

26 November 2012

Chabad Youth

Practise and Behaviour Guidelines

Purpose

Chabad Youth aims to provide children and young people with a positive, professional and caring environment that enriches their emotional and social wellbeing, as well as empowering the youth through our informal education programs, events and services.

We are committed to safeguarding children and young people in our care and ensuring that they feel and are safe at all times. Accordingly, we wish to ensure that our personnel strive for the highest possible standards with respect to safeguarding children and young people from abuse. To that end we have developed these practice and behaviour guidelines to identify, and so prevent, behaviour that may be harmful to the children and young people in our care.

Application

All personnel, from our Directors and youth leaders to our casual staff and volunteers, are required to observe these practice and behaviour guidelines. Developed to protect children and young people engaged in all services provided by Chabad Youth. These guidelines have been formally approved and endorsed by the Chabad Youth Director.

Commitment

- 1) You should read these practice and behaviour guidelines in conjunction with:
 - the specific requirements of your role as defined in your 'Job Agreement.'
 - our relevant policy and procedure documents, including the Chabad Youth Staff handbook which provides the:
 - 'Chabad Youth safeguarding children and young people' statement
 - 'responding to child abuse reports and allegations' policy
 - all applicable laws under Victorian Legislation.
 - general community expectations in relation to appropriate behaviour between adults and children.
- 2) As part of your commitment to observing these practice and behaviour guidelines you will be required to sign a '**Commitment to Chabad Youth practice and behaviour guidelines statement.**'
- 3) We consider a failure to observe these guidelines as misconduct, and will take appropriate disciplinary action. Such disciplinary action may, depending on the seriousness of the misconduct, include suspension while matters are investigated and/or dismissal. In addition to any internal disciplinary proceedings, we will report to the police all instances in which a breach of the law has or may have occurred.

Exceptions

There may be exceptional situations where these guidelines do not apply, for example, in an



emergency situation. However, it is crucial that, where possible, you seek management authorisation prior to taking action that contravenes these guidelines or that you advise management as soon as possible after any incident in which these guidelines are breached.

The guidelines

Our practice and behaviour guidelines address the major areas where you interact with the children and young people who take part in our programs, services and events. We have developed these practice and behaviour guidelines to help you to safeguard those children and young people from abuse or neglect.

Sexual misconduct

Under no circumstances is any form of 'sexual behaviour' to occur between, with, or in the presence of, children and/or young people participating in any of our programs, services and events. Engaging in sexual behaviour while participating in our service is prohibited even if the young persons involved may be above the legal age of consent.

'Sexual behaviour' needs to be interpreted widely, to encompass the entire range of actions that would reasonably be considered to be sexual in nature, including but not limited to:

- 'contact behaviour', such as sexual intercourse, kissing, fondling, sexual penetration or exploiting a child through prostitution
- 'non-contact behaviour', such as flirting, sexual innuendo, inappropriate text messaging, inappropriate photography or exposure to pornography or nudity.

Behavioral Management

We strive to ensure that children and young people participating in our programs, services and events are aware of the acceptable limits of their behaviour so that we can provide a positive experience for all participants. However, there are times when personnel may be required to use appropriate techniques and behaviour management strategies to ensure:

- an effective and positive environment
- the safety and/or wellbeing of children, young people or personnel participating in our programs, services and events.

We require our personnel to use strategies that are fair, respectful and appropriate to the developmental stage of the children or young people involved. The child or young person needs to be provided with clear directions and given an opportunity to redirect their misbehavior in a positive manner.

Under no circumstances are our personnel to take disciplinary action involving physical punishment or any form of treatment that could reasonably be considered as degrading, cruel, frightening or humiliating.

Adhering to role boundaries

Our personnel should not, of their own volition or at the request of a service user, act outside the confines of their duties (as specified in their Job Agreement) when helping to deliver our programs,

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services and events.

