

NORTH EASTERN JEWISH WAR MEMORIAL CENTRE INC.

Child Safe Code of Conduct

Purpose

The purpose of our Child Safe 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 (NEJWMC), and should be read in conjunction with our *Child Protection and Safeguarding Policy*.

The NEJWMC recognises that some children and young people may be more at risk of abuse due to stigma, inequality and lack of access to affirming support. The NEJWMC community actively promotes the safety and wellbeing of children and young people, and specifically; the cultural safety of Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds; children with a disability, and children and young people who identify as LGBTQIA+. NEJWMC commits to establish environments which are inclusive, accessible and affirming of all children and young people.

Our Child Safe Code of Conduct has been developed in accordance with the ten National Principles for Child Safe Organisations, in addition to the eleven Victorian Child Safe Standards. Based on the recommendations of the Royal Commission into Institutional Responses to Child Sexual Abuse, these principles collectively show that a child safe organisation is one that *creates a culture, adopts strategies, and takes action to promote child wellbeing and prevent harm to children and young people*.¹

¹ Commission for Children and Young People, [New Child Safe Standards in Victoria, 2021](#)

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 will ensure that everyone in this congregation and visitors and all others who engage with the NEJWMC have read this Code of Conduct and are familiar with its contents. This will be achieved by displaying the Child Protection and Safeguarding Policy and Code Of Conduct in the Foyer and in the Office and on the internet.

The NEJWMC Child Safe Code of Conduct applies to the following persons:

- Board Of Management
- President
- Rabbi
- Cantor
- Members of the Congregation
- Employees
- Volunteers
- Program leaders
- Visitors, guests and speakers
- All others who are stakeholders and anyone else who engages with the NEJWMC.

Empowerment and engagement of children and young people

At all times NEJWMC aims to include and empower children and young people in the child safety process, and is committed to diversity, social inclusion, and the participation of children and young people. 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

NEJWMC will do this by:

1. Seeking children and young people's views annually about what makes them feel safe and unsafe, listening to children or young people, and appropriately addressing any concerns that they raise 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;
2. Responding to the needs of children and young people through the respectful recognition of diversity and inclusivity, whilst acknowledging and promoting any additional support needs for children and young people with developmental delays or disabilities, children and young people from culturally and/or linguistically diverse, Aboriginal and/or Torres Strait Islander children and young people, those who are unable to live at home, and LGBTIQ+ children and young people; and
3. Supporting children and young people with accessibility requirements to engage fully through accessible buildings, classes, teaching materials.

In signing the Child Safe Code of Conduct you are committing to:

The care, protection, empowerment, and involvement of children and young people by:

1. Taking all reasonable steps to protect children and young people from abuse;
2. Take a zero tolerance approach to all forms of abuse and bullying, by helping to provide a caring, nurturing and safe environment for children and young people;
3. Treating children and young people with respect;
4. Maintaining appropriate professional boundaries with children and young people in line with other relevant professional codes of conduct. This includes expectations such as physical contact, language and when it is appropriate to communicate with children and young people and how;
5. Encouraging children and young people to speak up, participate in consultation processes, provide consent, and support them to provide feedback;
6. Listening and appropriately respond to the views of children and young people;
7. Listening and appropriately respond to the concerns of children and young people, particularly when they or another child/young person are sharing concerns or disclosing abuse;
8. Promoting the empowerment, participation and cultural safety of all children, including Aboriginal and Torres Strait Islander children and young people, children and young people from culturally and linguistically diverse backgrounds, children and young people living with disability, LGBTQIA+ children and young people, and children and young people who are unable to live at home;

Maintaining professional responsibilities and boundaries by:

1. Ensuring that adults are not left alone with children and young people, except when unavoidable (for example, in an emergency situation);
2. Reporting any allegations of child abuse to the relevant authorities, e.g. Police, Child Protection, Reportable Conduct Schemes, as per legislation and internal processes;
3. Supporting children and young peoples if an allegation of child abuse is made, in line with the *Child Protection and Safeguarding Policy*
4. Leading by example and model appropriate behaviour amongst colleagues and in interactions with children and young people;
5. Communicating 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;
6. Responding appropriately to children and young people, and under no circumstances administering 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;

7. Ensuring all behaviours are appropriate, and not engaging in any behaviour that is demeaning, degrading, cruel, frightening or aggressive; and
8. Adhering to the *Child Protection and Safeguarding Policy*.
9. Reading and complying with NEJWMC guidelines in the *Child Protection Policy* concerning contact with children and young people, in respecting and supporting 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;
10. Having a current Working With Children Check or equivalent such as the VIT if working with children or young people or are on the Board Of Management;
11. 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) and the Child Protection Officer of the NEJWMC within 3 days or less.

