

CAMP GAN ISRAEL

Parent Handbook Winter 2019 / 5779





Thank you very much for registering your child/children in Camp Gan Israel Winter Camp. We trust that he/she will have a very fulfilling & enjoyable time.

Enclosed in this handbook is all the necessary information you need regarding Camp this winter. You will find camp dates, transportation details, information regarding the campsites, kit lists and other important details. To download extra copies of the handbook or any forms inside, please visit www.chabadyouth.org.

If you have any further questions regarding camp, you can contact Naomi at the Chabad Youth Office on 9528 8395, or email admin@chabadyouth.org, or by visiting www.chabadyouth.org.

We look forward to an unforgettable winter experience at Camp Gan Israel this year!

Moshe & Dina Kahn and Menachem & Miri Lipskier

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Contact Details

Centre:

1 A'Beckett St
East St Kilda Vic 3183

T: (03) 9522 8274

F: (03) 9522 8255

E: info@chabadyouth.org

Campsite:

Feathertop Chalet
22 Bon Accord Track
Harrietville VIC 3741

Chabad Youth Centre Admin Opening Times:

Monday – Thursday 9:00am to 4:00pm
Friday – 9:00 am – 3:00 pm

Directors / Teen Divisions

Rabbi Moshe Kahn

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Dina Kahn

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E: dina@chabadyouth.org

Directors / Junior Divisons

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Introduction

Chabad Youth is a vibrant community-based organisation that offers a wide range of social, cultural and educational services to Jewish youth. We are the Number One provider of informal education programs, events and services to all Jewish youth, from childhood through to young adult, in Melbourne.

Our exciting, professional and caring service significantly enriches the spiritual, emotional and social well-being of Jewish youth as well as empowering youth and giving them a sense of Jewish pride and belonging based on Chabad ethos.

With a membership base of thousands of young people, Chabad Youth is committed to instilling and preserving in Jewish youth a strong sense of identity and pride in their heritage and culture.

Chabad Youth is a fully registered Out of School Hours Care Service and abides by the Education and Care Services National Regulations 2011 and the National Quality Framework.

Information can also be provided in other languages. Should you require any further explanation of the enclosed information please feel free to contact us.

Our Philosophy

We believe that all children have the right to experience quality child care.

Traditional Jewish values and ethics as promulgated by the Torah are central to the philosophy of our institutions. These values include belief in G-d, love of fellow man, respect for parents, pride in Judaism, study of Torah and observance and appreciation of Mitzvot.

Each child is encouraged to recognise their own self-worth and that through the particular gifts and abilities that G-d has bestowed upon them, they are able to better the world.

Essential to the centre's philosophy is the need to maintain a warm, positive and co-operative environment in which students can grow and learn. Such a nurturing environment is deemed vital for the development of self-esteem, and confidence.

Our Aftercare & Vacation Care aim is to support the wellbeing and development of the "whole child", and as such provide a balance of social, religious and secular themes as well as life skills, to promote the child's complete personal development.

The overall philosophy is developed in collaboration with



children, educators, families, community and management. This process respects and values the views of all and enhances clarity and understanding between all users of the service.

Our philosophy draws on values held by educators, families and management and reflects the needs and values of the community. We value each and every child as capable and confident, regardless of their capabilities and background within the context of the family and we believe that the family is the primary educator of each child. Each child's family knows their child best, and staff will work in partnership with families to ensure the best outcomes for children.

We believe that children's learning in our setting complements their learning at home and at school however the importance of relationships and strengthening each child's strengths, skills, talents and interest is priority. We recognise and value that children's learning and development evolves through their relationships where they shape their own identities to become active citizens.

At Chabad Youth we strive to promote children to experience, meaningful and joyful learning to enrich their childhood. We value and encourage each child to be involved in decision making that influence their learning, wellbeing, development and decisions that affect their world.

We as educators and the service will be guided at all times by the Early Childhood Code of Ethics (2006), National Quality Framework and all Early Education and Care legislation.



Family Feedback:

We greatly value family feedback and input into our program. Please feel free to contact us if you have any feedback, suggestions or ideas to enhance our programs. You can also provide feedback on our website, www.chabadyouth.org. We have a suggestion / comment box at the front reception where you can leave your feedback at any time.