Chabad Youth personnel

- must not provide unauthorised transportation, for example, lifts home, to any youth in our care.
- must not engage in activities with children or young people who are clients/members of our organisation outside authorised programs, services and events, such as extra play dates or trips.
- must not provide any form of support to a child or young person or their family, unrelated to our programs, services and events.
- must not seek contact with children or young people (or former participants) outside programs, services and events.
- may accept an invitation to attend a private social function of a child or young person who has participated, or is participating in our services **only under the following circumstances**. a) The invitation must be issued by the parent of the child or young person, and b) the parent of the child or young person must be supervising throughout the event.

If any of our personnel become aware of a situation in which a child or young person requires assistance that is beyond the confines of that person's role, or beyond the scope of our organisation's usual service, they should at the earliest opportunity:

- refer the matter to an appropriate support agency or
- refer the child or young person to an appropriate support agency or
- contact the child or young person's parent or guardian or
- seek advice from Chabad Youth management.

Use of language

Language and/or tone of voice used in the presence of children and young people should:

- provide clear direction, boost their confidence, encourage or affirm them
- not be harmful to children – in his respect, avoid language that is:
 - discriminatory, racist or sexist
 - derogatory, belittling or negative, for example, by calling a child a 'loser' or telling them they are 'too fat'
 - intended to threaten or frighten
 - profane or sexual.

Supervision

Personnel are responsible for supervising the children and young people to which our organisation provides programs, services and events, to ensure those participants:

- engage positively with our programs, services and events, for example, gain friendships
- behave appropriately toward one another, for example, no bullying or untoward behaviour
- are in a safe environment and are protected from external threats, for example, supervised at all

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times with no access for intruders etc.

Our personnel are required to avoid one-to-one unsupervised situations with children and young people to whom we provide services, and (where possible) to conduct all activities and/or discussions with service recipients in view of other personnel.

Use of electronic communications

Electronic communication between our service delivery personnel and the children and young people (e.g. text messaging) to whom we provide service, is allowed only in situations where:

- Prior written consent has been authorized by the child or young person's parent and/org guardian.
- The communication is only related to the tutoring or upcoming event details
- Any online communication is done in a public forum eg: facebook group/event

Giving gifts

Giving of gifts by our service delivery personnel to children and young people to whom we provide service is subject to:

- The gift being in a manner of a reward or prize, and in a public manner
- obtaining prior authorisation from a supervisor or Director
- parents or other responsible adults being made aware of any gift given.

Photography and images of children

Under these guidelines:

- children and young people to whom we deliver service are to be photographed while involved in our programs, services and events only if:
 - our Director has granted prior and specific approval
 - Parents have given written consent to have photos taken and published for Chabad's promotional purposes only
 - the context is directly related to participation in our programs, services and events
 - the child is appropriately dressed and posed
 - the image is taken in the presence of other personnel.
- Images are not to be distributed (including as an attachment to an email) to anyone outside our organisation other than the child photographed or their parent, without management knowledge and approval.
- Images (digital or hard copy) are to be stored in a manner that prevents unauthorised access by others, for example:
 - if in hard-copy form, in a locked drawer or cabinet
 - if in electronic form, in a 'password protected' folder.

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Physical contact with children

Any physical contact with children and young people must be appropriate to the delivery of our programs, services and events such as when fitting a harness on a child and based on the needs of the child or young person (such as to assist or comfort a distressed young person) rather than on the needs of our personnel.

Under no circumstances should any of our personnel have contact with children or young people participating in our programs, services and events that:

- involves touching:
 - of genitals
 - of buttocks
 - of the breast area (female children)
 that is other than as part of delivering medical or allied health services
- would appear to a reasonable observer to have a sexual connotation
- is intended to cause pain or distress to the student – for example corporal punishment
- is overly physical – as is, for example, wrestling, horseplay, tickling or other roughhousing
- is unnecessary – as is, for example, assisting with toileting when a child does not require assistance
- is initiated against the wishes of the child or young person, except if such contact may be necessary to prevent injury to the child/young person or to others, which case:
 - physical restraint should be a last resort
 - the level of force used must be appropriate to the specific circumstances, and aimed solely at restraining the child or young person to prevent harm to themselves or others
 - the incident must be reported to management as soon as possible.

