to the Nominated Supervisor or responsible Person (e.g. Rabbi or Board member).
- Ensure that any breaches of this code of conduct will be reported to the Nominated Supervisor or responsible Person in charge. As a mandatory reporter all concerns regarding suspected child abuse and exploitation must be reported to the Nominated Supervisor as soon as possible.
- Report to the Approved Provider ASAP if you have any concerns about the Nominated Supervisor.

Respect (Standard 3)

- Treat all children with respect and act in a way that does not show unfair differential treatment, or favour particular children to the exclusion of others.
- Seek children's views about what makes them feel safe and unsafe. We will listen to children or young people and appropriately address any concerns that they raise with us in the least intrusive way possible that is consistent with a paramount concern to protect the child or young person from harm and promote the child or young person's development.
- Establish an environment of trust and inclusion that enables children to ask questions and speak up if they are worried or feeling unsafe.
- Do not physically punish a child, and ensure that any restraint of a child is only used for protecting the child or another person from physical harm, and conforms to industry and agency standards regarding the use of restraint with children.
- Use appropriate language for the age and understanding of the child, and avoid confusing or age-inappropriate discussions with sexual, discriminatory or violent references.
- Avoid any actions or words intended to threaten, intimidate, shame, humiliate, belittle, embarrass or degrade children.
- Maintain professional and courteous relationships with children and their families.

Our Commitment to Ensuring a Child Safe Environment (Standard 2)

- We are committed to using best practice standards in the recruitment, screening and employment of KHC people (e.g. having background checks, Police checks and working with children checks and at least two references provided for those working with children).

- Any future employees will be expected to have documentation such as Working with Children Checks and Police checks and references from two referees with whom they have worked recently.
- We will ensure that the Congregation, employees, contractors, volunteers at KHC and visitors have access to the Kew Hebrew Congregation Child Protection Policy which will be linked to the KHC website. A copy of the Child protection Policy will be kept in a folder in the office and another copy of the Policy will be kept in a frame in the foyer of the Synagogue. (Standard 2)
- We expect KHC members and employees, contractors, volunteers and visitors to respect children's or young people's rights and their diversity. We will be upfront about what is written in the Policy document and the members of the Congregation as well as children are welcome to offer suggestions that could be used to formulate the document.
- We expect KHC people to understand and respond to the special needs of children or young people with developmental delays or disabilities. We can provide equipment which keeps children safe. For example for children with a disability a ramp will be provided where children have difficulty accessing a few stairs to enter a building. A wheel chair should be provided when needed. We need to speak respectfully to children at all times and also promote the wellbeing of children who have linguistically and culturally diverse backgrounds. Children with a disability could be at risk of harm because of their reliance on caregivers, and often they have lower self esteem than others. They need to be encouraged to participate in decision making, and have the Child Protection Policy explained to them if needed and they will feel safer. (Standards7&2)

Emphasize training:

- Training is a key component in shaping child protection attitudes and behaviours. Even the most comprehensive policy cannot protect children without accompanying training.
- Training will involve attending Professional Development provided by the Commission for Children and Young people, or from private companies who deal with child protection, reading information about child protection on the Internet, receiving training from a person who has attended training already and reading brochures and booklets on child protection and discussing child protection with others at Kew Hebrew Congregation. These are all forms of training. The people in the leadership (the Board) and employees are required to do Training provided by the Commission for Children and Young people, or from private companies who deal with child protection. New employees are required to do Training at the Commission for Children and Young people, or from private companies who deal with child protection when they begin their employment at the Synagogue.
- Staff and volunteers, the members of Kew Hebrew Congregation should be well versed in terms of the Child Protection Policy, educated about abuse, taught to recognize indicators and grooming behaviour and required to report all suspicions and knowledge of abuse.
- Children should be able to identify five adults at Kew Hebrew Congregation whom they would trust with a problem and be taught to seek help from them if someone acts in a way to make them feel confused or uncomfortable.
- In the event of an incident occurring that is witnessed by a member of KHC or employee, contractor, volunteer or visitor, we expect that the witness removes the child or young adult from harm immediately and the witness reports what has occurred to a senior member of the Synagogue (e.g. the Board or the Child Protection Officer or the President) urgently.

