

NORTH EASTERN JEWISH WAR MEMORIAL CENTRE INC.

Child Protection and Safeguarding Policy

Ratified by the Board Of Management in

July 2022

North Eastern Jewish War Memorial Centre Inc.

ABN: 67 158 164 835

Address: 6 High Street, Doncaster, VIC 3108

Tel: (03) 9857 9000

Fax: (03) 9857 4430

Email: 'office@nejc.com.au'

INTRODUCTION

We, the Board of Management and the Rabbi of the congregation of the NEJWMC are wholly committed to safeguarding children from harm, and aim to create a safe and nurturing environment which promotes the emotional, physical, social and spiritual wellbeing of children and young people.

Our Policy aims to greatly minimise the risk of child abuse occurring and to ensure that if abuse does occur a response is enacted that is compassionate, respectful, appropriate and timely and which adheres to the laws of the state.

Underpinning the NEJWMC commitment to child protection are:

- **Spiritual beliefs:** which require us to treat all people with respect and dignity and to care especially for those who are vulnerable.
- **Ethical principles:** which guide our practices and code of conduct and treatment of all people, deeming some actions which may not be regarded by law as abuse, as unacceptable behaviour within the confines of our Centre.
- **Legal principles:** we acknowledge our obligation to uphold Federal and State legislation and principles established through common law.

Signed: 

Rabbi of NEJWMC

Menachem Sabbah

Date: *3/08/2022*

Signed: 

NEJWMC Chair of the Board Of Management

Date: *3/8/2022*

POLICY FOR PROTECTING AND SAFEGUARDING CHILDREN AND YOUNG PEOPLE

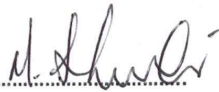
The purpose of this Policy is to provide clear guidelines to the Board Of Management, President, Rabbi, Cantor, members of the Congregation, employees, volunteers, program leaders, visitors, guests and speakers and all others who are stakeholders and others who engage with the NEJWMC regarding expectations when interacting with children and young persons on our premises.

The North Eastern Jewish War Memorial Centre (NEJWMC) is a vibrant and growing congregation and Jewish Centre located in Doncaster, Victoria. Established in 1962 we pride ourselves on being a warm, inclusive and friendly hub of Jewish learning, practice, prayer, celebration and social activity. Children and families are the heart of our community and our future. The NEJWMC has a duty of care to provide a safe and secure environment for children and young people.

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, volunteers, and leaders demonstrate awareness and a commitment to child safety by their actions and behaviour.

The NEJWMC community takes a zero tolerance approach to all forms of abuse and bullying, discrimination and exploitation of children. Child safety and safeguarding is a top priority and commitment in the operations of the NEJWMC. As part of this commitment, the leaders should provide access to the Child Protection Policy. They should insist that the President, Members of the Board, the Rabbi, Cantor, members of the Congregation, which includes employees such as teachers, mentors, volunteers, program leaders, caretaking staff, visitors, and guests and anyone who engages with the NEJWMC must read this Child Protection Policy and be familiar with its contents. The children need to have this policy explained to them in child appropriate language.

It is the expectation of the Board of Management that every member of the North Eastern Jewish War Memorial Centre whatever their role or level of responsibility uphold this policy.

Signed: 

NEJWMC Chair of the Board Of Management

Date: 3/8/2022

Information about Child Safe Standards

The North Eastern Jewish War Memorial Centre must work to uphold and be compliant to the eleven Victorian Child Safe Standards. The Standards were introduced as legislation following the completion of the Victorian Betrayal of Trust Inquiry. Each child protection standard addresses a certain component of child safety and safeguarding.

The standards are designed to work together to create a child safe Synagogue. They form the basis of the NEJWMC Child Protection Policy. The Child Safe Standards are as follows:

1. Culturally safe environment
2. Leadership, governance and culture
3. Children are safe, informed and actively participate
4. Families and community involvement
5. Equity and diverse needs
6. Human Resource Management
7. Child focused complaints process
8. Staff education and training
9. Physical and online environments
10. Review and continuous improvement
11. Child Safe Policies and Procedures

Underpinning the eleven Victorian Child Safe Standards are three overarching principles that require organisations to consider the increased risk to:

- Children and young people from Aboriginal backgrounds
- Children and young people from culturally and linguistically diverse backgrounds
- Children and young people with disabilities

The NEJWMC must promote the principles and a culture of equity when working with children and young people.

It is the responsibility of the President, Child Protection Officer, Rabbi, Board Of Management, members of the Congregation, employees, volunteers, program leaders, visitors and speakers and all others who are stakeholders and anyone who engages with the NEJWMC to understand the important responsibility they have to:

- Respect and support the diversity of children and young people's needs and protect children and young people from all forms of abuse, bullying, discrimination, differential treatment and exploitation. This includes children and young people with a disability, gender diverse children and young people, and children and young people who are Aboriginal and/or are from a cultural and/or linguistically diverse background.
- Safety and safeguarding of children and young people must constantly be considered.

In 2017 the Royal Commission into Institutional Responses into Child Sexual Abuse (Royal Commission) tabled recommendations for institutions that provide care and support to children. Following the conclusion of the Royal Commission, the National Principles for Child Safe Organisations (National Principles) were endorsed by the Council of Australian Governments (COAG) on February 19, 2019.

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DICTIONARY OF TERMS

Aboriginal and Torres Strait Islander: A person who is of Aboriginal or Torres Strait descent, identifies as Aboriginal or Torres Strait Islander and is accepted as Aboriginal or Torres Strait Islander by an Aboriginal or Torres Strait Islander community.

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

Cantor: Provides inspiration through song for a synagogue's congregation. He chants worship services in the synagogue. He leads the congregation in songful prayer.

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 NEJWMC.

