

Safeguarding Policy Review

Chabad Youth

Reference	Date approved	Date Last amended	Date of next review	Status
	11 th Nov 2012	1 st Feb 2017	1 st Feb 2018	Endorsed by: Moshe Kahn Approved by: Dina Kahn

1. Purpose

This policy details the requirements for the approval and review of all policy documents related to our Safeguarding Children Statement.

2. Related Policies

Child Protection Policy

Child Safe Policy

3. Related Legislation

Our guidelines comply with relevant legislation.

Eg Child Protection Act

4. Scope

All personnel, from our committee of management and senior managers to casual staff and volunteers, are required to observe the requirements of this policy.

5. Definitions

Term	Definition
Policies	Policies are guiding principles of an organisation. A policy is a written statement of intent and lays out the business rules under which an organisation or department will operate. Policies are mandatory and staff are responsible to ensure they understand all relevant policies and are up to date with changes that are made to these policies.

Procedures	Procedures provide details of how the policy will be implemented. Procedures are the specific instructions necessary to perform required actions of a policy. They detail who performs the procedure, what is performed, when the function is performed and how the procedure is performed. Procedures are mandatory and Staff are responsible to ensure they understand all relevant procedures and are up to date with changes that are made to these procedures.
Guidelines	Guidelines provide additional detail of how a policy or procedure is to be implemented. It is not mandatory to have a guideline as part of a policy document. However if one exists, then the guideline should be considered when making decisions and when following that policy or procedure.

6. Responsibilities

Position	Responsibility
Executive Officer / Manager	<ul style="list-style-type: none"> • Implement policy and procedures across the organisation • Ensure personnel have access to and understand this policy and related procedures • Ensure all managers/supervisors have access to support and advice to understand and implement procedures
Workforce / HR / Quality	<ul style="list-style-type: none"> • Review and update this document and supporting resources in consultation with relevant stakeholders • Support the coordination of the SCYP framework and implementation • Provide training and advice in the application of procedures
Managers / Supervisors	<ul style="list-style-type: none"> • Ensure procedure is followed and implemented
Employees / Volunteers	<ul style="list-style-type: none"> • Compliance with procedure.

7. Key Requirements

Policies and procedures will be reviewed at least every 3 years.

The review of the policies and procedures will consider the following factors:

- Relevant government legislation
- Gaps in current policies and procedures
- Changes to related policies and procedures
- Whether the policy / procedure is still consistent with best practice
- Whether it meets stakeholders needs
- The level of compliance with the existing policy / procedure

All policies and procedures will be reviewed by the appropriate management representative in conjunction with key stakeholders.

Approval

When all parties are satisfied with the review and new draft, it is tabled with the CEO to be approved and endorsed. The CEO will determine whether the policy or procedure is to be approved by the Board of Directors.

Safeguarding Policies and Procedures

The following documents will be reviewed by the Safeguarding Coordinator at least every 3 years. These documents will be reviewed in conjunction with the Board, CEO, Managers, Employees and Volunteers.

1. Safeguarding Children and Young People Statement
2. Child Abuse Reporting Requirements
3. Practice and Behaviour Guidelines
4. Recruitment and Screening Requirements

Australian Childhood Foundation Annual Review

The ACF Annual Review Self-Assessment will be completed annually by the Safeguarding Coordinator in conjunction with the Senior Management team and Chief Executive Officer. Any changes that have occurred as a result of the Self-Assessment will be communicated to all 'involved' personnel.

8. Communication

We communicate our Safeguarding Children policies to all our personnel involved with children and young people in our organisation. We involve our personnel in reviews of our Safeguarding Children requirements. We communicate any significant alterations to our Safeguarding Children requirements and resources to all personnel.

9. Monitoring and Review

This document will be reviewed at least every 3 years, in consultation with stakeholders. Some circumstances may trigger an early review, this includes but is not limited to legislative changes, organisational changes, incident outcomes and other matters deemed appropriate by the Board and/or Chief Executive Officer. We retain records to document each review undertaken. Such records may include minutes of meetings and documentation of changes to policies and procedures that result from a review.

External audit and verification based on a sample, conducted by the Australian Childhood Foundation shall occur at 3 yearly intervals.

10. Supporting Resources

Guidelines



Forms