

This policy is being benchmarked at the present time against the Australian Childhood Foundation Standards. Three staff members including the ED are going through Child Protection Training and the development of an updated policy.

Child Protection Policy – UJEB – 2015

UJEB is a community organisation that is committed to providing the highest quality formal and informal Jewish education to Jewish students outside the Jewish day school system.

Objectives of the policy

UJEB has a duty of care to ensure the safety and security of children and young people that it teaches and who come under the orgs care and supervision. This duty includes taking all reasonable measures to prevent emotional, physical and sexual abuse. UJEB believes each of us has a responsibility to raise concerns of abuse, and has detailed an appropriate response when an allegation is made. UJEB will act to ensure a safe environment is maintained at all times for all participants in our services, including children, young people, staff and volunteers.

This policy is:

- Reviewed annually by the Department Heads and Executive Director and presented to the Board of Management for ratification.
- Widely displayed, circulated and promoted
- Incorporated into staff package and signed off by every employee

Review

The policy is reviewed by evaluating:

- Significant experiences in the past year in reference to the Policy
- Significant problems with the Policy which arose when implementing it during these experiences
- Functional issues in relation to the Policy
- Annual training is conducted on the Policy

What is abuse?

UJEB understands that children and young people can be exposed to physical, emotional and/or sexual abuse. Abuse can also include neglect, as well as harassing behaviours like bullying. UJEB recognises that child sex offenders will target child related programs or organisations as a means of approaching children and young people. Sex offenders will often seek out positions that not only provide them with victims but also a professional subterfuge to conceal their abuse. UJEB understands that abuse damages children and young people physically, emotionally and behaviourally. The organisation believes that the wellbeing of children and young people is paramount, and is vigilant in carrying out the risk management process.

Code of Conduct for Staff and Volunteers

All staff and volunteers of UJEB are expected to:

- Conduct yourself in a manner consistent with your position as a positive role model to children and young people as well as a representative of UJEB
- To have a valid WWC card or be registered with VIT
- Follow organisational policy and guidelines around the safety and security of children and young people e.g. when transporting children ensure they are wearing seatbelts
- Not smoke in the presence of a children and young person due to a) medical risks b) legal risks and c) poor example
- Supervise children and young people adequately
- Release children and young people from our care to the care of an appropriate adult
- Treat all children and young people with respect and note their reactions to your tone and manner
- Raise all concerns, issues, problems, with your manager as soon as possible
- Make sure all allegations or suspicions of abuse are, reported, recorded, and acted upon
- Not to engage in rough physical games
- Not to hold, kiss cuddle or touch a child or young person in an inappropriate or insensitive way
- Not to hit a child or young person
- Not to make sexually suggestive comments or sexually related remarks to a child or young person, even as a joke
- Not to demean, make fun of or embarrass a child or young person
- Not to be alone with a child or young person e.g. in a classroom with the door closed, or on camp e.g. walking out of sight of others
- Not to do things for a child or young person that they can do alone e.g. changing clothes or visiting the toilet
- Not to befriend a child or young person on staff member's personal Face book or similar account
- Not to email a child or young person from the staff member or volunteer's personal account
- Not to drive a child or young person to or from a UJEB activity without express written permission from a parent / guardian

Staff Recruitment

See Recruitment Policy

Staff supervision, support and training

To create the optimum working conditions where the risks to children and young people are minimised, all staff of UJEB have the opportunity to:

- Contribute to the review of the Policy
- Participate in an induction process when commencing employment to understand the Policy
- Receive regular supervision

- Participate in education and training on best practice in child protection

Complaints Resolution Process

The purpose of the complaints and resolution process is to clarify the rights and responsibilities of all parties when an allegation of misconduct is made.

UJEB's complaints and resolution process balances the following interests:

- The right of the child or young person to be heard, to be protected and to be supported
- The right of the child or young person and their family to have their concern acted upon – and for the identity of the child or young person to remain confidential
- The right of the alleged perpetrator to a fair process, including confidentiality
- The moral requirement of UJEB to report suspected crimes to the Police and / or Department of Human Services for investigation

Procedure

For the person raising concern (e.g. parent)

- Discuss the concern/ disclosure with the relevant staff member, and or manager within 24 hours of initial suspicion

For the UJEB contact person (e.g. teacher)

- Raise matter as soon as possible with your manager

For the UJEB Manager / ED

- Contact Board of Management (President, Vice President) as soon as practicable

For Board of Management

- Arrange meeting with relevant parties
- Document content and outcomes of meetings, and forward to meeting participants and relevant staff at UJEB
- Debrief with staff if required
- Board may undertake or advise staff member to undertake any or all of the following steps
 - a) Notify the Department of Human Services
 - b) Notify the Police
 - c) Contact parents/caregivers of the child or young person
 - d) Make an appointment for the child or young person with medical or counselling services
- Follow up with complainant, staff member/s regarding steps taken
- Where the alleged perpetrator is not a UJEB staff member or volunteer(e.g. camp employee) the Board Member records the incident and supports the process undertaken
- Where the alleged perpetrator is a UJEB staff member or volunteer, the Board member will ensure an investigation is carried out giving all parties natural justice. It may be appropriate for the Board member to seek legal advice. The Board member may take any/all of the following steps:

- a) Suspend UJEB staff member or volunteer
- b) Notify police
- c) Notify the Department of Human Services

For the alleged perpetrator

- Where applicable, notify the alleged perpetrator that a concern / disclosure has been raised and the course of action being taken.

Please also refer to the UJEB staff grievance procedure

Police Checks

UJEB does not routinely undertake Police Checks for casual staff. It does undertake them for permanent staff members, upon appointment.

I _____ have read, understand, and agree to abide by UJEB's Child Protection Policy.