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 in February each year. The CPO is also charged with ensuring that the Child Protection Policy is applied to all events and activities.

Child Safe: Refers to an organisational environment that has an open and aware culture, understands child abuse, is supported by well-known child safety policy, promotes the empowerment and participation of children, manages child safety risks; and expects all stakeholders to report all allegations, disclosures or concerns. Child safety encompasses matters related to protecting all children from child abuse and neglect, intervening early where concerns arise, preventing abuse where possible, managing the risk of child abuse, providing support to a child at risk of child abuse, and responding to incidents or allegations of child abuse. Child safety includes **cultural safety** for children.

Congregation (Synagogue): Refers to the North Eastern Jewish War Memorial Centre (NEJWMC)

Cultural safety: The positive recognition and celebration of cultures. It is more than just the absence of racism or discrimination, and more than cultural awareness and cultural sensitivity. It is an environment which is socially and emotionally safe, as well as physically safe for children. It is about shared respect, shared meaning, shared knowledge and experience, of learning, living and working together with dignity and truly listening¹.

Culturally and/or linguistically diverse background (CaLD) – identification with particular cultural or linguistic affiliations by virtue of place of birth, ancestry or ethnic origin, religion, preferred language or language spoken at home or because of parents' identification on a similar basis.

Department of Health and Human Services: The statutory authority responsible for receiving and investigating reports of child abuse.

Disability: Any physical, sensory, neurological disability, acquired brain injury or intellectual disability or developmental delay that affects a child's ability to undertake everyday activities. A disability can occur at any time in life. Some disabilities may be obvious while others are hidden.

Disclosure: Refers to a child telling someone (through words, drawings or actions) that he or she feels unsafe or has been harmed.

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

Employees and Volunteers: includes Rabbis, cantors, Board Of Management, teachers, mentors, program leaders, administrative staff, caretaking staff, and the cleaner at the Synagogue.

Gender Identity – a person’s concept of self as male, female, a blend of both or neither. Gender identity refers to how individuals perceive themselves and how they self-identify. One’s gender identity can be the same or different from their sex assigned at birth. ²

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. Mandatory reporters currently include Ministers Of Religion, Registered Teachers, Registered Early Childhood teachers, Principals, Registered Doctors, Registered Nurses, Registered midwives, Counsellors, Registered Psychologists, Occupational Therapists, Speech Therapists and all members of the Police Force.

Members: Any persons (including children) who attend or participate in NEJWMC 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 North Eastern Jewish War Memorial Centre.

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, teacher assistants, mentors, program leaders, caretakers, cleaners, bookkeeper who are a group of people, as employees, who are charged with regularly carrying out the work at an establishment (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 stay on the NEJWMC premises during the day (for example a youth group or students from a school).

VIT : A member of the Victorian Institute of Teaching.

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.

² Human Rights Campaign, www.hrc.org

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 and safeguarding 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 the North Eastern Jewish War Memorial Centre in paid or unpaid positions as well as all members. As such the policy and procedures apply to the North Eastern Jewish War Memorial Centre.

- Board of Management which is the leadership.
- Rabbis and cantors.
- Staff including casual and occasional staff.
- Program leaders and helpers (organisers, youth leaders, people who run Shabbat (the Sabbath) and children's programs during Synagogue service times).
- Congregational members including children and young people.
- Volunteers.
- Visitors and guests such as members of the community who belong to other synagogues, who are invited to dinners or give talks to the NEJWMC Community on interesting topics.
- 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 related procedures.

Roles and related responsibilities:

Board of Management:

Representatives of the congregation who oversee the management and related policies of the Congregation in accordance with the Constitution of the NEJWMC. Their roles in respect to the Child Protection Policy are:

- Ensuring appropriate policies are in place to protect and safeguard children and young people from abuse and harm.
- Complying with the Child Protection Policy at all times. They need to have a current Working With Children Check or a current VIT card (or a Police check if they have no contact with children at any time at the Synagogue).
- Role model child safe practice in line with the Child Protection Policy at all times
- Report any concerns, beliefs or suspicions that a child has been or is at risk of being abused to the appropriate authorities and to the Child Protection Officer.

Child Protection Officer:

This is an honorary position with the individual designated by the Board.

- Develops or obtains appropriate policies in relation to child safety and protection of children and young people. The CPO is charged with ensuring that the Child Protection And Safeguarding Policy is applied to all events and activities.
- Provides support to all stakeholders in relation to matters of child safety.
- Organises training for the Board Of Management, the staff, the members of the congregation, volunteers, so that they understand the Child Protection Policy and are educated about abuse, taught to recognise indicators and taught that they are required to report all the suspicions and knowledge of abuse.
- Organises that stakeholders who wish to work with children or are in a leadership position apply to obtain a Working With Children Check or as an alternative have a current VIT card. In the event of a complaint about abuse initiates internal processes to ensure the safety of the child, clarify the nature of the complaint and commence disciplinary process (if required). The Child Protection Officer will keep information regarding alleged perpetrators and victims confidential apart from reporting to appropriate authorities where necessary.
- Decides, in accordance with legal requirements and duty of care, to report the matter to the police and Child Protection and make a report as urgently as possible.
- The Child Protection Officer needs to also notify Ansvar Insurance urgently.
- Organises that children who are members are given training by the Child Protection Officer once a year in age appropriate language in order to obtain an understanding of the Child Protection Policy and the Code Of Conduct.
- Children will be given the opportunity to make suggestions concerning the Policy in order to empower them. There will be a meeting of children held once a year. The children's "committee" will choose a chairperson. There will be a child who will take the minutes during the meeting. There will be adult supervision during the meeting. The suggestions made by the children will be submitted one month before the review in February of the Child Protection Policy to the committee consisting of the Board of management, the Child Protection Officer, and a parent from the congregation which reviews the Policy and their suggestions will be taken into account by this committee. (Standards2&7)

AND / OR

- Asks for feedback from members of the Congregation, parents of children who attend the NEJWMC concerning assessment about whether the organisation is suitable for their child, how welcoming the community is for their child, how safe the child feels in the community and emphasises the importance of families and communities being informed and involved in promoting child safety and wellbeing. The Child Protection Officer also asks for feedback from children and young people who are members of the Congregation about how they enjoy being part of the NEJWMC community. The children's answers and suggestions and the feedback from members of the Congregation will be written on feedback sheets which will be filed by the Child Protection Officer and the information on these feedback sheets will be included in the Policy when it is updated each February.

