

CHILD PROTECTION PROCEDURES

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RESPONSIBILITIES

The Board of Management of Kew Hebrew Congregation has ultimate responsibility for the detection and prevention of child abuse and is responsible for ensuring that appropriate and effective internal control systems are in place. The Board is also responsible for ensuring that appropriate policies and procedures and a Child Safety Code of Conduct are in place.

The Board of Management of Kew Hebrew Congregation is responsible for:

- Dealing with and investigating reports of child abuse;
- Ensuring that all staff, contractors, and volunteers are aware of relevant laws, organisational policies and procedures, and the Code of Conduct;
- Ensuring that all adults within the Kew Hebrew Congregation community are aware of their obligation to report suspected sexual abuse of a child in accordance with these policies and procedures;
- Ensuring that all staff, contractors and volunteers are aware of their obligation to observe the Code of Conduct (particularly as it relates to child safety);
- Providing support for staff, contractors and volunteers in undertaking their child protection responsibilities.

All Board of Management members, employees, contractors and volunteers must ensure they:

- Promote child safety at all times;
- Assess the risk of child abuse within their area of control and eradicate or minimise any risk to the extent possible;
- Where appropriate, educate employees about the prevention and detection of child abuse; and
- Facilitate the reporting of any inappropriate behaviour or suspected abusive activities.

All Board of Management members, employees, contractors and volunteers should be familiar with the types of abuse that might occur within their area of responsibility and be alert for any indications of such conduct.

All Board of Management members, employees, contractors and volunteers share the responsibility for the prevention and detection of child abuse, and must:

- Familiarise themselves with the relevant laws, the Code of Conduct, and Kew Hebrew Congregation's policy and procedures in relation to child protection, and comply with all requirements;
- Report any reasonable belief that a child's safety is at risk to the relevant authorities (such as the police and/or the state-based child protection service) and fulfil their obligations as mandatory reporters;
- Report any suspicion that a child's safety may be at risk to the Child Protection Officer (or, if the Child Protection Officer is involved in the suspicion, to a responsible person in the organisation's Board of Management); and
- Provide an environment that is supportive of all children's emotional and physical safety.

DEFINITIONS

Child means a person below the age of 18 years unless, under the law applicable to the child, majority is attained earlier.

Child abuse means all forms of physical abuse, emotional ill-treatment, sexual abuse and exploitation, neglect or negligent treatment, commercial (e.g. for financial gain) or other exploitation of a child and includes any actions that results in actual or potential harm to a child.

Child protection means any responsibility, measure or activity undertaken to safeguard children from harm.

Child Protection Officer is a member of the Board of Management and is accountable for ensuring the Child Protection Policy and Code of Conduct are maintained, reviewed and communicated to all relevant people. Should any incident occur, this position will, where appropriate, undertake the required investigations and reporting activities to relevant authorities in compliance with the law.

Child sexual assault is any act which exposes a child to, or involves a child in, sexual processes beyond his or her understanding or contrary to accepted community standards. Sexually abusive behaviours can include the fondling of genitals, masturbation, oral sex, vaginal or anal penetration by a penis, finger or any other object, fondling of breasts, voyeurism, exhibitionism, and exposing the child to or involving the child in pornography. It includes child grooming, which refers to actions deliberately undertaken with the aim of befriending and establishing an emotional connection with a child to lower the child's inhibitions in preparation for sexual activity with the child.

Code of Conduct means the KHC Child Safety Code of Conduct as updated from time to time.

Reasonable grounds for belief is a belief based on reasonable grounds (see below) that child abuse has occurred when all known considerations or facts relevant to the formation of a belief are taken into account and these are objectively assessed. Circumstances or considerations may include the source of the allegation and how it was communicated, the nature of and details of the allegation, and whether there are any other related matters known regarding the alleged perpetrator.

A reasonable belief is formed if a reasonable person believes that:

- (a) the child is in need of protection,
- (b) the child has suffered or is likely to suffer "significant harm as a result of physical injury," or
- (c) the parents are unable or unwilling to protect the child.

