

THE CODE OF CONDUCT of the NORTH EASTERN JEWISH WAR MEMORIAL CENTRE INC.

PURPOSE

The purpose of this Code of Conduct is to ensure the safety and wellbeing of children and young people who engage with the North Eastern Jewish War Memorial Centre. It sets out clear guidelines regarding the behaviour and boundaries of the Board Of Management, President, Rabbi, Cantor, members of the Congregation, employees, volunteers, program leaders, visitors, guests and speakers and all others who are stakeholders and anyone else who engages with the NEJWMC.

COMMITMENT TO CHILD SAFETY AND SCOPE

The NEJWMC community takes a zero tolerance approach to all forms of abuse and bullying, discrimination and exploitation of children. Appropriate behavior is central to the NEJWMC Code of Conduct which ensures that Child safety is a top priority and commitment in the operations of the NEJWMC. As part of this commitment, leaders should provide access to this Code Of Conduct so that everyone in this Congregation and visitors and all others who engage with the NEJWMC can read this Code of Conduct in order to be familiar with its contents.

EMPOWERMENT OF CHILDREN AND YOUNG PEOPLE

At all times NEJWMC aims to include and empower children and young people in the child safety process. Our Code Of Conduct has been developed in line with this commitment. It is an overarching expectation that our stakeholders act at all times with the intent to empower and engage young people.

MONITORING AND REVIEW

This Code of Conduct will be reviewed and updated annually at the nominated Board meeting. A committee consisting of the Board Of Management, the Child Protection Officer, and a parent from the Congregation will review the code of conduct in order to

- Reflect any significant experiences in the past year in relation to this Code of Conduct.
- Incorporate any legislative changes that impact on this Code of Conduct.
- Reflect any significant changes in the operating environment including advancement in technology, and risks to children in relation to new projects or programs.

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)

CODE OF CONDUCT (STANDARD 3):

The Code of Conduct outlines child safe expectations of behaviour and correct procedures which are used by all relevant stakeholders and those who engage with the NEJWMC. It also shows strategies to identify and reduce or remove risks in order to protect children and young people. (STANDARD 6)

<p>I AGREE AND UNDERTAKE AS FOLLOWS:</p> <p>Read and then comply with North Eastern Jewish War Memorial Centre Inc. guidelines in the Child Protection Policy concerning contact with children and young people so that I respect and support the diversity of culture of children and young people and disabled children/young people and children/young people of gender diversity and take all reasonable steps to protect children/young people from all forms of abuse.</p> <p>I will ensure that I have a current Working With Children Check or equivalent such as the VIT if I work with children or young people or am on the Board Of Management.</p> <p>I will take a zero tolerance approach to all forms of abuse and bullying. I will help provide a caring, nurturing and safe environment for children and young people.</p> <p>I will use appropriate language for the age and understanding of the child/young person and avoid confusing or age-inappropriate discussions with sexual, discriminatory or violent references.</p> <p>I will avoid any actions or words intended to threaten, intimidate, shame, humiliate, belittle, embarrass or degrade children. I will not scream at children or young people as it scares them.</p> <p>Maintain professional and courteous relationships with children and young people and their families.</p> <p>I will be a positive role model in my behaviour towards children and young people, towards teachers, volunteers and employees and</p>	<p>DRUGS AND ALCOHOL:</p> <p>The serving of alcohol or tobacco to minors is a criminal offence. The Centre will provide grape juice in place of sacramental wine to children and young people on Shabbat for Kiddush. I must not be under the influence of alcohol or illegal drugs when responsible for the supervision of children and young people at the Centre. Use of legal drugs (such as prescription medication and over the counter medication) is permitted, provided it does not interfere with my capacity to adequately supervise children/young people. Medication may be administered by staff to children or young people only with written permission and instructions from the child's parents or guardian.</p> <p>No adult should transport a child/young person while under the influence of alcohol or drugs.</p> <p>I will 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 and young people at all times and also promote the wellbeing of children and young people who have linguistically and culturally diverse backgrounds.</p> <p>PHOTOGRAPHY:</p> <p>Photographs of children and young people can be taken at religious festivals and youth centered activities. Only photographers authorised by the NEJWMC and who have a WWCC will be allowed to photograph children. The NEJWMC will not allow photos or other images of children and young people to be used</p>
--	---

members of the Congregation and other people who engage with the NEJWMC.