Grievance policy

We realise that no one is perfect and we are no exception. Although we aim to be as professional as possible, at times unforeseen circumstances arise. Staff will try to communicate any issues however, during times of emergency or busy moments, this may not occur.

If you have any concerns about the Service, or the level of care your child is receiving, we want to know. We need to get both positive and negative feedback in order to learn and grow. Parents should be reassured that any complaint would never adversely affect the care provided to their child. We ask that any complaints be directed to Moshe Kahn as it can be disruptive to the children's program and upsetting for staff and children if angry confrontations occur in an inappropriate public forum.

If you are dissatisfied with the way we have responded to your complaint, you can contact:

Department of Education and Training Southern Metropolitan Area Team

Level 5, 165-169 Thomas Street
Dandenong VIC 3175

T: 03 8765 5787

M: PO Box 5

Dandenong, VIC, 3175

E: smr.qar@edumail.vic.gov.au

Our program:

Our program is guided by the learning framework, My Time Our place.

The goal of My Time, Our place is: that All young Australians should become: Successful learners, Confident and creative individuals and Active and informed citizens.

The Framework acknowledges the importance of play and leisure in children's learning and development and that their learning is not limited to any particular time or place. Developing life skills and a sense of enjoyment are emphasised. The Framework recognises the importance of social and emotional development and communication in learning through play and leisure, and it forms the foundation for ensuring that children in all school age care settings engage in quality experiences for rich learning, personal development and citizenship opportunities.

The Framework conveys high expectations for all children's play and leisure activities in school age care settings. It communicates these expectations through the following five Outcomes: Children have a strong sense of identity, Children are connected with and contribute to their world, Children have a strong sense of wellbeing, Children are confident and involved learners and Children are effective communicators.

The following Outcomes demonstrate how the three elements of the Framework: Principles, Practice and Outcomes combine to guide program decision making and assessment to promote children's opportunities for belonging, being and becoming.

Child Care Benefits

Childcare Subsidy

As you may be aware, as of the 2nd of July 2018, there were changes to the Childcare benefits scheme. One of the changes introduced is that childcare subsidies are no longer paid for children over the age of 13 years of age, or in secondary school. Children in primary school are still covered.

For more information, visit www.humanservices.gov.au/individuals/services/centrelink/child-care-subsidy



Enrolment:

Vacation care is offered during the school holidays. A booking form needs to be completed online at www.chabadyouth.org/wintercamp and <https://chabadyouth.hubworks.com.au> is the second comprehensive form that needs to be completed in order to conform with our enrolment policy. This form must be completed in its entirety.

These forms contain important information as required by the Education and Care national Regulations, as well as indicating your acceptance of our policies. Please inform the Coordinator if any changes occur during the year. In an emergency, details which are not current will make contact with you difficult and could cause undue stress to you and your child.

Depending on any medical information that is submitted in the enrolment form, you may be asked to supply additional information, we will be in touch with you directly should the need arise.

We also require an immunisation certificate for each child. Children will not be accepted into the service if any of this information is missing.

Cancellation Policy

- (a) Cancellations for camp must be in writing, no later than 7 days prior to the start of camp;
- (b) A cancellation fee of \$50 per child applies;
- (c) Cancellations made within 7 days of the beginning of camp or during camp will not be refunded; and
- (d) There will be no refund in the event of an early departure from camp.