For the KHC have a strict “Code of Conduct” for all employees, volunteers and contractors doing child related work (Standard 3) refer to Appendix 3.

PROCESS OF REPORTING CHILD ABUSE AND HARM (Standard 5)

Know and follow the law in relation to reporting harm.

Employees, contractors and volunteers visitors and parents must report any suspicion of child abuse to either the Child Protection Officer or Board. The child or young person needs to report any suspected child abuse if it is experienced by them to their parent (someone they trust) and the Child Protection Officer. Suspicion should take into account the discussion of the nature of child abuse and how it might present in a child as discussed earlier in this document. Reporting must occur whether it is felt that abuse has occurred at KHC or from some outside perpetrator.

The welfare of an alleged victim needs to be paramount. It is important that the child is allowed to tell his or her own story to empower the child (Standard 7). There should be encouragement for the child to tell his or her own story but there should be avoidance of leading or suggestive comments or questions. Any investigation must be left to those with the expertise and authority to do so such as the Police or DHHS Child Protection Workers including a psychologist specially trained in the process of questioning a child. During the investigation the alleged perpetrator will be stood down from their duties.

The Failure to Disclose offence imposes a clear legal duty upon all adults aged 18 and over to report information based on a reasonable belief about child sexual abuse to police. (Standard 5)

Forming a 'Reasonable Belief'

A 'reasonable belief' or a 'belief on reasonable grounds' is not the same as having proof but is more than mere rumour or speculation. A 'reasonable belief' is formed if a reasonable person in the same position would have formed the belief on the same grounds. For example, a 'reasonable belief' might be formed if:

- a child states that they have been sexually abused;
- a child states that they know someone who has been sexually abused (sometimes the child may be talking about themselves);
- someone who knows a child states that the child has been sexually abused;
- professional observations of the child's behaviour or development leads a professional to form a belief that the child has been sexually abused and signs of abuse lead to a belief that the child has been sexually abused.

The extent to which the child is kept informed and consulted regarding the reporting process:

This would depend on the child's age and level of development. It is important that older children do not feel disempowered by feeling pushed aside in the process. Younger children are more accepting of adults taking charge. The question of notification of parents or guardians is complex. It should be discussed with the Rabbi and the independent expert. Our involving the parents depends in part on whether suspected abuse has occurred at KHC or whether from outside where the possibility of parental abuse needs to be clarified.

The Child Protection Officers (KHC Treasurer, responsible person may change from time to time or be expanded to include other BOM members) will:

- offer support to the child, the parents, the person who reports and the accused staff member or volunteer.
- initiate internal processes to ensure the safety of the child, clarify the nature of the complaint and commence disciplinary process(if required)
- decide, in accordance with legal requirements and duty of care, whether the matter should/must be reported to the police or Child Protection and make report as soon as possible if required.

Confidentiality

The Child Protection Officer will keep information regarding alleged perpetrators and victims confidential apart from any reporting to appropriate authorities where necessary.

Records of information

It is imperative that detailed notes be made regarding any report. This should include the recording of what the allegedly abused child and/or witnesses say with regard to the nature and circumstances of the abuse. Original notes as well as a more formal summary should both be kept. As far as possible, a child's actual words should be reported.

Reports and notes will be securely stored at KHC indefinitely (at least 50 years) and only available to the Board, President and the Child Protection Officer who is designated as responsible for Child safety issues. They would also be available to appropriate authorities as required.

Any child safety concerns, including disclosure of abuse or harm, allegation, suspicion or observation, breach of Code of Conduct, environmental safety issues should be reported to the appropriate authorities such as the Police or the Department of Health and Human Services and investigated by them. Contact the Police or child protection workers from the Department of Health and Human Services as soon as possible.