President:

The president is the CEO of the North Eastern War Memorial Centre, and must inform the **Commission of Children and Young People** within three days after becoming aware of any allegation of abuse or harm that has occurred and then provide further details within 30 days later to the Commission for Children and Young People. The telephone number of the Commission for Children and Young People is (03) 86015281 or 1300782978. Ansvar Insurance needs to be notified as well.

Hebrew School: Coordinator and teachers and teacher assistants of the Hebrew school:

The United Jewish Education Board (UJEB) operates the Hebrew School at our Centre. They are permitted to use their own Child Protection Policy and Code Of Conduct.

Stakeholders: The members of the Congregation:

Are to read the NEJWMC Child Protection Policy and if they don't understand this policy it will be explained to them by the Child Protection Officer or a person who trains others to understand child protection and safeguarding. Parents/grandparents/carers need to be prepared to assist the Board Of Management in supervision of their own children/grandchildren/children in their care during activities at the NEJWMC. They provide feedback about how well the North Eastern Jewish War Memorial Centre provides a safe environment for the children and young people who are its members and they can give extra suggestions to the Board Of Management about how children and young people and visitors who are under the age of 18 years need to be protected at the NEJWMC.

The Children and young people of the members of the Congregation:

Please see **Annexure 1** for the children and young people's version of this document, that is to be displayed in all areas where children and young people frequent, and provided to children and young people to ensure they are informed of their rights whilst involved with NEJWMC.

The children and young people's version of this document will be reviewed in line with the overarching review process for this policy in February, and will encompass feedback provided by children and young people into its design.

The caretaker, office staff, and the cleaner, casual contractors and other visitors to the NEJWMC:

Will have access to the Child Protection Policy in the Foyer and in the Office and on the internet. However they are not to babysit or be placed in a position of supervising children at the NEJWMC.

Legislative Context

North Eastern Jewish War Memorial Centre acknowledges its obligation and seeks to comply at all times with the following relevant legislation:

- Children Youth and Families Act 2005 (Vic)
- Family Violence Protection Act 2008 (Vic)
- Sex Offenders Registration Act 2004 (Vic)
- Crimes Act 1958 (Vic)
- Working with Children Act 2005 (Vic)
- Working with Children Regulations 2016 (Vic)

- Child Wellbeing and Safety Act 2005 (Vic)
- Equal Opportunity Act 2010 (Vic)
- Child Employment Act 2003 (Vic)
- Adoption Act 1984 (Vic)
- Commission for Children and Young People Act 2012 (Vic)
- Failure to disclose child sexual abuse offence, commenced on 27 October 2014
- Failure to protect a child under 16 from sexual abuse offence, commenced on 1 July 2015

Key legislation relevant to child safety has been listed and expanded on below:

Children, Youth and Families Act, 2005: The Act governs and guides the process of child protection in Victoria. Under this Act a person can make a report to Child Protection Services if they have: A significant concern for a child's wellbeing; belief the child is in need of protection; significant concern before the birth of a child about his/her wellbeing after his/her birth.

Children Legislation Amendment (Reportable Conduct) Act 2017: From 1 July 2017, the Commission for Children and Young People have administered a 'reportable conduct scheme' in Victoria. The scheme will improve oversight of how organisations respond to allegations of child abuse and child-related misconduct by workers and volunteers. Under the scheme, the Commission for Children and Young People will have the power to:

- Monitor organisations' investigations of abuse or misconduct and report on trends;
- Share information with key organisations, such as the Working with Children Check Unit and certain professional registration bodies, to improve child safety;
- Inquire into the safety systems of organisations engaged in child-related work; and share relevant information to better protect children from the risks of abuse.

Crimes Amendment (Grooming) Act 2014 – Refers to the offence of grooming. A grooming offence is committed if the offender communicates by works or conduct with a child under the age of 16 years or their carer or supervisor; and intends to commit a sexual offence involving the child.

Crimes Amendment (Protection of Children) Act 2014, s.49c – refers to the **failure to protect** children from sexual offences. If any individual or organisation could have reasonably protected a child from sexual abuse and fails to do so it may be considered a criminal offence.

Crimes Amendment (Protection of Children) Act 2014, s.327 – Refers to the responsibility of all individuals to disclose to authorities if they have a reasonable belief that a child under the age of 16 years has been sexually abused. Failure to do so is a criminal offence.

Working with Children Check (WWCC) Act 2005 – Outlines the purpose of the WWCC and what constitutes child-related work; outlines occupations that apply and explains relevant offences and findings that are relevant to the WWCC. It sets out obligations of individuals and organisations and how personal information is stored and disposed of.

TYPES OF CHILD ABUSE:

A list of indicators of child abuse can be found in Annexure 2.

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 they are 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. Exposure to 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 their 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 person. 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 may 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 wellbeing.

The family violence that a child is able to hear, witness or be exposed to in the home can be classified as a particular form of emotional abuse.

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 utilise **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 normalising 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 person. 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 NEJWMC'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. NEJWMC 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, including sexting or sexualized bullying;
- NEJWMC adults must work to ensure that there is no sexual pressure, coercion or sexual assault between peers;
- NEJWMC members are to foster a culture of mutual respect.