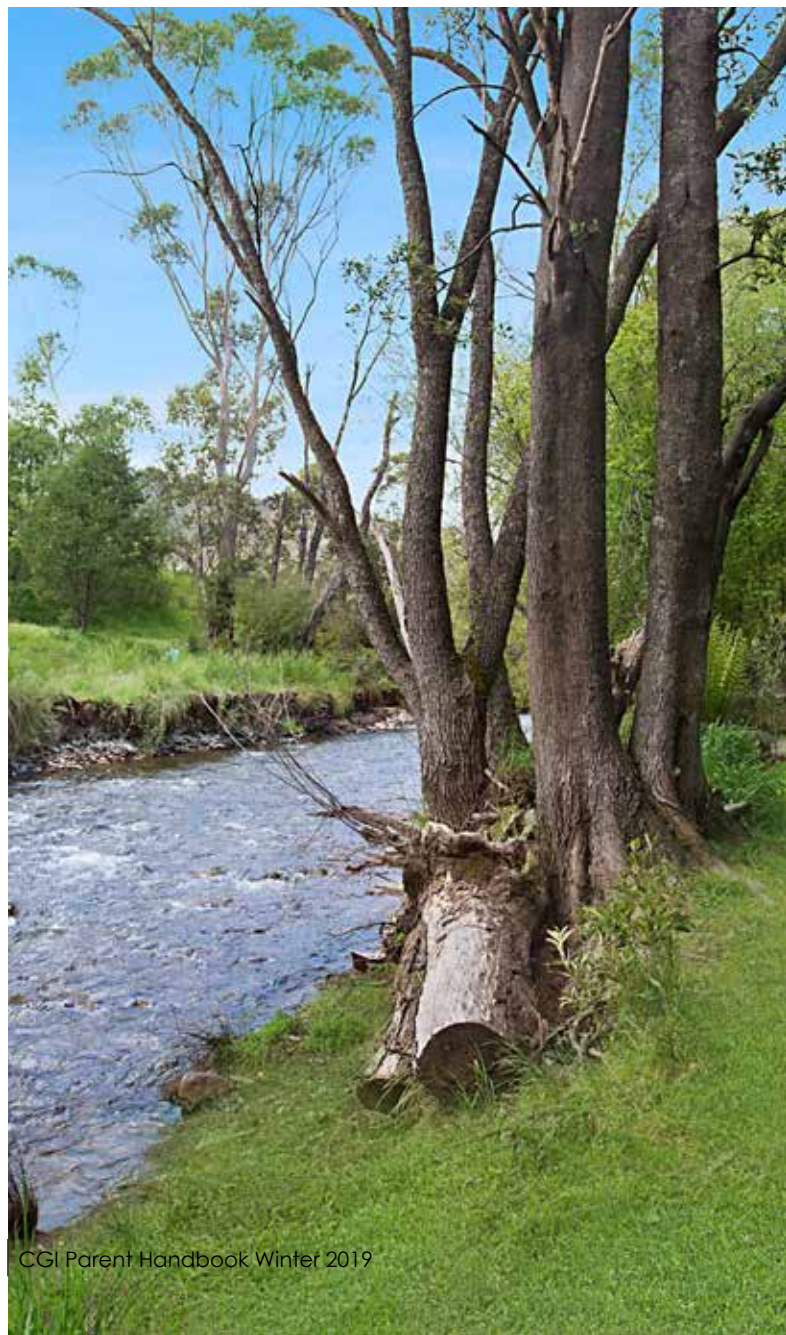
Notwithstanding the above, in all circumstances, Chabad Youth maintains absolute discretion in relation to the refunding of cancellations.

Behaviour guidelines

Staff will use a variety of techniques to promote positive behaviour, including encouraging children to express emotions, using positive body language when guiding behaviours and promoting cooperative group interactions. Should a child have difficulties using appropriate behaviour, the educator will discuss the cause and effect of his or her actions.

Parents will be asked to inform the centre of any medical conditions / allergies or emotional issues the child may have at the time of enrolment. This information will be recorded on the child's enrolment form. Please note, that all information is kept strictly confidential and is communicated to the relevant staff on a need-to-know basis.

Where a child has a medical condition / allergy the parents will be asked to supply a letter from their doctor explaining the effects if the child is exposed to whatever they are allergic to and to explain ways the staff can help the child if they do become exposed. Parents need to provide us with a colour allergy plan and photo of their child. This should be signed by a doctor. Based on this information a risk minimisation and communication plan will be provided for you to sign and return to the office. Please see our [website for our full Medical Conditions policy](#).





Medication

Parents who wish medication to be administered to their child will complete the medication form providing the following information.

Name of medication

Date, exact time and dosage to be administered. (General time, eg lunchtime will not be accepted.)

Signature.

Medication must be given directly to an authorised staff member at the bus departure.

Parents and staff are to ensure the details on the form are clear and clarify any questions.

Staff will store the medication with the first aid officer, in the designated secure place, clearly labelled.

Staff will ensure that medication is kept out of reach of the children at all times.