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

EMPLOYMENT OF NEW PERSONNEL

Kew Hebrew Congregation undertakes a comprehensive recruitment and screening process for all workers and volunteers that aims to:

- promote and protect the safety of all children under the care of the organisation;
- identify the safest and most suitable people who share Kew Hebrew Congregation's values and commitment to protect children; and
- prevent a person from working at Kew Hebrew Congregation if they pose a risk to children.

Kew Hebrew Congregation requires all workers (contractors/employees/volunteers) who are working with children to pass through the organisation's recruitment and screening processes prior to commencing their engagement with Kew Hebrew Congregation, including Working-With-Children-Check ("WWCC"). A copy the WWCC must be provided to KHC in hard copy or via email to: Office@KHC.org.au

Kew Hebrew Congregation may require applicants in addition to provide a police check in accordance with the law and as appropriate, before they commence working at Kew Hebrew Congregation and during their time with Kew Hebrew Congregation at regular intervals.

Kew Hebrew Congregation will undertake thorough reference checks.

Once engaged, workers/volunteers must review and acknowledge their understanding of this Policy.

Any KHC employee, contractor or volunteer who is doing work with children will need to comply with this policy in its entirety.

RISK MANAGEMENT

Kew Hebrew Congregation will ensure that child safety is a part of its overall risk management approach.

Kew Hebrew Congregation Executive Committee have risk and compliance oversight and are responsible for identifying and managing risks at Kew Hebrew Congregation. The Executive Committee will receive regular training in relation to child safety.

Any changes recommended by the Executive Committee will be submitted in writing to the Kew Hebrew Congregation Board of Management for consideration one month before the review date. Any proposed changes will need to be reviewed and ratified by the Board of Management before being implemented.

OVERNIGHT STAYS AND SHABBATONS

Any overnight stays or Shabbaton stays are to only occur with the authorisation of the KHC Executive Committee, and the parent/ guardians of student(s) involved.

Practices and conduct by staff, volunteers and persons present and involved during overnight stays must be consistent with this policy and procedures and guidelines must be adhered to at all times.

The KHC Attendance Register & Checklist (refer Annexure 1) needs to be completed by the responsible supervisor for any overnight event. The original hardcopy document needs to be provided to the KHC Office within 24 hours of the conclusion of an overnight event.

The The document will be retained by KHC in perpetuity and securely stored in a dedicated file in the KHC office.

A copy of the document will be provided to the KHC Child Protection Officer either in hardcopy or scanned and sent via email by KHC Office Administration on behalf of the Honorary Secretary within 24 hours.

Standards of conduct that must be observed by all adults present, including KHC staff, contractors and volunteers during an overnight stay include:

- Providing children and young people with privacy when bathing and dressing. Private dressing facilities and screens have been provided for this purpose.

- Observing appropriate personal standards when children and young people are present. Under no circumstances should children be exposed to adult nudity or states of undress.
- Ensuring children or young people are not exposed to pornographic material of any kind including movies, television, the internet or magazines.
- Not leaving children under the supervision or protection of unauthorized persons such as maintenance staff or friends.
- Under no circumstances will adults, staff and volunteers sleep in the same bed as a child or young person, or share a room on their own with a student (unless the adult is a parent/guardian of the child).
- The right of children to contact their parents, or others, if they feel unsafe, uncomfortable or distressed during the stay.

ACCOMMODATION

All accommodation should be kept safe and secure at all times. Student accommodation should be proximate to that of staff, volunteers, contractors or supervisors. Where staff, contractors, volunteers or supervisors sleep in the same room as children two staff or at least two children must be present at all times. Separate beds are required at all times.

These requirements must at all times be in accordance with guidelines and information published by the The Commissioner for Children and Young People.

PHYSICAL CONTACT

All physical contact must comply with appropriate guidelines and standards and only in the sight of others.

Where physical conduct is required as part of pastoral care, for a child's wellbeing, for medical or emergency purposes, it should be carried out in keeping with appropriate standards and in a public place.

REPORTING

Any staff member, volunteer or contractor who has grounds to suspect abusive activity must immediately notify the appropriate child protection service or the police. They should also advise the Child Protection Officer about their concern.

In situations where the Child Protection Officer is suspected of involvement in the activity, or if the person having the suspicion does not believe that the matter is being appropriately addressed or dealt with, the matter should be reported to a member of the KHC Board of Management.

Refer the Victorian Government, Department of Health and Human Services website for information about how to make a report to child protection.