Sexually harmful behavior

Sexually harmful behaviour refers to harmful behaviour perpetrated by a child (17 years of age or younger) to another child. Harmful behaviours in children are often an indicator that they have experienced abuse or neglect. Where sexually harmful behaviour occurs, organisations have a duty of care to both children. Note that in children under 10 years of age, such behaviour is usually referred to as *sexually problematic behaviour*.

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).

Harm: Harm would occur as a result of forms of abuse such as physical, emotional, psychological, neglect, family violence, sexual abuse, grooming, sexually harmful behaviour and bullying.

Cumulative harm - Cumulative harm refers to the effects of multiple adverse or harmful circumstances and events in a child's life. Cumulative harm may be caused by an accumulation of a single recurring adverse circumstance or even (such as unrelenting low-level care); or by multiple circumstances or events (such as persistent verbal abuse and denigration, inconsistent or harsh disciplines and/or exposure to family violence.)

Multi-Dimensional harm – occurs when more than one abuse type is experienced at the same time e.g. sexual abuse also involving physical abuse and emotional abuse at the same time.

RESPONSIBILITY OF NEJWMC

To create a culture of child safety:

It is our responsibility to take steps to ensure children and young people feel welcomed, empowered, engaged, and protected from sexual, physical, emotional, and psychological abuse and neglect and bullying.

Our leaders:

The North Eastern Jewish War Memorial Centre leadership, encourage members and children and young people 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. They create and maintain an organisational culture where children and young people's best interests are at the heart of the organisation and the way it operates.

The leaders need to discuss child safety and safeguarding matters regularly in Board meetings. The leaders can influence the thinking of the NEJWMC and can ensure that positive changes regarding child safety are made and remain permanent in the Synagogue through effective leadership and governance. Human resources and recruitment activities will be child safe, and align with commitment of NEJWMC in providing a safe environment for children and young people. (Refer to the Recruitment and selection policy page 1).

The leadership must ensure that the Child Protection and Safeguarding Policy as well as the Recruitment and selection Policy, and also the Code of Conduct are shown in the foyer of the Synagogue so that all who come to the Synagogue can read the information shown. The Policy and Recruitment and selection Policy and Code of Conduct must also be kept in the Office. It can also be made available, attached to the NEJWMC website on the Internet.

Posters of our *Statement of Commitment* to Child Safety are displayed on noticeboards.

Families:

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. Our Child Protection Policy and Recruitment and selection Policy, and Code of Conduct must be presented to families, parents and carers in language or formats that can be easily understood to ensure they understand the responsibilities of leaders and staff, as well as how they can fulfil their own responsibilities and we actively explain our child safety processes to them. Parents/carers are not to allow children or young people to roam freely at the Synagogue without some form of supervision during festivals and activities and the NEJWMC supports the parents, carers, and family members in this task.

Our children:

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 or young person's wellbeing are quickly identified, and any necessary support, protection or care is promptly provided.

Additionally, it is important to identify areas where safeguarding for children and young people can be implemented. Risk management identification and strategies should include children and young people. We seek children's views about what makes them feel safe and unsafe and listen to children or young people. We 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.

Activities with children and young people will be conducted where possible to help them to identify five adults at the North Eastern Jewish War Memorial Centre 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.

The process of improving the safety of children in the NEJWMC is continuous and review processes form an integral part of this policy. This policy will be reviewed regularly to ensure compliance with relevant standards and legislative requirements, to help create and maintain a child safe organisation. Our employees, leaders and volunteers all receive education and training around the implementation of this policy.

- We will ensure that the Congregation, employees, volunteers at NEJWMC and visitors have access to the NEJWMC Child Protection Policy which will be linked to the NEJWMC 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 the foyer of the Synagogue.
- We expect NEJWMC members and employees, contractors, volunteers and visitors and all others who engage with the NEJWMC 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 and young people are welcome to offer suggestions that could be used to formulate the document.

The rights of children and young people:

Children and young people expect and deserve to be safe at our Centre, and NEJWMC is committed to protecting and safeguarding for all children and young people involved with our centre.

All children and young people are vulnerable to abuse by adults in positions of authority, and as such, they need to be empowered and encouraged to speak up about any matters of concern that arise. It requires great courage for children to report concerns, or allegations, or incidents of any form of abuse. It is extremely important that children's concerns are taken seriously at all times. Empowerment of children and young people is important, but this does not imply that they are responsible for their own safety.

Children and young people engaging in NEJWMC activities need to be made aware of their rights to physical, emotional and psychological safety free from harassment and abuse. Please see **Annexure 1** for a children and young person version of this policy. A young person's version of this policy is shown in the Code Of Conduct on pages 3 and 4.

Informing children and young people about their rights

Children under the age of 12 years old, engaged in the Centre's programs, will be taught about protective behaviours using age appropriate literature provided by the Centre.

Children over 12 years of age upon engagement with the Centre will be provided with an induction by the Rabbi or the CPO and a document outlining their rights. Children and young people are encouraged and empowered to provide feedback surrounding their rights.

GUIDELINES FOR REPORTING CHILD PROTECTION CONCERNS:

It is imperative that the Child Protection Officer is notified as urgently as possible regarding the incident. Staff and volunteers are not expected to deal with this matter on their own.

A team comprising of the appointed Child Protection Officer, the Rabbi and President should be convened to support the staff member or volunteer in responding to the incident as soon as possible. The abuse may have been perpetrated by another staff member or volunteer, an adult in their immediate or extended family, another child or young person or a sibling. In some rare cases abuse may be perpetrated by a stranger.