Medication will only be administered from its original packaging and by the first aid officer.

Medication will be administered with the parent's written permission only, or with the approval of a medical practitioner in the case of an emergency.

Where medication for treatment of long term conditions such as asthma, epilepsy, or ADHD is required, the centre will require a letter from the child's medical practitioner or specialist detailing the medical condition of the child, correct dosage as prescribed and how the condition is to be managed.

Upon enrolment, parents will be asked to sign an authorisation that they allow Chabad Youth to administer

medication / first aid where deemed necessary.

Please see our website for our full Administration of Medication policy.

Immunisation

All children enrolled at the Service should be immunized according to the State of Victoria immunization Schedule and our policy for exclusion adhered to as stated in the enrolment form. In the case of an infectious disease occurring please contact the Service as soon as possible to allow us to inform other parents. Doctor's Clearance Certificates are required before your return to the Service. Exclusion periods are available through your child's Maternal Health Centre or the Health Department.

If you do not wish to immunize your child you must present a disclaimer letter which will be attached to your enrolment record. You will then be required to keep your child at home if a vaccine preventable illness is present at the Service. If any immunization records are incomplete the child may be treated as unimmunized and therefore may also be excluded when a vaccine preventable illness is suspected or present on site.

Court orders

Please notify us if there are any court orders affecting residency of their children and a copy is required for Chabad youth. Without a court order we cannot stop a parent collecting your child.





Winter Camp 2019

Dates of Camps

GIRLS

5th – 10th July:

CGI GIRLS TEEN CAMP (Grades 7 – 10)

10th - 12th July:

CGI GIRLS YEAR 12 SENIOR RETREAT

12th - 14th July:

CGI GIRLS YEAR 11 LEADERSHIP SHABBATON

12th - 14th July:

CGI GIRLS JUNIOR SHABBATON (Grades 5 & 6)

BOYS

30th June - 5th July:

CGI BOYS TEEN CAMP (Grades 7 – 11)

28th - 30th June:

CGI BOYS JUNIOR SHABBATON (Grades 5 & 6)

Lice checking for girls

Every girl attending camp is required to get her hair checked for lice on Friday 28th June between 2:45 – 3:00pm, in the Glick Family Cafeteria, 1 A'beckett St. Girls are encouraged to be on time, as there will be no lice checking after this time. Any girl not attending this lice checking will not be allowed on the bus to camp. We will be having lice checking held on the morning of departure with a professional company and there will be a \$20 charge for this facility, for those girls that have not attended the open morning lice checking. Please note that girls found on the morning of camp with lice or nits will not be permitted to leave on the bus to camp.

Accommodation

All programs will be held at Feathertop Chalet, Harrietville.

Feathertop Chalet is Set in the beautiful Ovens Valley at

the base of Mt Hotham with crossings of the West Ovens River Feathertop Chalet is known as the premier holiday, conference venue and school accommodation destination in this region, offering a variety of experiences over both summer and winter.

www.feathertopchalet.org.au

Mobile Phone and iPod and iPhone Policy

Please be aware that, no campers will be allowed to keep their mobile phones, iPods or iPads with them. This applies to both the Teen Camp and Shabbaton. Campers must hand in their phones to their counsellors on arrival at the campsite on the first day, for safekeeping.

Please ensure to clearly label your child's phone and/or iPod.

Please note that any inappropriate music or videos found on phones or iPods will result in the phone being confiscated. They will **NOT** be returned for trips. This includes any non-Jewish music and non-Jewish videos. This applies to both Junior Camp and Teen Camp.

Transportation

Chartered busses outfitted with seatbelts and first aid kits will transport children from the Yeshiva Centre, 92 Hotham St, East St Kilda, to their respective campsites. Please ensure that you are at Yeshiva half an hour before departure for check in, with your luggage. The busses will not wait for late comers. Only ONE piece of luggage is permitted per person to go under the bus and ONE small carry on bag which has your lunch for the day of departure in it.

