



SCOTT WINTON
INSURANCE BROKERS



SYNAGOGUE



**Child Protection
Policy & Procedures**

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1. INTRODUCTION

1.1 Policy Statement

The Synagogue or religious organisation is committed to providing a safe and secure environment for all its Members, Leaders and particularly to children.

The Synagogue or religious organisation's Policy & Procedures aims to reduce the risk of Abuse occurring, and to ensure that a caring and appropriate response is taken should abuse occur.

1.2 Scope

The Policy & Procedures apply to:

All persons authorised by or under the control of the Synagogue or religious organisation, including those persons undertaken at the Synagogue or religious organisations premises or away from the Synagogue or religious organisations premises.

All Leaders within the Synagogue or religious organisation or engaged by the Synagogue or religious organisation.

1.3 Definitions

Child Abuse	Any person under the age of 18. Can consist of one or more of but is not restricted to the following:
Physical Abuse	Any non-accidental physical injury.
Sexual Abuse	Any sexual act or threat to perform such upon another person. It occurs when a person uses their power and authority to take advantage of another's trust to involve them in sexual activity. It does not necessarily involve genital contact but is any act which erodes the sexual boundary between two persons. It may appear consensual but the validity of consent is negated by the power differential.
Emotional Abuse	The chronic attitude or behavior of one person which is directed at another person, or, the creation of an emotional environment which is detrimental to a person's development.
Neglect	Any serious omission or commission which jeopardises or impairs a persons' development.
Synagogue or religious organisation	The Synagogue or religious organisation detailed in your insurance paperwork.
Helpers	Any unpaid person over the age of 16 who is invited by a Leader to assist them in their Program.

1. INTRODUCTION cont.....

Leader	<p>Any person (paid or unpaid) over the age of 18 who is responsible for the control and safety of members placed in their care whilst holding a formal position in the Synagogue or religious organisation. A leader could include but is not limited to:</p> <ul style="list-style-type: none">* Religious Practitioner,* Small group Leaders,* Music, Drama or other Program Leaders,* Youth Leaders,* Sunday School Superintendents,* Teachers,* Kid's Club Leaders,* Scripture Teachers,* Sports Coaches and Organisers.
Members	<p>Any person, including children, who attends or participates in Synagogue or religious organisation activities.</p>
Programs	<p>Any organised activity that is authorised by the Synagogue or religious organisation.</p>
Rabbi	<p>The person recognised and authorised by the Synagogue or religious organisation as head of the Synagogue or religious organisation.</p>

2. EXTERNAL POLICIES

We acknowledge that some Participants in the Synagogue or religious organisation might have external affiliation with other organisations.

These organisations will possibly have policies governing the issues of Member and/or Child Safety and Abuse.

The Synagogue or religious organisation's Policy & Procedures are not intended to replace or conflict with the other policies, but instead to operate in conjunction with them.

3. POLICY REVIEW

The Policy & Procedures will be reviewed annually at the nominated Board Meeting.

Synagogue or religious organisation decision makers will inform the Participants involved when the date of review will occur, and any changes recommended by the Participants should be submitted in writing to the decision makers for consideration one month before the review date.

Any proposed changes will be submitted to the nominated Board Meeting for approval before being implemented.

4. OBLIGATIONS

4.1 Spiritual

The core beliefs of the Synagogue or religious organisation require us to treat all people with love and dignity and to care for those who are less powerful and in need of nurture and protection.

4.2 Legal

The Synagogue or religious organisation and its Leaders are subject to Federal and State legislation and principles established through common law.

4.3 Ethical

Some actions may not be regarded as Abuse, but are unacceptable behaviour for Synagogue or religious organisation Leaders.

These include:

- Inappropriate conversation of a sexual nature.
- Coarse language, especially that of a sexual nature.
- Suggestive gestures or remarks.
- Jokes of a sexual nature.
- Inappropriate, but accidental touching.
- Inappropriate literature (e.g. PG, M, MA, R or X rated material used with young Children).
- Acts of violence committed by a leader in the course of an activity.

The age of individuals is recognised as one of the determinants in deciding what acceptable and unacceptable behaviour is.

Synagogue or religious organisation Leaders will ensure that high standards of conduct are maintained at all times.

5. SELECTION & SCREENING

5.1 Leaders

Leaders involved in Children's programs must be carefully selected and screened. Prior to Leaders commencing Child-related Participants, the following precautions will be taken:

Volunteer Leaders will be Members of the Synagogue or religious organisation and have regularly attended the Synagogue or religious organisation for at least 6 months.

Candidate Leaders will be required to provide details of referees and permission to contact them.

Referees will be checked and spoken to, using an agreed set of questions which have been drafted by the Synagogue or religious organisation. The questions will seek to establish the applicant's suitability for the role or position and the conversation will be documented and retained on file.

Short listed candidate Leaders will be interviewed by an experienced and responsible member of the Synagogue or religious organisation prior to being accepted as a Leader

A Police and/or Community Services check which complies with the legislative requirements of the State where the Synagogue or religious organisation is located, will be requested and received prior to the Leader commencing their proposed role.

Where the Synagogue or religious organisation has identified that an applicant has previously committed a violent or sexually related offence they can not, under any circumstances, be considered for child related Participants.

These offences do not preclude the applicant from serving in other Participants and the synagogue or religious organisation would welcome their contribution in more appropriate areas.

5.2 Helpers

Helpers are expected to have an awareness of the content of the Policy & Procedures and be prepared to work within them.

Any Helper who provides assistance in a Children's program must be supervised by a Leader at all times and will be accountable to that Leader.

Leaders who accept the assistance of a Helper must be satisfied of the Helpers maturity and their suitability for Children's programs.

6. TRAINING

All Leaders will be issued with a copy of this policy and training in;

The content and application of the Synagogue or religious organisation's Member Protection Policy & Procedures,

Reporting procedures and the associated legal requirements

In addition Synagogue or religious organisation Leaders responsible for recruiting Leaders for Child related Participants will undertake further education on Child/Member Protection.

7. A SAFE ENVIRONMENT

Incidents of Abuse are unlikely to take place in front of another person and the presence of a witness can assist in clarifying questionable allegations. For these reasons, two Leaders will always be present when working with or supervising Children.

Leaders will not visit Children in their homes unless a parent is present or another Leader accompanies them.

When transporting Children, Leaders should never be alone with a child in a car. Where this is not practical, Leaders will take Children directly to and from arranged venues and will not spontaneously detour or make additional arrangements.

All personal counselling is to be carried out within sight of another Leader.

Leaders will respect a Member's feelings and privacy when engaging in physical contact of any kind.

Adults and Children are expected to respect each other's privacy during activities that require undressing, dressing or changing clothes. Leaders will set an example by protecting their own privacy in similar situations. No Leader will be alone in a room with a Child while either is changing.

Initiations and secret ceremonies are prohibited. All aspects of every Child-related programme will be open to observation by parents/guardians.

Leaders have the right to ask people who do not have a valid reason to be present at Child-related activities to leave. Police may be contacted if such persons refuse to comply with any reasonable request to leave.

8. DISCIPLINING CHILDREN

It is not the responsibility of the Synagogue or religious organisation or its Leaders to discipline a Child. If a Child does not abide by the rules set down by the Leader, or is an obstruction to the care of other Children or may cause harm to other Children, the Child will be removed and referred back to their parent or guardian.

At no time will a Leader administer any form of physical, emotional or mental discipline.

9. REPORTING PROCEDURES

An independent person will be appointed by the synagogue or religious organisation with the specific duty of dealing with any allegations that arise. The name, address and contact telephone number will be freely available to all leaders.

The independent Person is:
Mr Michael Lipshutz
(H) 9528 4729
(M) 0418 855 177
(W) 9397 2488

Documented reporting and escalation procedures will be established by the Synagogue or religious organisation for handling allegations of abuse.

If there are reasonable grounds to suspect a Child has been or is suffering Abuse, the Police and the Synagogue or religious organisation's Insurer will be contacted immediately.

The phone number for the Police is: 9524 9500

The phone number for our Synagogue or religious organisation Broker is: 03 8598 9411

Reasonable grounds can be assumed when:

A Child discloses that he or she has been abused, and/or

Someone close to a Child (e.g. sibling, relative, close friend) discloses on behalf of that Child.

The Police will also be notified if a Child discloses an incident of Abuse that has occurred somewhere other than the Synagogue or religious organisation (e.g. home or school).

If a disclosure of abuse is made, the person who receives the disclosure will maintain appropriate pastoral care to the one making the disclosure. This will include:

Treating each allegation seriously and not attempting to deny the allegation or minimise its impact on the alleged victim. The matter should not be swept under the carpet.

Not pushing the Child to disclose details of the alleged assault or attempting to investigate the allegation.

Assuring the Child that they are understood: that their disclosure is being taken seriously; that what has happened is not their fault, and that they are correct in disclosing the incident.

Reporting the abuse to the police and the synagogue or religious organisation's Insurer/broker.

Not making contact with the alleged perpetrator. If the Leader is already providing

9. REPORTING PROCEDURES cont.....

If the alleged assault has taken place recently, clothing worn by the Child should be retained and handed to the police for forensic examination.

Maintaining confidentiality.

Any disclosures by a Child and all details of the subsequent investigation will be documented promptly and the documents will be held in a secure location where a breach of privacy cannot occur.

The Synagogue or religious organisation reserves the right to carry out Synagogue or religious organisation disciplinary procedures in accordance with the constitution of the Synagogue or religious organisation.

Where an allegation is made the accused Leader will be removed from all Children's programs pending the outcome of all investigations.

10. ALCOHOL & DRUGS

The consumption of alcohol or illegal drugs on Synagogue or religious organisation grounds or during an activity is not to be condoned by any Leader.

Any Child found to be under the influence of alcohol or illegal drugs is to be counselled and the parents/guardians contacted so the Child can be returned home immediately.

Any Child required to take prescription medication will provide a letter from the parents/guardians to the Program Leader.

APPENDIX 1—Legal Obligations

Below is a précis of legislative requirements with respect to Child Abuse that apply in the different states. Every attempt has been made to ensure this information is accurate however a review should be undertaken regularly to ensure the information remains correct and current.

QUEENSLAND

Registration Under the Commission for Children and Young People Act (2000) all employees and volunteers are required to obtain "Blue Card" from The Commission for Children and Young People.

The Commission for Children and Young People
PO Box 12671
George Street
Brisbane QLD 4003

Telephone: (07) 3247 5145
Fax: (07) 3247 5200
Email: ESSWebmaster@childcomm.qld.gov.au
Website: www.childcomm.qld.gov.au

Police Checks See above

Reporting Abuse There is no specific legislation that requires **Synagogue or religious organisation Leaders** to report suspicions of abuse however you do have a "duty of care" and we would strongly suggest that all reasonable suspicions of abuse be reported to the authorities.

Reports should be made to:
Department of Child Safety
Level 7, 111 George Street
Brisbane, 4001
Phone Number 3224 8045
Freecall STD: 1800 811 810
Crisis Care Unit: 3235 9999 or 1800 177 135 (24 hours)
URL: www.childsafety.qld.gov.au

APPENDIX 1—Legal Obligations cont.....

NEW SOUTH WALES

Registration

The NSW Child Protection (Prohibited Employment) Act 1998 and the NSW Commission for Children and Young People Act 1998 are the two statutes that establish the NSW Working With Children Check.

The Working With Children Check applies to people in child-related employment. Child-related employment means any employment of a kind listed in Section 3 of the NSW Child Protection (Prohibited Employment) Act 1998 that primarily involves direct, unsupervised contact with children. Work in a religious organisation is identified in that list.

Anyone applying for child-related employment, including volunteers, must make a Prohibited Employment Declaration confirming they have not been convicted of a serious sex offence or the kidnapping or murder of a child.

In addition to Prohibited Employment, background checks are mandatory for preferred applicants for paid child-related employment, as defined in the Child Protection (Prohibited Employment) Act 1998, anyone seeking to provide foster care ("authorised care") to children, and leaders of religion or other members of a religious organisation seeking child-related employment.

The term "other members of a religious organisation" covers those members whose work is analogous to that of a leader of religion.

More information on the Working With Children Check can be found in the Working With Children Check Guidelines. These are available from the NSW Commission for Children and Young People's website at www.kids.nsw.gov.au/check.

NSW Commission for Children and Young People
Level 2, 407 Elizabeth Street
SURRY HILLS NSW 2010

Telephone: 02 9286 7219
Fax: 02 9286 7201
Email: check@kids.nsw.gov.au

Police Checks

See above

APPENDIX 1—Legal Obligations cont.....

NEW SOUTH WALES cont.....

Reporting Abuse There is no specific legislation requiring volunteer synagogue or religious organisation leaders to report suspicions of abuse unless they also hold a management position. However, we would strongly suggest that all reasonable suspicions of abuse be reported to the authorities.

All people who are in paid employment and who work with children (e.g. Youth Workers, Children Workers and Music Leaders) are legally required to report suspicions of abuse.

Where the synagogue or religious organisation is a provider of education, principles and those responsible for the schools oversight are required to report reasonable suspicions of abuse.

Reports should be made to:

Department of Community Services
4 – 6 Cavill Avenue
Ashfield, 2131
Phone Number 9716 2222
24 hours: 132 111
URL: www.community.nsw.gov.au

AUSTRALIAN CAPITAL TERRITORY

Registration There is no specific legislation requiring synagogue or religious organisation leaders to be registered with a government department.

Police Checks There is no specific legislation requiring a synagogue or religious organisation leader to have a police check.

Reporting Abuse There is no specific legislation that requires volunteer synagogue or religious organisation leaders to report suspicions of abuse however you do have a "duty of care" and we would strongly suggest that all reasonable suspicions of abuse be reported to the authorities.

Where the synagogue or religious organisation is a provider of education, teachers and principles are required to report reasonable suspicions of abuse.

Reports should be made to:

Department of Education, Youth & Family Services
186 Reed Street,
Greenway ACT 2900
Phone Number: 6207 5111
After Hours: 6207 0720

APPENDIX 1—Legal Obligations cont....

VICTORIA

The Working with Children Check (WWCC) is a mandatory checking system which helps protect children by checking a child-related worker's criminal history for serious sexual, serious violence or serious drug offences and findings from professional disciplinary bodies. It is different from a police check and doesn't necessarily replace one.

A WWCC is required for all existing employees, new employees, volunteers or self-employed persons who undertake child-related work. People in child-related occupations must submit an application to the WWCC Unit who in turn will provide the applicant with an Assessment Notice or an Interim Negative Notice

Under the Working with Children Act 2005 it is an offence (punishable by up to two years imprisonment) to knowingly engage in child-related work without a current Assessment Notice.

The WWCC will be incrementally phased in between 2006 and 2011. More information on the WWCC can be found at www.justice.vic.gov.au

Police Checks

See above

Reporting Abuse

There is no specific legislation that requires volunteer Synagogue or religious organisation Leaders to report suspicions of abuse however you do have a "duty of care" and we would strongly suggest that all reasonable suspicions of abuse be reported to the authorities.

Where the synagogue or religious organisation is a provider of education, teachers and principles are required to report reasonable suspicions of abuse.

Reports should be made to:

Department of Human Services
Child Protection & Care
Community Care Division
20/55 Collins Street
Melbourne Vic, 3000
Phone Number: 9616 7777
After Hours: 131 278
URL: www.dhs.vic.gov.au

APPENDIX 1—Legal Obligations cont.....

TASMANIA

- Registration** There is no specific legislation requiring Synagogue or religious organisation Leaders to be registered with a government department.
- Police Checks** There is no specific legislation requiring a Synagogue or religious organisation Leader to have a police check.
- Reporting Abuse** There is no specific legislation that requires volunteer Synagogue or religious organisation Leaders to report suspicions of abuse however you do have a "duty of care" and we would suggest that all reasonable suspicions of abuse be reported to the authorities.

Where the synagogue or religious organisation is a provider of education, teachers and principles are required to report reasonable suspicions of abuse.

Reports should be made to:

Department of Health and Human Services
Children and Families Division
Level 4, 34 Davey, Street
Hobart Tas, 7000
Phone Number: 1300 737 639
1800 001 219
URL: www.dhhs.tas.gov.au

SOUTH AUSTRALIA

- Registration** There is no specific legislation requiring Synagogue or religious organisation Leaders to be registered with a government department.
- Police Checks** There is no specific legislation requiring a Synagogue or religious organisation Leader to have a police check.
- Reporting Abuse** There is no specific legislation that requires volunteer Synagogue or religious organisation Leaders to report suspicions of abuse however you do have a "duty of care" and we would strongly suggest that all reasonable suspicions of abuse be reported to the authorities.

Where the synagogue or religious organisation is a provider of education, teachers and principles are required to report reasonable suspicions of abuse.

Reports should be made to:

Department of Human Services
Family & Youth Services
PO Box 39
Rundle Mall PO

APPENDIX 1—Legal Obligations cont....

NORTHERN TERRITORY

Registration	There is no specific legislation requiring Synagogue or religious organisation Leaders to be registered with a government department.
Police Checks	There is no specific legislation requiring a Synagogue or religious organisation Leader to have a police check.
Reporting Abuse	Under State legislation " Any person who believes that a child is being, or has been, abused or neglected is required by law to report their concerns."

Reports should be made to:

Department of Health and Community Services
PO Box 40596
Casuarina NT 0811
Phone Number: 1800 700 250
URL: www.health.nt.gov.au

WESTERN AUSTRALIA

The *Working with Children (Criminal Record Checking) Act 2004* was proclaimed on 1 January 2006. This important Government initiative is part of a suite of strategies to improve the protection of children in the community. Under the legislation, people working with children in certain types of employment or volunteer work must have a national criminal record check. Working with Children Checks for certain groups commenced on 1 January 2006, with checks for further categories being phased-in over five years.

The new law helps protect children in Western Australia by: deterring people with criminal records indicating they may harm children, from applying for work with children; and preventing people with such records, who apply for work with children, from gaining positions of trust in certain paid and voluntary work.

Registration	Applications for a Working with Children Check must be made in person at selected Australia Post outlets statewide.
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The Working with Children Check is subsidised for all applicants:
\$50 for paid people in child-related work; and
\$10 for volunteers and other unpaid people.

Further information can be found on the Working With Children website at www.checkwwc.wa.gov.au

APPENDIX 1—Legal Obligations cont.....

WESTERN AUSTRALIA cont...

Police Checks See above

Reporting Abuse In Western Australia the legislation covering mandatory reporting of Child sexual abuse is the *Children and Community Services Amendment (Reporting Sexual Abuse of Children)* Act 2008. Mandatory reporting of child sexual abuse commenced on 1 January 2009.

Mandatory reporters in Western Australia
Doctors
Nurses and midwives
Teachers
Police Officers

The legislation focuses on child sexual abuse. Other forms of abuse (physical, emotional and neglect) should continue to be reported, but there is no penalty if the report doesn't occur.

The legislation requires mandatory reporters to report suspected child sexual abuse if they form this belief, based on reasonable grounds, in the course of their paid or unpaid work.

Failure to make a report can result in a fine of up to \$6,000. A person can be prosecuted within three (3) years after failing to make a report. After that, it is at the Attorney General's discretion.

Reports should be made to:

Department for Child Protection's Mandatory Reporting Service
Freecall STD: 1800 708 704
URL: www.mandatoryreporting.dcp.wa.gov.au

A verbal report can be made, but this must be followed by a written report as soon as is practicable, preferably within 24 hours.