Police telephone is 000 for reports that are urgent. Otherwise ring your local Police.

Department of Human Services' telephone number is: Booroondara: 1300762125. After hours child protection emergency service is 131278.

The President of KHC must inform the Commission for Children and Young People three days after becoming aware of any allegation of abuse or harm that has occurred and then provide further details 28 days later to the Commission (including any outcome of an investigation). The telephone number of the Commission for Children and Young People is (03) 86015281 or 1300782978.

Make the report face-to-face, by verbal report, or letter, or email, telephone call or meeting.

Cooperate with the police and other formal investigation in the relation of care and protection of children and young people.

Procedure followed by the Police or the Department of Human Services:

1. *Investigation.*
2. *Outcome decided.*
3. *Relevant staff, volunteers, parents and child notified of outcome of investigation.*
4. *Policies, procedures updated where necessary.*

Policy Review: (Standard 2)

This Protection Policy will be reviewed and updated annually at the nominated Board meeting. A committee consisting of the Board of management, including the Child Protection Officer and an expert on child protection legislation and parent (optional) will review the policy in order to

- Reflect any significant experiences in the past year in relation to this policy.
- Incorporate any legislative changes that impact on this policy.
- Reflect any significant changes in the operating environment including advancement in technology, and risks to children in relation to new projects or programs.
- Feedback from children will be sought through this process (Standard 2&7)

Any changes recommended by this committee should be submitted in writing to the full Board for consideration one month before the review date. Any proposed changes will need to be reviewed and ratified by the Board before being implemented. (Standard 2)

APPENDIX 1: Recruitment Process (Standard 4).

Any KHC employee, contractor or volunteer who is doing work with children will need to comply with this policy in its entirety and prior to their engagement will need to provide to KHC's satisfaction a valid WWCC document.

APPENDIX 2 WORKING WITH CHILDREN CHECK

As part of the Child Safe Standards the Victorian Government has introduced the Working with Children Check, which is compulsory for people who wish to work with or do child related work or volunteer to oversee and work with children. The check seeks to protect children from harm by requiring people to undertake a criminal history background check before they start work in an organisation. The WWCC Check is valid for 5 years. The Working With Children Act 2005 imposes the expectation of having the WWCC when people interact and work with children as volunteers or as employees.

Applications may be made as an individual, or the office manager can apply on behalf of an organisation that will receive the information for employment, and voluntary work.

To apply, complete the Working With Children Check online form at:
<https://smarteform.auspost.com.au/aponlineforms/servlet/SmartForm.html?formCode=wwcv>

You need to give your legal name, age, details about where you were born, your address, email address, phone number, details about the organisation where you will be a volunteer or employee and then provide documents at Australia Post to prove your identity or otherwise submit your information and include a photo online. You will need to pay for the WWCC if you are an employee but if you are a volunteer the WWCC is free.

You will be notified by email that you have been successful in obtaining a WWCC within a few days. Once an application or renewal is processed by the Department of Justice and Regulation, an Assessment Notice and WWCC Card or an Interim Negative or Negative Notice will be forwarded directly to the individual with a copy to the organisation listed where the work is to be performed.

Each Kew Hebrew Congregation Volunteer, Employee and Contractor that work with children requires a Working with Children check which. (Standards 2&4&6)

The WWCC check document must be sent to office@khc.org.au and a copy will be kept on file.

Breaches of guidelines.

All breaches will be reviewed by a KHC BOM. In some circumstances this review could lead to dismissal and/or reporting to relevant authorities as may be required by law.

