

Safeguarding Children Induction and Training

Chabad Youth

Date approved	Date Last amended	Date of next review	Status
10/11/19	10 March 2020	10 March 2021	Endorsed by: Dina Kahn Approved by Moshe Kahn

1. Purpose

These induction and training requirements have been developed to ensure that staff, volunteers, contractors and consultants are provided with the information they need to undertake their duties in accordance with our organisation’s policies, guidelines and procedures, in particular that they:

- are aware of and remain alert to the risk of child abuse
- understand our commitment to preventing and responding to child abuse
- understand how they are expected to behaviour towards children and young people
- know how to identify and respond to child abuse, and
- understand their responsibility in relation to identifying and responding to child abuse.

2. Related Policies

Safeguarding Children and Young People Statement

3. Related Legislation

Our induction and training policies and procedures comply with relevant legislation.

Working with Children Check, legislated training for Mandated Reporters, Teachers, childcare workers

4. Scope

These requirements apply to all existing, new and prospective employees, volunteers, students, board members, contractors and consultants.

5. Definitions

Term	Definition

6. Responsibilities

Moshe and Dina Kahn are responsible for ensuring that our organisation’s induction and training requirements are met.

Position	Responsibility
Executive Officer / Manager	<ul style="list-style-type: none"> Implement policies 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 policies and 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 policies and procedures
Managers / Supervisors	<ul style="list-style-type: none"> Ensure policies and procedures are followed and implemented
Employees / Volunteers	<ul style="list-style-type: none"> Compliance with policy and procedure

7. Key Requirements

Induction



Except as outlined in this document all employees, volunteers, contractors and consultants will complete an induction process including:

- provision of information on the organisation's commitment to safeguarding children and related policies and procedures including our organisation's: practice and behaviour' guidelines, policy on responding to reports and allegations of child abuse, supervision requirements, policy on responding to reports and allegations of child abuse, guidelines for parents, children's rights and responsibilities' statement, 'children's behaviour' guidelines
- signing off of the SCYP Commitment Statement and
- completion of the Australian Childhood Foundation Child Protection Training (or its equivalent)

Ongoing Training and Education

Staff and volunteers will receive ongoing training and education including through the following mechanisms:

- safeguarding Children and Young People as an agenda item for every staff meeting and training and/or discussions of Safeguarding issues and scenarios in staff meetings at least 6 monthly
- periodic training and updates of relevant policies
- managers and supervisors and mandated reporters complete 'Managing Responses to child abuse' and 'Responding after a Child Abuse Incident' training.

Short Term Employees and Volunteers, Consultants and Contractors

Induction and Training requirements for short term appointees are dependent on their level of interaction with children and young people both in terms of the level of unsupervised contact they may have and the duration of contact. Refer to the *Table Of Recruitment And Induction Requirements For Short Term Appointees*.

8. Records and documentation

We maintain records of our induction and training processes including records of:

- completion of ACF training
- sign off of commitment to the Practice and Behaviour Guidelines.

9. Communication

We communicate our induction and training requirements to personnel responsible for induction and training. We communicate any significant alterations to these requirements and resources to all personnel.

10. Monitoring and Review

This document will be reviewed every 3 years, in consultation with stakeholders. Some circumstances may trigger an early review, this includes but 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 of 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.

11. Supporting Resources

New Employee Induction Checklist
Volunteer Induction Checklist
Table of recruitment & Induction requirements for short term appointees