Girls busing times:

Girls Teen Camp

Check in: At 92 Hotham St. on the 5th July at 8:45am

Departure: from the back of Yeshivah at 9:15am

Return: to Yeshivah on the 10th July at 2:00pm

Girls Year 12 Senior Retreat

Check in: At 92 Hotham St. on the 10th July at 8:45am

Departure: from the back of Yeshivah at 9:15am

Return: to Yeshivah on the 12th July at 3:00pm



Girls Junior Shabbaton and Year 11 Shabbaton

Check in: At 92 Hotham St. on the 12th July at 8:45am

Departure from the back of Yeshiva at 9:15am.

Return: to Yeshiva on the 14th July at 7:00pm

Boys busing times:

Boys Teen Camp

Check in: At 92 Hotham St. on the 30th June at 9:15am

Departure: from the back of Yeshiva at 10:00am

Return: to Yeshiva on the 5th of July at 1:00pm

Boys Junior Shabbaton

Check in: At 92 Hotham St. on the 28th June at 8:45am

Departure: from the back of Yeshiva at 9:15am

Return: to Yeshiva on the 30th June at 7:00pm

Check In Procedure:

Campers must come with their parent/s, to check in **one hour** before the buses are set to depart:

At Check In we will make sure:

1. Payment has been made/ or organised with the Chabad Youth office
2. The camper has not brought any unauthorised objects to camp.
3. Girls attended lice check.
4. No nut products or food items containing nut objects have been brought to camp
5. All medical forms and medication have been submitted
6. Parents will need to sign their children in on the sign in sheets.
7. Campers will need to declare if they are taking any phone to camp.

Camper will **THEN** receive a boarding pass.

By departure time, all campers should be seated on the bus. We are confident that this procedure will enhance the efficiency of departure and pre-empt unnecessary issues arising in camp.

Medical information:

A qualified first aid paramedic is on site at all times throughout the camp, for medical advice and consultation. All vehicles transporting children are outfitted with first aid supplies. On every excursion and hike, a first aid

kit is brought along.

Qualified first aid person at camp is Avi Susskind.

He can be contacted on 0407 670 407.

Contact details for nearest Medical centers/hospitals are:

Feathertop Chalet: Bright Medical Centre, Bright

(03) 5750 1000

Please note: the local doctor does not bulk bill.

Parents will be responsible for any medical bill. If your child requires a doctor visit, your gap may be upwards of \$30.

Contacting Camp

ALL CHAPERONES AND CAMP STAFF CAN BE CONTACTED ON THEIR MOBILE PHONE.

Directors / Teen Divisions

Rabbi Moshe Kahn

T: 0408 740 011

Dina Kahn

T: 0425790238

Directors / Junior Divisions

Menachem Lipskier

T: 0423 553 896

Miri Lipskier

T: 0401 401 914

Risk management plan:

Chabad Youth regards your child's safety as a number one priority. Therefore, Chabad Youth, together with JEMP, Hatzolah and CSG has developed a detailed risk management plan. Risks outlined in the plan include different activities, fires, terrorism, missing campers and various health issues and possible accidents, G-d forbid. If you'd like more information or a copy of our risk management plan to be emailed / sent to you, please call 9522 8274 or email info@chabadyouth.org.

Safety: During any water activity such as swimming, canoeing and rafting, a qualified life guard is always present. Additionally, all camp staff has undergone a crash course in first aid.

Appropriate behaviour:

There is an absolute zero tolerance for smoking, alcohol consumption, abuse and bullying / raiding in camp. Any camper who does not follow these rules will be automatically sent home.



dietary needs please liaise with Naomi in the office on 9528 8395 prior to June 18th to ensure your child is catered for.

Please note: Camp policy does not allow campers to sell food or other items in camp.

Please note: Our camp is a strict **NO NUT ZONE** as there are children who suffer from nut allergies. Please ensure you do not send any products that may contain nuts.

THE FOLLOWING ITEMS ARE PROIBITED AT CAMP

- All Playing Cards
- Chewing Gum
- Cigarettes
- DVD Players
- Fireworks/ Fire Making Devices
- Knives
- Laptops
- Non Jewish books/ magazines
- Red Bull – or other high energy drink
- Shaving Cream
- iPad, iPod and similar devices
- Water guns
- Any other dangerous item
- Alcohol
- Non cholov Yisroel nush
- Nuts

Early Departure from Camp

No child will be allowed to leave camp earlier than their division end date unless prior arrangements have been made with the office. Your child's place on the bus will not be guaranteed unless arrangements have been made with the office.