I will seek children's and young people'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.

I will establish an environment of trust and inclusion that enables children and young people to ask questions and speak up if they are worried or feeling unsafe.

I will not physically punish a child or young person.

Safeguard children and young people at all times and do not place a child at risk of abuse, or condone behaviour of children and young people which is unsafe.

I agree to fully disclose any matters that pertain to child abuse that I have been made aware of or that I have been implicated in, to the Department Of Justice (Working With Children Check) within 7 days and the Child Protection Officer of the NEJWMC.

Avoid one-on-one situations with children and young people, by ensuring that there is always another staff member or other children or young people 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).

I will let the leadership e.g. the CPO, the Rabbi and a board member know if there are concerns with any activities, facilities, procedures and staffing that prove to be a risk at the Synagogue.

TRANSPORTATION:

Transport of children and young people, by staff and volunteers in a private vehicle is strongly discouraged. Two adults with Working With Children Checks are in the car when the

on the Internet if the parent has written an objection to this happening at the NEJWMC. The NEJWMC will not allow children's and young people's names, telephone numbers and addresses to be shown on the Internet.

Adults are not permitted to take photos of any children and young people that they work with at the Centre on their phone or any other device without the permission of the NEJWMC.

The teachers at the Hebrew School should supervise the students when tablets and ipads are used by the students in lessons.

The Internet and email on the tablets and ipads should be turned off by the teachers or the Coordinator when an activity is not able to be supervised.

I will declare any tutoring or other secondary work that I do in my private time with a child or young person who engages with the NEJWMC.

I shall observe my boundaries which are the duty statement for my work with children and young people when I am overseeing or working with them. I will do training in order to understand the expectations in the Child Protection Policy.

Act in the best interests of children and young people, do not allow any unnecessary or potentially harmful physical contact with them, unless necessary for their safety and wellbeing.

I will be required to urgently follow the procedure for making a statement to the Police, Child Protection and the Commission For Children and Young People if I have a reasonable belief that a child or young person is being abused at the NEJWMC. (STANDARD 5). I can also discuss the matter with the Child Protection Officer (via email to jesommersbigpond.com or mobile: 0409198468) who will notify Ansvar Insurance as well as the Police urgently or if the CPO is unavailable the Rabbi (mobile 0413558292 or email to rabbisabbach@gmail.com) or the President of the Board Of Management (STANDARD 5)

A child or young person can write their own code of conduct and then show it to the CPO. It then needs to be signed by the CPO and an

<p>need to transport children to or from the Synagogue arises. If it is not possible to prevent the use of a private car written permission needs to be sought from the parent or guardian and kept on file in the office by the Administration. In the case where the Centre hires a bus company to take children and young people on an activity, a member of the Board Of Management should be on the bus. Vigilance needs to be taken to ensure that at no stage is the child or young person left alone with the bus driver or an unscreened unsupervised third party.</p> <p>When Schools or Youth Organisations visit the NEJWMC:</p> <p>Children or young people from a school or youth movement may wish to sleep at the NEJWMC during the Sabbath or to celebrate a Shabbaton. They can use their own Child Protection Policy. See appendix 7.</p>	<p>excellent example of the child or young adult's own code of conduct can be included in the Code Of Conduct of the NEJWMC. (<u>STANDARD 2& 3 & 7</u>)</p>
--	---

I agree not to do the following:

<p>I will not approve or participate in behaviour of children that is illegal, unsafe or abusive and harassing and discriminatory.</p> <p>I will not act in a way that shows unfair and differential treatment of children and young people.</p> <p>I will not release or discuss any personal confidential information about suspected or proven child abuse or protection cases other than with the Child Protection Officer or Rabbi.</p> <p>I will not use any computer, mobile phone, or video and digital camera to exploit or harass children. <u>"I will not have unauthorised contact with children and young people online, on social media or by phone."</u> I will not let children and young people have my personal contact details (mobile number or address). Personal contact details (e.g. mobile number or address or email address) should not be shared inappropriately between adults and children or young people.</p>	<p>I will not make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of children and young people.</p> <p>I will not babysit any child who is a member of the NEJWMC and I will declare any secondary work that I do with a child/young person at the NEJWMC.</p> <p>I will not insist on physical affection such as hugging, kissing or wrestling.</p> <p>I will not have inappropriate sexual discussion with a child or young person.</p> <p>I will not give medication to children/young people without the parents' knowledge, instructions and written consent.</p> <p>I will not attend work affected by illegal drugs, consume them whilst on duty or supply them to children/young people.</p> <p>I will not carry out tasks of a personal nature for children (such as undressing them or dressing them when they can carry out the task themselves).</p>
---	---

Physical Environment at the NEJWMC:

Check that any “secret” places (store rooms and unused or rarely used rooms) are out of bounds to children and young people and locked when supervision is unable to be provided. It is a necessity to avoid an adult meeting one on one with a child or young person in a closed environment and a child should not be left in a room by themselves. The doors of rooms need to have glass partitions in them. A parent of the child could also be present if an adult and child/young person need to be in a room together. (e.g. tutoring). (STANDARDS 1 & 3 & 6)

Supervision of children and young people:

There is to be adequate supervision of children/young people. The leadership can ask a number of parents who are well known to them and have a current Working With Children Check or VIT to help supervise when needed during an event e.g. religious celebrations and activities. **During the**

Sabbath:

On the Sabbath the Rabbi’s children are the only children who regularly attend and they are supervised by a member of the congregation who has a current Working With Children Check or VIT and to whom the Rabbi has given permission. Parents who bring their children on the Sabbath need to supervise their own children. The children should be in the line of view of the parents at all times. (STANDARDS 1 & 3 & 6).

At the Hebrew School:

At the Hebrew School the ratio for the supervision of the children/young people is to be that of **1 teacher** (or teacher assistant) : **3 or 4 children or young people** where the children/young people are in the line of view of the teacher or teacher assistant at all times.

Behaviour management of children at the Hebrew School:

The Centre strives to create a safe and positive environment for all participants at all times. At times children and young people participating at the Hebrew School may require the Centre staff or volunteers to impose limits, or explain acceptable and appropriate behaviour, and define consequences for misbehaviour, and take action. The guidelines regarding behaviour management are as follows: Acceptable and unacceptable behaviour must be outlined and defined to children and young people in a clear and respectful way.

Children who do not adhere to acceptable behavioural guidelines which are respectful to their peers and the adults in their charge need to be given an opportunity to correct any misbehaviour. Adults must communicate with children and young people in a way that is fair, respectful and appropriate to the age and developmental stage of the child, and takes into account the child’s ability, and the degree of severity of the misbehaviour. Under no circumstances may adults administer corporal punishment (physical punishment). If a child does not comply with the wishes of the Centre staff after clear and appropriate direction and clarification, Centre staff must contact the parent and have the child removed from the Centre until improved behaviour can be negotiated and upheld. Consequences for the continuation of inappropriate or dangerous behaviour must be explained to children.

Under no circumstances may adults engage in any behaviour that is demeaning, degrading, cruel, frightening or aggressive. Under no circumstances may adults administer corporal punishment (physical punishment).

If a child does not comply with the wishes of the Centre staff after clear and appropriate direction and clarification, Centre staff must contact the parent and have the child removed from the Centre until improved behaviour can be negotiated and upheld.