- <https://www.education.vic.gov.au/school/principals/spag/safety/Pages/childprotectreporting.aspx>
- <http://www.dhs.vic.gov.au/about-the-department/documents-and-resources/reports-publications/guide-to-making-a-report-to-child-protection-or-child-first>

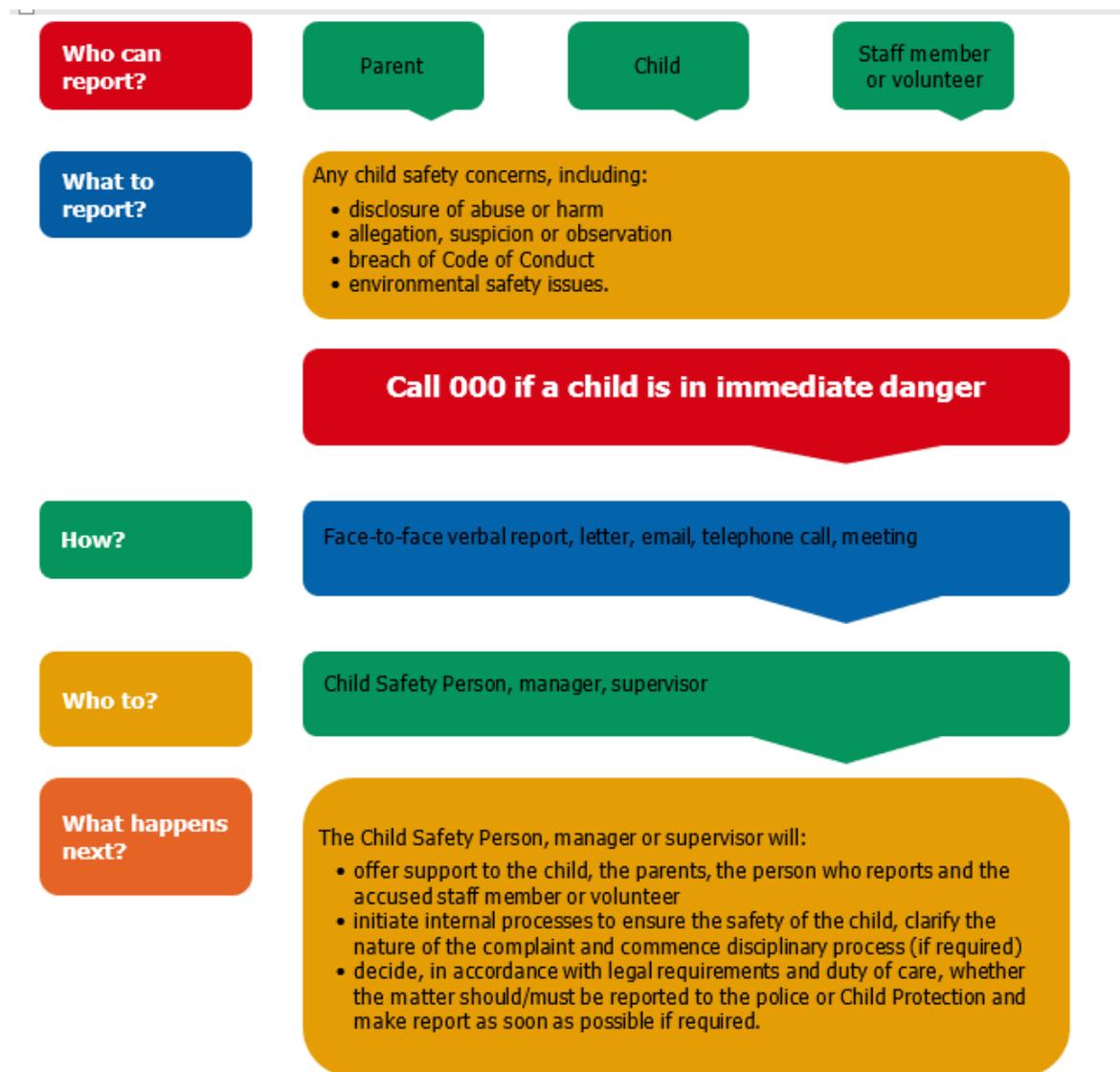
Reporting requirements and more information about is available on the Department of Justice and Regulation website:

- <https://www.justice.vic.gov.au/safer-communities/protecting-children-and-families/failure-to-disclose-offence>

KHC must comply with the reportable conduct scheme which means KHC must notify the Commission for Children and Young People about allegations of child abuse and child related misconduct made against their employees, volunteers or contractors and undertake an investigation into any allegations.