Any such item found will be confiscated and not returned. Camp staff have the right to search camper's luggage. The camp has complete authority to send home any camper who does not obey the camp rules at the parents cost.

It is advisable not to bring valuable such as play stations, DS and such electronic equipment.

Liability

Any costs that may occur as a result of injury/illness or any reckless damage caused by your child must be paid for by yourself.

Parents visiting camp

Parents are requested not to come up to camp without having made prior arrangements with the relevant camp director. Please be advised that campers must remain at camp for its full duration.

Camp catering

Full catering is provided by professional chefs and kitchen staff. Three healthy and nutritious meals are provided daily, with fruit, snacks and drinks available at all times. We will provide soy milk and rice milk as well as gluten free options for intolerant children. For special





KIT LIST FOR GIRLS

Please label all clothing and personal items before coming to camp. Please bring enough clothing and underwear for the entire camp, as there is limited access to washing facilities.

Girls are advised to bring to camp:

- | | |
|--|---|
| <input type="checkbox"/> Lunch for day of departure | <input type="checkbox"/> Sunscreen |
| <input type="checkbox"/> Pyjamas (2 pairs) | <input type="checkbox"/> Insect repellent |
| <input type="checkbox"/> Jacket | <input type="checkbox"/> Towels |
| <input type="checkbox"/> Warm jumpers | <input type="checkbox"/> Sleeping bag/ blanket |
| <input type="checkbox"/> Rain Coat | <input type="checkbox"/> Pillow and pillowcase |
| <input type="checkbox"/> Appropriate underwear | <input type="checkbox"/> Sheet |
| <input type="checkbox"/> T-shirts | <input type="checkbox"/> Toiletries (including sanitary pads for grades 5 and up) |
| <input type="checkbox"/> Skirts | <input type="checkbox"/> Siddur |
| <input type="checkbox"/> Socks (Crew socks can only be worn with leggings. Sockettes not permitted.) | <input type="checkbox"/> Torch (Optional) |
| <input type="checkbox"/> Leggings | <input type="checkbox"/> Camera (Optional) |
| <input type="checkbox"/> Bathers and swim towel | <input type="checkbox"/> Torch (optional) |
| <input type="checkbox"/> Sneakers | <input type="checkbox"/> Camera (optional) |
| <input type="checkbox"/> Shabbos outfits | <input type="checkbox"/> Waterproof gloves and shoes |
| <input type="checkbox"/> Tissues | <input type="checkbox"/> Gumboots and beanie |
| <input type="checkbox"/> Tznius bathrobe or cover up for pool | <input type="checkbox"/> Waterproof pants and jacket |
| <input type="checkbox"/> SUN HAT | |

All children are required to bring suitable clothes in case of a fire evacuation.

This means closed shoes, long pants and skirts, wool jumper.

There will be skiing and snow activities during camp, if you have snow gear please send it.

There will be snow gear available for hire through Hoys at the campsite. We will be sending separate information for this.

There are a number of activities where your child is likely to get quite wet. Please ensure that they have enough changes of clothing, bearing in mind the time it takes for clothes to dry in the winter.

Only **ONE** piece of luggage is permitted per person to go under the bus and ONE small carry-on bag which has your lunch for the day of departure in it.

Please don't bring water with you as there will be plenty available at camp, and there will be no room for it on the bus. Campers are advised to bring 2 refillable water bottles.

Tznius Requirements

All girls are expected to wear skirts covering their knees, tops with sleeves covering the elbow, necklines above collarbone, and long socks at all times.

Please ensure that sleeves cover elbows at all times, including when raising one's hands & moving around.

Girls may wear crew socks with leggings only. Please note – Sockettes and ankle socks are not permitted.

Safety – All campers must wear sunhats and sunscreen for all outdoor activities.



KIT LIST FOR BOYS:

Please label all clothing and personal items before coming to camp. Please bring enough clothing and underwear for the entire camp, as there is limited access to washing facilities.