Examples of breaches of our Child Safe Code of Conduct:

Any breaches of our Child Safe Code of Conduct will be taken seriously and must be reported as soon as practicable. The following are examples of behaviours that may indicate a breach, however, are not exhaustive:

1. Releasing or discussing any personal confidential information about suspected or proven child abuse or protection cases other than with the Child Protection Officer or Rabbi;
2. Using any computer, mobile phone, or video and digital camera to exploit or harass children;
3. Providing children and young people with personal contact details (mobile number or address);
4. Engaging in social networking or use social media inappropriately with any children and young people in the NEJWMC;
5. Making sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to, about, or in front of children and young people or participating in any actions or use of words intended to threaten, intimidate, shame, humiliate, belittle, embarrass or degrade children and young people;
6. Providing any secondary care (babysitting) or services to any child or young person who is a member of the NEJWMC without previous discussion with management of NEJWMC (any secondary work with a child/young person at the NEJWMC MUST be declared);
7. Providing or participating in physical affection such as hugging, kissing or wrestling with any child/young person involved with NEJWMC;
8. Having sexual discussions with a child or young person;
9. Administering medication to children/young people without the parent's knowledge, instructions and written consent;
10. Attending work affected by illegal drugs or alcohol, consuming them whilst on duty or supplying them to children;
11. Carrying out tasks of a personal nature for children and young people (such as undressing them or dressing them when they can carry out the task themselves);
12. Showing unfair and differential treatment of children and young people; and/or

13. Being in one-on-one situations with a child or young person, including situations with doors closed, and private vehicle sole transports.

If I believe this Code of Conduct has been breached by another person in the organisation

I WILL:

1. Act promptly to prioritise the safety and best interests of children and young people.
2. Report any concerns to the Child Protection Officer (via email to jesommers@bigpond.com or mobile: 0409198468).
3. If the CPO is unavailable, report concerns to the Rabbi (mobile 0413558292 or email to rabbisabbach@gmail.com) or Milton Shenker the President of NEJWMC and Head Of Entity for the Reportable Conduct Scheme (mobile 0403137119 or email to office@nejc.com.au)
4. Discuss the concerns with the persons/roles above prior to making a report to relevant authorities (other than in circumstances where immediate action must be taken and Police contacted)
5. Comply with relevant policies, procedures, and legislative requirements surrounding information sharing, recording, and record keeping as outlined within the *Child Protection Policy*.

Roles and Responsibilities

The NEJWMC has responsibilities under this Code of Conduct to ensure it is adhered to by all persons in contact with NEJWMC, in addition to ensuring legislative reporting requirements are complied with:

All persons involved with NEJWMC will:

- *Read, understand, and adhere to the obligations within the Child Safe Code of Conduct;*
- *Report non-adherence to the Child Safe Code of Conduct.*

Child Protection Officer:

- *Develops or obtains policies concerning Child Protection.*
- *Ensure all persons involved with NEJWMC are aware of their responsibilities under the Child Safe Code of Conduct, including what they are required to do if they become aware of any child protection/wellbeing concerns for children and young people involved with NEJWMC. This will be achieved by displaying the Child Protection and Safeguarding Policy and Code Of Conduct in the Foyer and in the Office and on the internet.*
- *Provide support and debriefing to a person who is reporting concerns, and provide guidance on how these will be managed/reported by NEJWMC*
- *Provide training and/or information to new persons engaging with NEJWMC surrounding child protection, child wellbeing, and diversity and equity, inclusive of relevant policies, procedures, and legislative requirements (to meet standard 8).*
- *Refresher courses in Child Protection and Safeguarding are given by the Child Protection Officer when required.*