Appendix 3 – Code of Conduct (Standard 3)

<p>All KHC employes, volunteers and contractors who are doing child related work must:</p> <ul style="list-style-type: none"> • Read and then comply with Kew Hebrew Congregation’s guidelines in the Child Protection Policy concerning contact with children so that I respect and support the diversity of culture of children and disabled children and children of gender diversity and take all reasonable steps to protect children from all forms of abuse. • Take a zero tolerance approach to all forms of abuse and bullying. I will help provide a caring, nurturing and safe environment for children. • Use appropriate language for the age and understanding of the child, and avoid confusing or age-inappropriate discussions with sexual, discriminatory or violent references. • Avoid any actions or words intended to threaten, intimidate, shame, humiliate, belittle, embarrass or degrade children. • Maintain professional and courteous relationships with children and their families. • Seek children’s views about what makes them feel safe and unsafe. I will listen to children or young people and appropriately address any concerns that they raise with me in the least intrusive way possible that is consistent with a paramount concern to protect the child or young person from harm and promote the child or young person’s development. • establish and nature an environment of trust and inclusion that enables children to ask questions and speak up if they are worried or feeling unsafe. • Safeguard children and young people at all times and do not place a child at risk of abuse, or condone behaviour of children which is unsafe. • Avoid one-on-one situations with children, by ensuring that there is always another staff member or other children in the same room. If an unavoidable situation arises then leave the door of the room open (and if needed also communicate with other 	<ul style="list-style-type: none"> • Ensure that I have a Working With Children Check at the minimum and a Police Check and references from two referees with whom I have worked recently and that I inform the Board, or the CPO and the President if I witness or have a reasonable belief that any child abuse has occurred. • Respond to the special needs of children or young people with developmental delays or disabilities. I will only let children use equipment which keeps children safe. For example for children with a disability a ramp will be provided where children have difficulty accessing a few stairs to enter a building. A wheel chair should be provided when needed. We need to speak respectfully to children at all times and also promote the wellbeing of children who have linguistically and culturally diverse backgrounds. • Avoid using social media unless it has a child lock and shall avoid being alone with a child. I will not allow photos or other images of children to be used without the parent’s written permission. I will not allow children’s names and addresses to be shown on the Internet. • Observe my boundaries which are the duty statement for my work with children when I am overseeing or working with children. I will do training in order to understand the expectations in the Child Protection Policy. • Accept that registration is necessary for youth/children events and youth programs. I accept that it is required that all activities be observable and interruptible. I accept that the Synagogue can extend open invitations to parents and other caregivers to attend programs and meetings involving children. These invitations set the tone for a safe and transparent organization. • Encourage members and children to contribute to discussions about ways to be safe and ways to prevent abuse of a child or young person when they are on the Synagogue premises.
---	---

<p>members of the congregation about the situation).</p> <ul style="list-style-type: none"> • Always act in the best interest of children and do not allow any unnecessary or potentially harmful physical contact with children, unless necessary for their safety and wellbeing. • Advise leadership and child protection officer if there are concerns with any activities, facilities, procedures and staffing that prove to be a risk at the Synagogue. 	<ul style="list-style-type: none"> • Follow the procedure for making a statement to the Police or Human Services if I am made aware of the abuse of a child at the KHC.
--	--

All KHC employees, volunteers and contractors who are doing child related work must not:

<ul style="list-style-type: none"> • Physically punish a child. • Permit alcohol to be consumed on the premises by children • Approve or participate in behaviour of children that is illegal, unsafe or abusive • Act in a way that shows unfair and differential treatment of children and young people • Release or discuss any personal confidential information about suspected or proven child abuse or protection cases other than with the Child Safe Concerns Person and other parties as designated by them and according to reporting procedures • Use any computer, mobile phone, or video and digital camera to exploit or harass children • Let children and young people have my personal contact details (mobile number or address) • Make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of children and young people • Act in a way that can be perceived as threatening or intrusive • Babysit any child who is a member of the KHC. • Remove a child from the premises. • Insist on physical affection such as hugging, kissing or wrestling. • Have inappropriate sexual discussion with a child. • Use social media inappropriately and not engage in social networking with any children and young people in the KHC. • Give medication to children without the parent's knowledge and written consent. • Smoke whilst on duty. • Attend work affected by illegal drugs or alcohol, consume them whilst on duty or supply them to children.
--