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 attitude of a person who has a reasonable belief should be:

- The safety of children and young people is everyone's responsibility
- Children who disclose abuse or harm are to be believed
- Action will always be taken on any allegations of abuse or neglect including reporting to external authorities
- Responses to concerns must be followed based on procedure not personal belief.

Mandatory Reporting

Some professionals employed by NEJWMC are subject to Mandatory Reporting Legislation. The Victorian Mandatory Reporting Laws are outlined in the Children, Youth and Family Act 2005.

The Mandatory reporting laws compel mandated professionals to make a report to Police and Child Protection authorities (telephone 1300360391) if they form a belief on reasonable grounds that a child is in need of protection from physical injury or sexual abuse.

Mandatory Reporters are defined as: Ministers Of religion, registered teachers, registered early childhood teachers, early childhood workers, principals or head teachers, School counsellors, registered medical practitioners, registered nurses, registered midwives, occupational therapists, speech pathologists, registered psychologists, members of the police force, youth justice workers, out of home care workers.

Any adult in the NEJWMC, who has information about a sexual offence against a child under 18 years by another adult, must report that information to police and Child Protection or otherwise commits a criminal offence if they fail to do so and will breach this policy and the Child Safe Code of Conduct, which may lead to disciplinary action.

Reasonable grounds

Mandated reporters are required to report when a 'belief on reasonable grounds' is formed, if a reasonable person in the same position would have formed the belief on the same grounds.

For example, there may be reasonable grounds when:

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

A report to the Police must be made as urgently as possible on each occasion that the professional becomes aware of any further reasonable ground for belief that the child has been subjected to abuse. It is important to understand that if a report is made in good faith, then it does not constitute unprofessional conduct, nor a breach of professional ethics, and the reporter cannot be held legally liable. Inform the CPO that an incident has occurred so that the CPO can offer support to the child or young person where appropriate or able to do so. If the CPO is unavailable inform the Rabbi and the President of the NEJWMC.

The mandatory reporter is expected to report the abuse to the Police even if the report was made by another person to the Police.

Failure to comply with Mandatory Reporting legislation

A mandated professional who fails to report a 'belief based on reasonable grounds that a child is in need of protection' because of physical or sexual abuse is liable to be prosecuted.

For more information about Mandatory Reporting see the Department of Human Services website: <http://www.dffh.vic.gov.au>

Responsibility to report child abuse

In addition to Mandatory Reporting legislation all NEJWMC staff and volunteers all members of the Congregation and all others who are stakeholders and all others who engage with the NEJWMC have an ethical and legal responsibility to report and respond sensitively and quickly to any concerns they may have about a child in relation to their welfare and incidents of child abuse or neglect.

- They need to ring the Child Protection Officer, or the Rabbi or the President, and Police on 000 or SOCIT Police in Box Hill (03) 8892 3292 or Doncaster Police, 8841 3999 and ring Child Protection: 1300 360 391 or After Hours Emergency Service: 131278.

Dealing with disclosures of abuse from a child or young person.

Children and young people may disclose abuse and/or neglect to you. The welfare of the child/young person is paramount, and the child's best interests should guide your response. How a disclosure is handled can affect the child's self-concept, sense of shame, and blame, and long term prospects for recovery from the incident of abuse.

Regardless of the relationship of the alleged perpetrator to the child, the guidelines for handling the disclosure in a sensitive manner are the same. They are as follows:

- Do not agree to keep their disclosure a secret. If you agree to keep a secret and then make a report the child or young person may view you as breaking your trust with them.
- Do not lead the child in telling. Your role is to listen, letting the child explain what happened in their own words. Do not pressure the child for a great amount of detail.
- In age appropriate language praise the child for being courageous enough to tell you about this incident. Assure them that they are understood; that their disclosure is being taken seriously, that you believe the child, and that what happened is not their fault, and they are not in trouble.
- Explain that you may need to write down information so that you can remember it later. Take notes recording the child's words, descriptions, phrases and terms.
- Take note of the time, date, place and any physical marks on the child resulting from the abuse. Sign and date the notes. DO NOT request the child/young person to remove any items of clothing to show you marks/bruises and ensure a second person is present where possible.
- Respond calmly and matter-of-factly. Even if the story that the child tells you is difficult to hear, it is important not to express alarm.
- Do not make judgmental or negative comments about the alleged perpetrator.

- Do not make promises to the child that things will get better, or promises that you can't keep. Do not confront the alleged perpetrator of abuse.
- If the child does not want to go home, this should be considered an emergency. Report immediately to the Police on telephone **000**, and Child Protection on telephone **1300360391**
- Explain to the child what will happen next, that you must tell someone else to get help, and they will need to talk with other people about the incident so that help can be sought.
- All matters regarding abuse perpetrated by a staff member or volunteer, or another adult outside of the child's family network, will need to be referred to the Police.
- All matters regarding abuse within the family structure will be referred to Child Protection authorities at the Child Protection telephone 1300 360 391 or Child First (at the DFFH) (telephone 1300360391) and the President will need to inform the Commission for Children and Young People within three days after the event and then provide further details within 30 days after the event.
- Ansvar Insurance will be notified.

*See **Annexure 3** for the form to record incidents.

Privacy and Confidentiality

Maintain the privacy and confidentiality of all parties concerned. The matter however must be discussed with the relevant statutory body as listed above.

The notes and transcripts need to be kept for the duration of 50 years. All notes and transcripts must be kept in a locked filing cabinet or password protected computer at the NEJWMC or by a lawyer at the lawyer's office or by an accountant at the accountant's office or in a safe storage facility.

The Child Protection Officer has access to the notes and transcripts. The President and Rabbi and Board of management must be informed of the incident by the CPO, and have access to the locked filing cabinet or password protected computer however, privacy regarding identities should be upheld if possible. When the NEJWMC closes, the notes and transcripts must then be kept by a lawyer at the lawyer's office or by an accountant at the accountant's office or in a safe storage facility.