- *Webinars about child protection from the Commission for Children and Young people and JCCV are sent to the Board Of Management and members who work with children and young people by the Child Protection Officer.*
- *The CPO asks for feedback from members of the Congregation including children and young people who are members of the Congregation, using feedback sheets to find out how they enjoy being part of the NEJWMC community and how welcome and safe they feel. Any comments and suggestions on the feedback sheets will be included in the Child Protection And Safeguarding Policy in February when the Safeguarding policy is updated in February each year.*
- *The children and young people are encouraged to write their own Child Protection And Safeguarding Policy and some excellent examples of their work will be displayed in the foyer.*
- *The CPO organises that stakeholders who work with children or who are in a leadership position such as the Board Of Management have a current Working With Children Check or as an alternative have a current VIT card. The CPO checks each year that the members of the Board Of Management and people who lead programs or Chagim have their “Working With Children Check” or VIT up to date.*
- *In the event of a complaint about abuse the CPO immediately ensures the safety of the child, clarifies the nature of the complaint, she/he decides, in accordance with legal requirements and duty of care, to report the matter to the President of the NEJWMC, the Police, the Commission for Children and Young People and make a report as urgently as possible to Child Protection at the DFFH.*
- *The Child Protection Officer also needs to notify Ansvar Insurance urgently.*
- *She/he commences disciplinary process if required after receiving notice about the outcome of the investigation from the Police when they have completed their investigations. The Child Protection Officer will keep information regarding alleged perpetrators and victims confidential apart from reporting to appropriate authorities where necessary.*
- *The Child Protection Officer will discuss with the Board Of Management and a parent from the congregation ways to update and improve the Child and Young Person Safeguarding Policy once a year in February after including the opinions of children and the opinions of the members of the congregation.*
- *During festivals and other activities the CPO will ensure that any secret places or unused rooms (e.g. storerooms) are locked and are not accessible to children and young people.*

The Rabbi’s and Rebbitzen’s work in Child Protection:

- *Ensure there are systems and structures in place within the organisation to implement and monitor the effectiveness of the Child Safe Code of Conduct.*
- *The Rabbi organises that a list is made of the members and children attending the Chagim and other activities at the NEJWMC using **TRY BOOKING**. Another list is made by a member of the Board Of Management (and the CPO) at the front door of the NEJWMC so that when there are activities at the NEJWMC we know who attends those activities. The lists are given after each event to the Board Of Management and they are filed in the Office.*
- *The Rabbi and Rebbitzen plan ahead for the activities checking that people who do activities with the children have “Working With Children Checks” which the CPO will sight at the event.*

- *The Rabbi and Rebbitzin who teach children Barmitzvah and Bat Mitzvah need to read and sign the Child Protection And Safeguarding Policy and Code Of Conduct and send them to the CPO within five days on email at jesommers@bigpond.com*
- *If the Rabbi finds out about a Child Abuse situation he will immediately notify the Child Protection Officer, the Police and contact the Commission for Children and Young people.*

The Responsibilities of the Parents and Grandparents at Chagim:

- *Parents and Grandparents are responsible for the welfare of the children that they bring to the NEJWMC for the Chagim. **They need to regularly view their children or grandchildren in their line of vision at all times.** A child can only go to the bathroom/toilet in the company of their grandparent or parent or a child of a similar age and the same gender identity. Parents or grandparents can make suggestions concerning improving protection of children and young people at the NEJWMC to the CPO (tel: 0409198468) or a member of the Board Of Management or on feedback sheets.*

President of NEJWMC and Head of Entity for the Reportable Conduct Scheme:

- *Ensure governance arrangements and relevant policies are appropriate, relevant, understood and regularly reviewed, in accordance with organisational processes and legislative requirements;*
- *Ensure the overall welfare and wellbeing of children and young people (duty of care); and*
- *Manage non-adherence to the Code of Conduct.*
- *The President assists the Child Protection Officer to ensure that all members of the Board of Management and people who hold programs for children have current Working With Children Checks or VIT checks and that they have read and signed the Child Protection And Safeguarding Policy and the Code Of Conduct.*
- *The President assists the Child Protection Officer to remove or reduce risk at the NEJWMC and ensures that all applicants for positions at the NEJWMC undergo strict selection and that they are assessed against a strict Child Safeguarding Policy.*
- *Informs the Commission For Children and Young People within three days after becoming aware of any allegation of abuse or harm to a child at the NEJWMC or at home.*
- *The President gives further details within 30 days after giving the initial report to the Commission for Children and young people (tel: 1300782978). The President needs to also inform the Police or Socit (Sexual Offences and Child Abuse Investigation Team: tel: (88923292) about the allegation which is made and needs to inform the Child Protection Officer and Ansva Insurance.*