Boys are advised to bring to camp:	<input type="checkbox"/>	Sun hat
<input type="checkbox"/> Lunch for the day of departure	<input type="checkbox"/>	Sunscreen
<input type="checkbox"/> Pyjamas (2 pairs)	<input type="checkbox"/>	Insect repellent
<input type="checkbox"/> Shabbos Clothing	<input type="checkbox"/>	Towels
<input type="checkbox"/> Jacket	<input type="checkbox"/>	Sleeping bag/ blanket
<input type="checkbox"/> Pants	<input type="checkbox"/>	Pillow and pillowcase
<input type="checkbox"/> Warm jumpers	<input type="checkbox"/>	Sheet
<input type="checkbox"/> Rain Coat	<input type="checkbox"/>	Toiletries
<input type="checkbox"/> Appropriate underwear	<input type="checkbox"/>	Siddur
<input type="checkbox"/> T-Shirts	<input type="checkbox"/>	Torch (optional)
<input type="checkbox"/> Socks	<input type="checkbox"/>	Camera (optional)
<input type="checkbox"/> Sneakers	<input type="checkbox"/>	Bathers and swim towel
<input type="checkbox"/> Yarmulke	<input type="checkbox"/>	Waterproof gloves
<input type="checkbox"/> Tzitzit	<input type="checkbox"/>	Gumboots and beanie
<input type="checkbox"/> Tefillin (if over BarMitzvah)	<input type="checkbox"/>	Waterproof pants and jacket
<input type="checkbox"/> Tissues		

All boys are expected to wear a Yarmulke and Tzitzit at all times.

All children are required to bring suitable clothes in case of a fire evacuation. This means closed shoes, long pants and wool jumper.

There will be skiing and snow activities during camp, if you have snow gear please send it.

There will be snow gear available for hire through Hoys at the campsite. We will be sending separate information for this.

There are a number of activities where your child is likely to get quite wet. Please ensure that they have enough changes of clothing, bearing in mind the time it takes for clothes to dry in the winter.

Only **ONE** piece of luggage is permitted per person to go under the bus and ONE small carry-on bag which has your lunch for the day of departure in it.

Please don't bring water with you as there will be plenty available at camp, and there will be no room for it on the bus.



Our Safeguarding children policies

We are very proud that Chabad Youth has received accreditation from the Australian Childhood Foundation.

We take seriously our responsibility to deliver our services in a safe environment that is caring, nurturing and protective. At Chabad Youth we believe that the welfare of all children and young people is of paramount importance and that our organisation has an obligation to defend the child's right to care and protection. Staff and management have a responsibility to take action to protect children they suspect may be abused or neglected. We have a zero tolerance policy towards abuse or bullying of any kind.

We believe children and young people who come to programs and events at Chabad Youth should:

- Feel comfortable
- Be cared for
- Feel safe and be safe.

Everyone who works here does their best to make sure children and young people here are protected from any harm.

It is not okay for anyone to hurt a child's feelings or body.

It is important for you and your child to know that if your child ever feels unsafe or uncomfortable we will be here to listen to you both and act proactively.

If you are unhappy with the way you or your child are being treated please tell the Chabad Youth director or a head staff member.

Outlined below is a brief outline of our practice and behavior guidelines:

Our practice and behaviour guidelines address the major areas where our staff 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 safeguard your 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. 'Sexual behaviour' is 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 behavior and non-contact behaviour.

Adhering to role boundaries

Our personnel will 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, services and events.

Chabad Youth personal are not allowed to:

1. Provide unauthorized transportation, for example, lifts home, to any youth in our care unless given authorization from the coordinator or parent.
2. Must not seek contact with children or young people (or former participants) outside programs, services and events unless given authorization from the coordinator or parent.

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

Use of language

Any Language and/or tone of voice used in the presence of children and young people will provide clear direction, boost their confidence, encourage or affirm them. Language used by staff members will not be harmful to children, and staff will endeavor to avoid language that is discriminatory, racist or sexist, derogatory, intended to threaten or frighten, or language that is 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 that amongst other reasons, participants will engage positively with our programs, behave appropriately toward one another, and that they are in a safe environment and are protected from external threats, for example, supervised at all times with no access for intruders etc.

Our personnel are required to not have one-to-one unsupervised situations with children and young people to whom we provide services, and to conduct all activities and/or discussions with service recipients in view of other personnel.