Historical abuse

It is not uncommon for people to report acts of abuse 20 to 25 years after the event. NEJWMC is aware that community members or other people involved with NEJWMC in the past may have a historical grievance, complaint or allegation of abuse.

If a person presents with a historical grievance, complaint or allegation, NEJWMC will listen to the complainant with respect and in accordance with the principles of natural justice. (See Dictionary of terms)

NEJWMC will employ the procedures as outlined for a current incident, allegation, grievance or complaint. For example, follow the above guidelines for dealing sensitively with incidents of abuse from children in a respectful age-appropriate manner. The adult needs to be understood, believed

and respected. The disclosure, grievance, complaint or allegation needs to be recorded and the person consulted regarding what steps they would like to see the Centre take. The principles of confidentiality apply.

In response to the needs of the person presenting with a historical grievance, NEJWMC will seek legal guidance and instruction and may:

- Provide a private or public apology (according to the wishes of the complainant).
- Offer to fund appropriate counselling
- Make a report to a relevant agency e.g. As per the Reportable Conduct Scheme, and/or Ansva Insurance
- Take other appropriate action.

The principles of Privacy and Confidentiality need to be followed and the notes and transcripts need to be kept for the duration of 50 years at the NEJWMC in a locked filing cabinet or password protected computer or by a lawyer in a lawyer's office or by an accountant in an accountant's office or in a safe storage facility.

REPORTING PROCEDURE:

- If the child is in immediate danger call the Police urgently on telephone 000.
- Where a person has a reasonable belief that a child has been harmed or is at risk of harm, (but not imminent) they should decide, in accordance with legal requirements and duty of care, whether the matter should/must be reported to the Police, Child Protection and the Commission for Children and Young People and make a report as urgently as possible if required. Notify the Child Protection Officer of the NEJWMC (telephone 0409 198 468).
- They then inform appropriate authorities such as their local Police as soon as possible (e.g. Box Hill SOCIT Police on phone number which is (03) 8892 3292. The SOCIT Police deal with all types of abuse, or Doncaster Police on telephone 8841 3999).
- Child Protection on telephone 1300360391 needs to also be contacted. After hours child protection emergency service is 131278. The Commission for Children and Young People also needs to be contacted on telephone (03) 86015281 or 1300782978. This needs to occur with the support of the Child Protection Officer.
- Ansva Insurance needs to be notified by the Child Protection Officer or the President.

HOW TO REPORT

Child protection concerns can be reported through a phone call using numbers outlined above, a face to face verbal report, a written report, an email, or within a meeting with child protection staff.

INTERNAL REPORTING PROCEDURE:

After reporting to the Police and Child Protection and the Commission For Children and Young People, report to the Child Protection Officer. If the CPO is not available then report to the Rabbi and then to the President to ensure appropriate reporting and risk management processes are followed. The report needs to be made to an alternate person like the previous president if a complaint needs to be made about the Child Protection Officer or the current President.

- The email address and mobile number of Eva Sommers the Child Protection Officer is: jesommers@bigpond.com and her mobile is 0409198468.

- Rabbi Sabbach can be contacted via email at rabbisabbach@gmail.com and his mobile is 0413558292.
- Milton Shenker the President of NEJWMC and Head Of Entity for the Reportable Conduct Scheme can be contacted on mobile 0403137119 or email office@nejc.com.au

WHAT HAPPENS NEXT:

The Police, Child Protection, and/or the Commission for Children and Young People may investigate the concerns received. During the investigation NEJWMC staff, volunteers, and management will cooperate with authorities. At the end of the investigation by authorities, the result of the investigation by the Police and Child Protection and the Commission for Children and Young People will be reported to the Child Protection Officer. The Child Protection Officer will then be directed by the authorities to make an internal investigation if needed.

The Child protection Officer will offer support to the child, the parents, the person who reports and the accused staff member or volunteer.

The CPO will initiate internal processes to ensure the safety of all children including the alleged victim, clarify the nature of the complaint and commence investigation and disciplinary process if required. The rules of natural justice must apply to the investigation. While the internal investigation takes place the alleged perpetrator if he/she is an employee will be stood down with pay until a decision is reached by the NEJWMC. If the alleged perpetrator is a volunteer he/she will be stood down without pay while the internal investigation takes place.

KEY LEGISLATION

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.

Reportable Conduct: The reportable conduct scheme requires organisations to respond to allegations of child abuse and misconduct made against workers and volunteers and the President needs to inform the Commission for Children and Young People of those allegations within three days and provide further details to the Commission for Children and Young People within 30 days.

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 NEJWMC in a locked file in the filing cabinet or on a file which is password protected on computer and only available to the Child Protection Officer who is designated as responsible for Child safety issues, the Rabbi and the President. They would also be available to appropriate authorities as required.

The extent to which the child is kept informed and consulted regarding the reporting process: This depends on the child's age and level of development. It is important that older children do not feel

disempowered or pushed aside within the process. The question of notification to parents or guardians is complex, and should be discussed with the Rabbi and the Child Protection/ Police prior to acting where possible.

Policy and Risk Management

Following incidents, NEJWMC will ensure that reviews are undertaken of our current policy, code of conduct and risk management processes by the CPO, the Board Of Management and a parent from the Congregation to ensure that the likelihood of similar incidents occurring is minimized.

Policy Review

This Child Protection Policy will be reviewed and updated annually in February at the Board meeting. A committee consisting of the Board Of Management, the Child Protection Officer and a parent from the Congregation 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. 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.
- Children will be given the opportunity to make suggestions by email or on feedback sheets to the CPO concerning the Child Protection Policy and Code Of Conduct.
- The CPO will give training concerning the Policy and Code of Conduct to the children once a year. Following training the children may make their own suggestions. The suggestions made by the children will be submitted one month before the review of the Child Protection Policy by the committee consisting of the Board of management, the Child Protection Officer, and a parent from the congregation which reviews the Policy.