The celebration of a religious festival and youth centered activities:

Appropriate supervision of children and young people is central to creating a safe environment. Adequate adult supervision helps to prevent inadvertent or intentional harm to children from adults. Peer to peer abuse and bullying can also be prevented by monitoring the activities of children and by providing guidance, limits, support and counsel to children and young people. It is important that children are not left unsupervised at any time at the Centre. 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 is 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)

Children and young people being supervised at the NEJWMC must have the right, and be able to contact their parent, guardian or another adult if they feel uncomfortable, unsafe or distressed at any time. The activities need to be planned ahead. The Congregation will engage in and accept the following when participating in child and youth centred activities.

Registration of all children and adults is important so staff and leadership can respond appropriately in the event of an emergency.

- Registration is necessary for youth/children events and youth programs. Plan ahead and register on **TRY BOOKING** before the activity. Registration needs to also be done at the front door as people enter the building in order to attend the event.
- 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.

If the Centre is planning an activity, due thought and planning must be given to considering the supervision arrangements for children and young people. For example, if a celebration on a Chag is to be held and many visitors will be attending the Centre, the organising committee or organiser must decide if a paid supervisor with a current WWCC will be engaged to supervise the children or whether parents/grandparents of the children will be asked to ensure they supervise their children/grandchildren at all times. The children must be in the line of vision of the paid supervisor with a WWCC or their parents and grandparents at all times.

In the event of a function at the Centre where there is a chance children on their own volition may leave the place where adults are congregating, an appropriate designated child-safe space must be provided for children with supervision arrangements by a supervisor with a WWCC. The organisers must consider whether parts of the building may be locked to prevent children wandering into isolated places on the premises.

The Centre must ensure that no child is left under the supervision, or protection, of unauthorised persons. The Centre should insist that a child does not go to the toilet unaccompanied. Children can go to the toilet accompanied by a parent/grandparent or accompanied by another child of a similar age and of the same sex. Children should not go alone with a stranger.

The Centre must ensure that no child or young person is left behind on the premises or at any event off-site. Adequate supervision must be provided until the child's parent or guardian, or other authorised adult, collects the child.

The Centre must ensure that only authorised people may collect a child from a Centre event. A central list of authorised people who may collect a particular child must be kept by the Centre administration and made available to carers/supervisors/teachers/tutors.

THE CODE OF CONDUCT:

All breaches will be reviewed by a standing committee comprising the Child Protection Officer, and the Board Of Management. Possible consequences of breaching this code of conduct may well depend on the seriousness of the breach and include but are not limited

- Counselling and training to address behaviour
- A formal warning.
- Summary dismissal.
- Suspension or termination of employment or voluntary role or membership. Requirement to deliver a verbal or written apology to an aggrieved party.
- Withdrawal of awards, honours or recognition.

In some circumstances this review will lead to dismissal and/or reporting to relevant authorities such as the Police, Child Protection, and the Commission For Children and Young people as would be required by law.

ACCEPTANCE OF THE CODE OF CONDUCT

All are to follow the Code Of Conduct with regard to their relationships with children and the management of situations where there are concerns about a child's safety. The following adherence to the Code of Conduct mentioned below can then be read and can be signed.

I have read the North Eastern Jewish War Memorial Centre Code Of Conduct and discussed its contents with the Child Protection Officer, a Board Member or the President. I agree to uphold at all times the standards of behaviour described in the Code Of Conduct whether at work or away from work and will adhere to the North Eastern Jewish War Memorial Centre Inc. Code Of Conduct: (STANDARD 3).

I understand that disciplinary measures and legal steps may be taken if I am found to be in breach of the Code Of Conduct. I understand that in making a report, NEJWMC may have to inform other authorities, in a confidential manner to meet obligations under Victorian law.

Name.....

Signature..... Date.....

Witness name.....

Witness signature.....Date.....