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 and they have obtained prior authorisation from a supervisor or Director. Our center will make all parents or other responsible adults aware of any gift or prize 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
- Informed consent by parent(s)/carer(s)
- 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.

Physical contact with children

Chabad Youth safeguarding policy states that 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, rather than on the needs of our personnel.

Any physical handling of a child, when appropriate to the delivery of services must be with prior advice and permission from parents and a clear acknowledgment from the child prior to handling.

Under no circumstances should any of our personnel have contact with children or young people participating in our programs, services and events that would appear to a reasonable observer to have a sexual connotation or that is intended to cause pain or distress to the student. Staff is instructed to not be overly physical in any way with a child.

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

Overnight stays will 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 will be consistent with the practices and behaviour expected during delivery of our programs, services and events at other times.

When on an overnight stay, children and young people will be provided with privacy when bathing and dressing. Our staffs are instructed to observe appropriate dress standards when children and young people are present, and will not leave children under the supervision or protection of unauthorised persons such as hotel staff or friends.

Sleeping arrangements will be made to ensure that they will not 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. All children have the right contact their parents, or others, if they feel unsafe, uncomfortable or distressed during the stay.

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 will avoid one-to-one situations with a child or young person in a change room area. Chabad Youth personnel are not permitted to use the change room area while children and young people are present. Chabad Youth personnel will 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

Transporting children

Children and young people in our care will 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 will be transported only with prior authorisation from our Director and from the child's parent/guardian.

Our guidelines for parents

Your and other children and young people's participation in the program is for their enjoyment. As parents your role is to support these outcomes by:

- encouraging your child's participation in a positive and respectful manner



- advising our program coordinator of any special needs that your child may have, or develop, during the course of the program (for example, they may suffer from asthma or allergies, or have hearing difficulties), so that we can assist in their safe participation in the program, and ensure that all necessary paperwork has been filled out.
- engaging with our staff positively, not criticising staff members in the presence of your child, and reporting any concerns to our program coordinator
- ensuring that your child is picked up on time at the conclusion of a program session
- arranging with our program coordinator prior to a session if your child is to be picked up by a person unknown to the program – and completing an authorisation form
- advising our coordinator if your child is unable to attend the program, or is no longer interested in participating in the program
- reporting any concerns to our program coordinator and not directly to a staff member, other child or parent involved in the program
- not asking the staff member to provide any other support or service outside the boundaries of our mentoring program, such as asking for babysitting services or for lifts home for your child
- not engaging in behaviour that discriminates against any other person on the basis of gender, ability, race, colour, religion, language, politics or national or ethnic origin
- engaging with other participants in a positive and respectful manner and not engaging in behaviour designed to belittle, insult or intimidate others
- not engaging in, or threatening to engage in, violent or physical confrontations with any other person
- not encouraging or inciting your child to commit violent

Conclusion

We are very excited to have your child join the Chabad Youth family. We look forward to working with you to ensure your child has a happy, positive, fun and inspiring time at our camp.

acts or to breach program rules

- advising our program coordinator of any changes in contact information for use in the event of an emergency. Serious or ongoing breaches of these guidelines are not tolerated. Parents who breach our guidelines may:
 - be asked to leave the program
 - provided with advice and/or a warning to encourage positive participation
 - jeopardise their future participation in our programs, services and events.

Responding to child abuse reports and allegations

We take seriously our responsibility to deliver a safe environment that is caring, supportive and nurturing and are committed to protecting the children and young people to whom we deliver our services. Accordingly we have developed policies on how to respond to child abuse reports and allegations as a guide to all involved personnel in meeting their responsibilities in this area. Our personnel are required to identify, report and respond to any concerns about, or incidents of, child abuse or neglect towards children or young people to whom we provide services. Our personnel are required to respond to abuse or neglect perpetrated by personnel within our organisation or by other persons. In the event of a report of suspected child abuse, the Director of Chabad Youth will be notified and depending upon the nature and seriousness of the incident, the police or child protection and parents will be notified. Strict confidentiality will apply to all concerned.

As parents you also play an important role in the safety of your children and the others attending our activities. If you or your child has any concerns in relation to their safety you should contact the Director at Chabad Youth, or the police. Any such concerns will be treated with strict confidentiality.





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