ACCEPTANCE OF THE NEJWMC CHILD PROTECTION POLICY AND MY DECISION TO UPHOLD THE NEJWMC CHILD PROTECTION POLICY:

I have read the North Eastern Jewish War Memorial Centre CHILD PROTECTION POLICY and discussed its contents with the Child protection Officer, a Board Member or the President. I understand the NEJWMC Child Protection Policy and agree to adhere to the **NEJWMC INC. CHILD PROTECTION POLICY** at all times whether at work or away from work.

I understand that disciplinary measures and legal steps may be taken if I am found to be in breach of the CHILD PROTECTION POLICY. 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.....

Witness name.....

Signature.....

Witness signature.....

Date.....

(Child Protection Officer)

Date.....

Children and Young People’s Rights

We want you to feel safe at NEWJMC, and believe that children and young people should be able to:

Feel safe and be safe

Be cared for by adults in charge

Be heard and understood

Feel comfortable

Your rights: Please tick your rights (shown in the circles below) that you should have.

Be protected from any sort of harm and/or abuse from adults or other children and young people.

Be respected and treated fairly

Feel safe and supported

Feel safe to say 'no' to things that make you feel uncomfortable

Be heard on things that involve you or worry you

What might make me feel uncomfortable? Tick those answers that you think apply to you.

Being left on your own with an adult you don't know, or that you do know

- Being threatened you will be hurt
- Being told to keep secrets from adults and/or other people
- Being told to do things like go to areas on your own, take photos of yourself or others with or without clothes on, and/or having someone touch you

Please write a few of your own examples in this space below:

1. _____

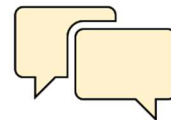
2. _____

Here is what to do if any of these things happen:

- Tell someone – you won't be in trouble for letting us know you feel uncomfortable or unsafe, and we want you to speak up.
- We will be very proud of you for sticking up for your rights.

If you are not comfortable speaking to the Rabbi or your teacher or your parent please tell another adult whom you consider to be a trustworthy adult. We will take what you say seriously and we take action to deal with any issue that makes you feel unsafe.

Who are some safe adults I can talk to?



Sometimes in a crisis it is hard to think of what to do. Here you can write down here the names of people you trust who you could speak to if you had a problem, and store a picture of it in your phone, or in a safe place at home.

1. _____

2. _____

3. _____

4. _____

5. _____

Here are some numbers that you can call if you want to speak to someone on the phone:

- Kids Help Line (24 hr service) 1800 551 800
- Child Abuse Prevention Service Helpline - 1800 688 009
- ChildFIRST Sexual Assault Crisis Line 1800 806 292
- Child Protection Emergency Service - 13 12 78

Annexure 2 – Types of abuse and harm

Abuse Type	Indicators
Physical	<ul style="list-style-type: none"> • Disclosure of abuse • Bruises, burns, sprains, dislocations, bites, cuts. • Pressure marks from fingers • Bite marks • Location and extent of injury do not fit the explanation given • Fractured bones, especially in an infant where a fracture is unlikely to occur accidentally • Poisoning • Internal injuries • Showing wariness or distrust of adults. • Wearing long sleeved clothes on hot days (to hide bruising or other injury) • Demonstrating fear of parents and of going home; running away • Becoming fearful when other children cry or shout • Being excessively friendly to strangers • Being very passive and compliant
Sexual Abuse and Exploitation	<ul style="list-style-type: none"> • Disclosure of abuse • Complaining of headaches or stomach pains • Experiencing problems with schoolwork • Sexually transmitted infections • Genital injuries • Bleeding • Bite marks • Pregnancy • Displaying sexual behaviour or knowledge which is unusual for the child's age • Excessive masturbation which doesn't respond to boundaries • Showing behaviour such as frequent rocking, sucking and biting • Experiencing difficulties in sleeping • Persistent soiling or bed wetting • Having difficulties in relating to adults and peers • Unexplained absences, unexplained gifts or money are often signs of sexual exploitation
Emotional	<ul style="list-style-type: none"> • Disclosure of abuse • Developmental delays • Displaying low self esteem • Tending to be withdrawn, passive, tearful • Displaying aggressive or demanding behaviour • Being highly anxious • Showing delayed speech • Fear of the dark, sleep disturbances • Acting like a much younger child, e.g. soiling, wetting pants • Displaying difficulties in relating to adults and peers • Avoiding home • Running away

Neglect	<ul style="list-style-type: none"> • Disclosure of neglect • Frequent hunger • Malnutrition • Poor hygiene • Inappropriate clothing, e.g. Summer clothes in winter • Left unsupervised for long periods • Medical needs not attended to; ill more than average • Abandoned by parents • Stealing food • Staying at school outside school hours • Often being tired, falling asleep in class • Abusing alcohol or drugs • Displaying aggressive behaviour • Not getting on well with peers
Family Violence	<ul style="list-style-type: none"> • Disclosure of family violence • Physical injuries • Concentration difficulties • Adjustment difficulties • Anxious or nervous • Depression • Fear of a parent or partner of parent • Isolation from friends and family • Unusual absences • Fear of conflict • Violent outbursts • Aggressive language • Headaches, abdominal pain, stuttering.

Annexure 3 – How to record incidents:

A form has been formatted with the following info and the form is available in the NEJWMC office and the Child Protection Officer has copies of this form and the President and Rabbi have copies of this form in order to record incidents. The form when it is completed needs to be given to the Child Protection Officer

Section 1: Background information

Name of child or young person who is the subject of the concern or report or in the case of a historical disclosure the individual who is reporting the incident.

Date of birth

Parent(s) /guardians (if child is under 18)

Name

Telephone No. home mobile no.

Address

The report is based on:

A disclosure by the child or young person

A disclosure by a parent or guardian

An allegation by a parent or guardian

Concern or observation by a staff member or volunteer

A report of historical abuse/incident

Other

Person making the report, disclosure or allegation:

Name

Relationship to the child (if applicable)

Contact details

NEJC Representative

Name:

Title

Signature:

Date:

Section 2: Information about the incident

Name of alleged perpetrator/s (if known)

Connection of the alleged perpetrator/s to child (if known)

Details of the alleged abuse

Date of the alleged incident/act of abuse

Approximate time of incident

Location

Description of the behaviour of the alleged perpetrator

Indicators of abuse (if applicable)

Note any observable or reported injuries (if applicable)

Witness details (if applicable)

Other observations or comments by person making the report

Section 3: Child's family/guardian

In the case of an incident where the child is under 18: Detail whether family/guardian has been notified.

Detail any discussion with the family in relation to this report

Section 4: Report to statutory authorities

Is Police and Child Protection notification required?

(Prompt: Is this a breach of NEJWMC guidelines or a notification about a more serious and possible criminal incident that requires external investigation)

If reporting to Police and Child Protection fill out the following:

Date of notification

Time of notification

Statutory department:

Ansvar Insurance should be notified as well.

Action taken

If the matter does not require Police and Child Protection, for instance if it is a less serious concern it will be dealt with internally. Regardless of whether it's an internal or external matter outline the following information.

Interim action taken to ensure the child's safety

Interim action taken to support the needs of the child and the family (where required)

Interim action taken to address the support needs of staff or volunteers or other children or young people who witnessed the incident.

Any future action to be undertaken:

Organisational representative/s:

Signature/s:

Date:

Section 5: Action taken in the case of historical abuse

Outline the wishes of the adult making the report:

Please outline the organisational response

Organisational representative:

Signature/s:

Date:

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

The president and the Rabbi can have access to the information but they need to keep the information confidential.

Annexure 4 – Visits of Youth Groups and Schools This is an example of a document which needs to be completed by the supervisor when any under 18-year-olds attend the NEJWMC for an event (for example a Shabbaton) and remain for a few days or for the weekend (**excluding overnight**).

Please complete this document, and add more lists of those who will attend and ensure that you send this information to the NEJWMC office on email: office@nejc.com.au and also to the Child Protection Officer on email: jesommers@bigpond.com a few days before the event.

Provide information shown in Annexure 3 if an incident occurs, and send it within 48 hours to the Child Protection Officer on email to jesommers@bigpond.com

NAME OF EVENT:

Please indicate below whether you have received permission from the parent or guardian for each child and young person who will be attending this event.

I have received permission from the parents or guardians of the children or young people who are attending this event.

Signature of Supervisor: Date:

Name of Supervisor and others of 18 years and above who attend.	Supervisor’s signature and signatures of others of 18 years and above who attend.	Working With Children Check Number	Date and time at the start of the visit.	Date and time at the end of the visit.

Attendance list of any children and young people at the NEJWMC This sample list refers to any under 18-year-olds who attend the NEJWMC for an event (for example a Shabbaton) and remain at the NEJWMC for a few days or for the weekend (excluding overnight).

Names:	Date of birth

Annexure 5 – Previous amendments

Amendment to the NEJC Child Protection Policy As of January 1, 2018, ratified by the NEJWMC Board of Management October 23, 2017. Allegations of child abuse and misconduct towards children made against an organisation's workers and volunteers, must be reported to the Commission for Children and Young People. The instances that may be reported include allegations of non-criminal, but nevertheless inappropriate, conduct towards children. Following appropriate investigation of the allegation by a team comprising of the Rabbi, two NEJC board members, and the appointed Child Protection Officer, any findings and reasons for the outcome of the investigation must be reported to the Commission for Children and Young People.

Amendment to the 2015 NEJWMC Child Protection Policy is ratified by the NEJWMC Board of Management October 28, 2019.

The 2015 NEJWMC Child Protection Policy is out of date. Eva Sommers is updating the Child Protection Policy and any associated procedures. The Hon. Lawyer of the NEJWMC will audit the Child Protection Policy.

The committee which consists of the Child Protection Officer, the Rabbi of the NEJWMC, the Board Of Management, and a parent from the Congregation will review the policy and any associated procedures annually at the nominated Board meeting in August. The changes recommended by this committee will be submitted in writing to the Board Of Management in October. Any changes that are reviewed will need to be ratified annually by the Board Of Management in December.

The North Eastern Jewish War Memorial Centre will not join the Government Redress Scheme.

Amendment to the 2019 NEJWMC Child Protection Policy is ratified by the NEJWMC Board of Management December 16, 2020.

The committee which consists of the Child Protection Officer, the Board Of Management, and a parent from the Congregation reviewed and ratified changes to the Child Protection Policy on the 16th December 2020. The North Eastern Jewish War Memorial Centre applied to obtain insurance cover against sexual abuse of a child from Ansvar Insurance on the 3rd September 2020. There cannot be an application to more than one insurance scheme because it is called double dipping which is illegal. Therefore the North Eastern Jewish War Memorial Centre will not join the Government Redress Scheme as it has already applied to obtain insurance against sexual abuse of a child from Ansvar Insurance.

Amendment to the 2021 NEJWMC Child Protection Policy is ratified by the NEJWMC Board of Management July, 2022.

The Child Protection Policy has been updated from 7 standards to 11 Standards. It is now called the Child Protection And Safeguarding Policy. The North Eastern Jewish War Memorial Centre has received cover against sexual abuse of a child for 2022.