The Board Of Management:

- *They are the representatives of the Congregation who oversee the management and related policies of the Congregation in accordance with the Constitution. Their roles in respect to the Child and Young People Safeguarding Policy are as follows:*
- *They ensure that appropriate policies are in place to protect children and young people from abuse. They all have current Working With Children Checks or a current VIT card. Members of the Board Of Management such as the President and the Child Protection Officer and on occasions another member of the Board Of Management comprise the recruitment committee for new staff and volunteers.*
- *The NEJWMC requires that all staff members and volunteers undergo stringent selection and screening processes before being allowed to work with children. All qualifications and training applicable to the position on original transcripts or certification of person's qualification must be viewed and marked in the personnel file as viewed, the date, and by whom. All applicants will be required to undergo an interview.*
- **The advertisement for a new position when recruiting people for employment.**
- *All job and volunteer position descriptions must clearly outline NEJWMC's commitment to child protection. This is to express the importance of child protection, and to deter would be perpetrators from targeting our NEJWMC.*
- *The following statements must be included in the advertisement:*
- *NEJWMC is committed to the protection of all children and young people from harm.*
- *NEJWMC has a zero tolerance policy towards child abuse.*
- *NEJWMC has a strict child protection policy against which all applicants will be assessed.*
- *NEJWMC requires that all applicants undergo stringent selection and screening processes before being allowed to work with children.*

Position descriptions

- *The following statements need to be included in all position descriptions:*
- *Safeguarding children from harm is a key responsibility of this role. It is your responsibility that all positions, whether they be volunteer roles, contract roles, or full-time positions must have a position description outlining the key responsibilities and duties. The inclusion of a position description protects children as well as the integrity of the adult. Position descriptions ensure that employees and volunteers have a clear understanding of:*
- *Their responsibility to protect children and young people*
- *The parameters and boundaries and responsibilities associated with their role.*
- *to provide children with an environment that is safe from physical harm, sexual abuse, emotional abuse and neglect.*
- **There must be Reference Checks using at least three referees.** *The applicant must not be related to the referees. Reference checks can be carried out by someone who has child protection training. (Further details are available in the Recruitment and Selection Policy).*
- **Upon Appointment:**
- *All new employees and volunteers must be inducted into the NEJWMC with a discussion with the President and the Child Protection Officer regarding the central importance the NEJWMC*

places on its communal responsibility to protect children from harm. All new staff and volunteers who work with children must be provided with the Child Protection and Safeguarding Policy and two copies of the Code Of Conduct by the NEJWMC. A signed copy of the Policy and Code of Conduct must be returned to the NEJWMC within five days to be kept on record.

- The Child Protection And Safeguarding policy is updated once a year in February after discussion between the Child Protection Officer and the Board Of Management and a parent of the congregation concerning suggestions made by parents, grandparents and children regarding improvements required in Child Protection at the NEJWMC.

Supervision of children and young people by the Board Of Management:

- There is to be adequate supervision of children/young people as defined by the Education and Care National Laws and Regulation. The Board Of Management 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.
- The Board Of Management supervise the children and young people who visit the NEJWMC and they report any concerns, beliefs and suspicions that a child or young person has been harmed or is at risk of being harmed to the Child Protection Officer (CPO), the President, the Police and the Commission For Children and Young People.
- They remove or reduce Risk in activities. They ensure that doors to any unused spaces in the Synagogue are locked and therefore out of bounds to the children and young people. They check that any “secret” places (store rooms) are out of bounds to children and young people and locked when supervision is unable to be provided and that no child or young person is alone at any time in a room during a program or during the Chagim or is alone with another child or young person in a room during a program or during the Chagim.
- It is a necessity to avoid an adult meeting one on one with a child or young person in a closed environment. The doors of rooms need to have glass partitions in them or the doors of these rooms need to be left open. 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).
- The Board Of Management 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 gender identity. 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.

Supervision of children and young people (further information):

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. Children should be always in the line of sight of parents.

At the Hebrew School:

The United Jewish Education Board (UJEB) operates the Hebrew School at our Centre. They will be permitted to use their own child protection policy and code of conduct.