The head of KHC under the Reportable Conduct Scheme, who may be the Child Protection Officer, must inform the Commission for Children and Young People three business days after becoming aware of any allegation of reportable conduct that has occurred and then provide further details 30 calendar days later to the Commission. The telephone number of the Commission for Children and Young People is (03) 86015281 or 1300782978.

Flowchart: CHILD SAFETY REPORTING PROCESS



INVESTIGATING

If the appropriate child protection service or the police decide to investigate a report, all employees, contractors or volunteers must co-operate fully with the investigation.

Whether or not the authorities decide to conduct an investigation, the Child Protection Officer, or such other person as the Board deems is appropriate for a particular incident, will consult with the authorities to determine whether an internal investigation is appropriate. If it is decided that such an investigation will not conflict with any proceeding of the authorities, the Child Protection Officer, or such other person as the Board deems is appropriate a particular incident, may decide to conduct such an investigation. All employees, contractors and volunteers must co-operate fully with the investigation.

Any such investigation will be conducted according to the rules of natural justice.

Every effort will be made to keep any such investigation confidential; however, from time to time other members of staff may need to be consulted in conjunction with the investigation.

After an initial review and a determination that the suspected abuse warrants additional investigation, the Child Protection Officer shall coordinate the investigation with the appropriate investigators and/or law enforcement officials. Internal or external legal representatives will be involved in the process, as deemed appropriate.

RESPONDING

If it is alleged that a member of staff, contractor or a volunteer may have committed an offence or have breached the organization's policies or its Code of Conduct the person concerned may be stood down (with pay, where applicable) while an investigation is conducted.

If the investigation concludes that on the balance of probabilities an offence (or a breach of the organization's policies or Code of Conduct) has occurred then disciplinary action may follow, up to and including dismissal or cessation of involvement with the organisation. The findings of the investigation may also be reported to any external body as required.

PRIVACY

All personal information considered or recorded will respect the privacy of the individuals involved unless there is a risk to someone's safety. Kew Hebrew Congregation will have safeguards and practices in place to ensure any personal information is protected.

Everyone is entitled to know how the personal information is recorded, what will be done with it, and who will be able to access it.

REVIEWING

Every two years, and following every reportable incident, a review shall be conducted to assess whether the organisation's child protection policies or procedures require modification to better protect the children under the organisation's care.

RELATED DOCUMENTS

This policy must be read in conjunction with:

- The applicable laws of Victoria and Commonwealth of Australia;
- The Code of Conduct;

APPROVED

Board of Management Secretary, Kew Hebrew Congregation
10 February 2019

Kew Hebrew Congregation Child Protection Policy which will be published on 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 folder on the top shelf behind the Bimah as well as in the upstairs foyer of the ladies section of the Synagogue.

ANNEXURE 1 – KHC ATTENDANCE REGISTER & CHECKLIST

In accordance with the KHC Child Protection Policy (KHC-001), Child Safety Code of Conduct (KHC-002) and Child Protection Procedures (KHC-003), this document will be completed when any under 18- year-olds attend KHC for a specific event (including shabbat/yomtov) and remain at the KHC premises overnight.

This form will be fully completed by the supervisor and returned to KHC office within 24 hours following the conclusion of the event. Copies of this form are located in the KHC Office and in the KHC Child Protection folder behind the Bimah.

The undersigned confirms that they sought written person from the parent/guardian of each child in attendance, that duty of care and suitable sleeping arrangements were provided for the duration of the event in compliance with all relevant KHC documents [KHC-001, KHC-002 and KHC-003]. Any incident to be reported immediately to the KHC Child Protection Officer.

Supervisor Name	WWCC card number	Signature	Date
Supervisor's Spouse	WWCC card number	Signature	Date

Details of Event e.g. Shabbat weekend	Start Date	End Date

Under 18-year-olds in attendance

Student Name	Age