Our personnel are required to report to management any physical contact initiated by a child or young person that is sexual and/or inappropriate, for example, acts of physical aggression, as soon as possible, to enable the situation to be managed in the interests of the safety of the child or young person, our personnel and any other participants.

Overnight stays / sleeping arrangements

Please view Chabad Youth Overnight Camp's Policy's and Procedures to view a more comprehensive overview of our overnight sleeping arrangement's policy.

Overnight stays are to occur only with the authorisation of our Director and of the parents/guardians of the children or young people involved.

Practices and behaviour by our personnel during an overnight stay must be consistent with the practices and behaviour expected during delivery of our programs, services and events at other times.

Standards of conduct that must be observed by our personnel during an overnight stay include:

- providing children and young people with privacy when bathing and dressing

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- observing appropriate dress standards when children and young people are present – such as no exposure to adult nudity
- not allowing children or young people to be exposed to pornographic material, for example, through movies, television, the Internet or magazines
- not leaving children under the supervision or protection of unauthorised persons such as hotel staff or friends
- not involving sleeping arrangements that may compromise the safety of children and young people such as unsupervised sleeping arrangements, or an adult sleeping in the same bed as a child or young person.
- the right of children to contact their parents, or others, if they feel unsafe, uncomfortable or distressed during the stay
- parents expecting that their children can, if they wish, make contact.

Change room arrangements

Personnel are required to supervise children and young people in change rooms while balancing that requirement with a child or young person’s right to privacy. In addition:

- personnel should avoid one-to-one situations with a child or young person in a change room area
- personnel are not permitted to use the change room area to, for example, undress, while children and young people are present
- personnel need to provide the level of supervision required for preventing abuse by members of the public, adult service users, peer service users, or general misbehaviour, while also respecting a child’s privacy
- female personnel are not to enter male change rooms and male personnel are not to enter female change rooms.

Use, possession or supply of alcohol or drugs

While on duty, personnel must not:

- use, possess or be under the influence of an illegal drug
- use or be under the influence of alcohol
- be incapacitated by any other legal drug such as prescription or over-the-counter drugs
- supply alcohol or drugs (including tobacco) to children and young people participating in our programs, services and events

Use of prescribed medications are permitted, provided such use does not interfere with your ability to care for children involved in our service.

Transporting children

Children and young people are to be transported only in circumstances that are directly related to the delivery of our programs, services and events – for example, a organized event may be okay, but they may not be given casual lifts.

Children are to be transported only with prior authorisation from our Director and from the child’s





parent/guardian. Gaining approval involves providing information about the proposed journey, including:

- the form of transport proposed, such as private car, taxi, self-drive bus, bus with driver, train, plane or boat
- the reason for the journey
- the route to be followed, including any stops or side trips
- details of anyone who will be present during the journey other than our personnel, who are involved in delivering our programs, services and events.

Approval and Endorsement from the Director

These guidelines have the approval and endorsement of the Chabad Youth Director, Moshe Kahn and all division heads. We take seriously our responsibility to deliver a safe environment that is caring, supportive and nurturing. Our directors are committed to ensuring the safety of all children and young people to whom we provide services or who participate in our programs.

M. Kahn

Moshe Kahn
 Director
 Chabad Youth

30 /11/12

Date

Management considers a failure to observe our guidelines to be misconduct, and will result in appropriate disciplinary action. In addition to any internal disciplinary proceedings, any breaches of law will be reported to police.

Commitment

I, _____
 Name of staff member or volunteer Date

- have been provided with a copy, have read, and have understood the 'Practice and behaviour guidelines' of Chabad Youth.
- understand my responsibilities in relation to ensuring and promoting the safety of children and young people
- will observe the guidelines during my employment/time with Chabad Youth to ensure and promote the safety of children and young people participating in programs, services and events provided by Chabad Youth.