- **Stakeholders: The Members Of the Congregation, Speakers And Visitors:**

- *They are entitled to read the NEJWMC Child Safeguarding Policy and if they don't understand this policy it will be explained to them by the Child Protection Officer who is a member of the Board Of Management.*
- *The members of the congregation, the staff, volunteers and others who are stakeholders and visitors who engage with the NEJWMC have a responsibility to report and respond sensitively to any concerns they may have about a child in regards to their welfare to the Child Protection Officer (tel: 0409198468) or the President or Rabbi. They can then also ring Doncaster Police (tel: 88413999) or the Socit Police (tel: 8892 3292) and the Commission for Children and Young people (tel: 86015281).*

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

They will have access to the Child Protection And Safeguarding 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.

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.

Behaviour management of children and young people

NEJWMC strives to create a safe and positive environment for all participants at all times. At times children and young people participating in Centre programs 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:

1. Acceptable and unacceptable behaviour must be outlined and defined to children and young people in a clear and respectful way.
2. 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.
3. 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.

Additional Sections – Specific Program and Service Delivery Areas

Activities at the NEJWMC need to be planned. The Congregation will engage in and accept the following when participating in child and youth centred activities:

1. Registration of all children and adults is important so staff and leadership can respond appropriately in the event of an emergency.
2. 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.
3. it is required that all activities be observable and interruptible
4. 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
5. 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.
6. 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.

7. 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.

Transporting children and young people

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.

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 need to transport children to or from the Synagogue arises. 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.

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.

No adult should transport a child/young person while under the influence of alcohol or drugs.

*Please see **Annexure 1** for the transport authorisation and consent form

Use of electronic communications and online behaviour

Any persons covered within the scope of this policy, shall ensure there is nil inappropriate use of social media and/or online networking/messaging with any children and young people in the NEJWMC. This includes the sharing of personal pages and contact details, and friend requests/engagement with children/young persons on any device/site/application, other than those used for work purposes only.

Authorisation from parents/carers and consent from children/young people will be sought surrounding any photographs taken and/or used by NEJWMC for educational or promotional purposes and used on the website/Facebook page.

*Please see **Annexure 2** for the photography authorisation and consent form.

Breaches of the Child Safe 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 to:

- 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.

Monitoring and review

This Child Safe 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; and
- Reflect any significant changes in the operating environment including advancement in technology, and risks to children in relation to new projects or programs and new equipment.

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)

Understanding and Acceptance

All persons within the scope of this policy are to follow the Child Safe Code Of Conduct with regard to their relationships with children and young people, and the management of situations where there are concerns about a child’s safety.

All members within the scope of this document, who work with children or supervise children at the NEJWMC and/or are members of the Board Of Management need to sign upon commencement with NEJWMC and upon review. By signing, you acknowledge having read and understood the Child Safe Code of Conduct, and your obligations.

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:

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.....

Annexure 1 - Authorisation to transport children

Dear Parent/carer,

It is standard practice in accordance with the NEJWMC Child Protection Policy that permission is sought from parents and from the Management of NEJWMC before staff or volunteers transport your children.

Please sign the form if you wish to grant permission for the following journey:

Name of child:

Proposed date of journey:

Proposed start and finish time of journey:

Location from:

Location to:

Reoccurring activity or once off?

Name of staff member or volunteer responsible for accompanying child:

Form of transport being proposed: (eg. Private vehicle, taxi, self-drive bus, bus with driver, public transport)

The reason for the journey

Names of any other adult present on the journey (if transport is a private vehicle)

Authorisation of parent/carer:

Date:

Authorisation of NEJWMC Management:

Date:

Annexure 2 – Authorisation to photograph children and young people

Dear Parent and child/young person,

NEJWMC is seeking consent/authorisation for photographs to be taken of children and/or young people involved with our centre.

Only photographers authorised by NEJC will be allowed to photograph the children. You may advise us in writing that you withdraw your consent at any time.

Parents/carers:

Do you consent to your child being photographed for educational or promotional purposes to be used on North Eastern Jewish War Memorial Centre (NEJC) website/Facebook page?

YES / NO (please circle)

Details:

Child/young person:

When we do activities or are working together, sometimes we like to have photos taken so we can share these with other people to show the great things we get up to. The photos would be for promotions or learning, and could be used on the North Eastern Jewish War Memorial Centre (NEJC) website/Facebook page. Do you give your consent for this to happen?

YES / NO (please circle)

Details:

Signature of parent/carer:

Date:

Mark/signature of child or young person:

Date:

Authorisation of NEJC Management:

Date: