

Code of Conduct

Chabad Youth

1. Purpose

Chabad Youth is committed to the rights of all children and young people to feel safe and be safe when participating in our organisation's activities, services and programs.

Accordingly, we wish to ensure that our personnel strive for the highest possible standards with respect to safeguarding children and young people from abuse and neglect. To that end we have developed this Code of Conduct to identify clear expectations for behaviour towards and in the presence of children and young people, and so prevent behaviour that may be harmful to the children and young people in our care.

Developed to protect children and young people engaged in our programs, this Code of Conduct has been formally approved and endorsed by our Board.

This Code of Conduct should be read in conjunction with:

- the specific requirements of your role as defined in your position description statement
- our organisation's relevant policy and procedure documents, including our:
 - Safeguarding Children and Young People Policy
 - Reporting Policy (or equivalent)
- all applicable laws, including in relation to privacy, confidentiality, information sharing and record keeping
- general community expectations in relation to appropriate behaviour between adults and children and young people.

As part of the commitment to observing the behavioural guidelines as set out in this Code of Conduct, our organisation requires all personnel to sign our organisation's Commitment to Safeguarding Children and Young People Form, acknowledging that they have read and are committed to;

- adhering to Chabad Youth's safeguarding children and young people policies, procedures and practices
- reporting any criminal conviction or charge subsequent to their employment that may present a potential risk to children and young people.

2. Scope

The Code of Conduct applies to all personnel, including; employees, casual staff, Board and committee members, volunteers and contractors involved with Chabad Youth.

This policy applies in all our operational environments and without fail wherever children and young people are participating in our organisation's activities, programs, services and / or facilities both during and outside normal working hours.

3. Responsibilities

Safeguarding children and young people is a shared responsibility within our organisation. The responsibility of each role in relation to the development and compliance of this **Code of Conduct** is detailed in section 10 of this policy.

We expect all within our organisation, regardless of their role or level of responsibility, to act to safeguard children and young people from such harm by adopting the appropriate safeguarding behaviours set within this policy.

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.

There may be exceptional situations where this policy does not apply, for example, in an emergency. However, it is crucial that, where possible, you seek management authorisation prior to taking action that contravenes these behavioural expectations or that you advise management as soon possible after any incident in which this policy may be breached.

4. Key Requirements

Our Code of Conduct addresses the major areas where you interact with the children and young people who participate in our organisation's activities, programs, services and / or facilities. We have developed this policy to help you to safeguard those children and young people from abuse and neglect.

4.1 Sexual misconduct

Under no circumstances is any form of sexual behaviour to occur between, with, or in the presence of children or young people participating in any of our activities, programs, services and / or facilities. Engaging in sexual behaviour with children and young people participating (or former clients/members) in our organisation 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.

4.2 Physical contact

Any physical contact with children and young people must be appropriate to the delivery of our activities, programs and services such as when fitting sporting equipment and based on the needs of the child or young person such as to assist or comfort a distressed child 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 activities, programs and services that:

- Involves touching
 - of genitals,
 - of buttocks,
 - of the breast area (female children and young people). 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 child or young person – 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, in 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
 - Such incidents 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.

4.3 Adhering to professional 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 position description) when helping to deliver our programs and services.

Personnel

- must not provide unauthorised transportation to children and young people engaged in our organisation.
- must not engage in activities with children or young people who are engaged in our organisation outside authorised.
- must not provide any form of support to a child or young person or their family, unrelated to our program/service.
- must not seek contact (in an online or physical environment) with children or young people (or to former participants) outside our program/service.
- must not accept an invitation to attend any private social function at the request of a child or young person who is participating, or has participated, in our program/service– or at the request of their family. Social is defined as a get-together, meeting, party or gathering that is non-work related, this can be in the physical or online environment.
- must not develop any special relationships with children and young people that could be seen as favouritism, for example, such as the offering of gifts or special treatment for specific children or young people.
- must not engage in open discussions of a mature or adult nature in the presence of children and young people.

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; seek advice from management, refer the matter or child or young person to an appropriate support agency, or contact the child or young person's parent/care giver.

4.4 Supervision

Personnel are responsible for actively supervising the children and young people which our organisation provides, to ensure all children and young people:

- engage positively with our programs.
- behave appropriately toward one another.
- are in a safe environment and are protected from external threats.

One-to-one supervision

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Our personnel are required to avoid one-to-one unsupervised situations (including unsupervised online activities, such as one-to-one online tutorials or meetings) with children and young people to whom we provide services, and (wherever possible) are to conduct all activities and/or discussions with children and young people in view of other personnel.

In deciding on the nature and extent of supervision required, regard needs to be given to:

- age, level of maturity, ability, number, nature and characteristics of the children and young people,
- the nature and timing of the activity, and
- the physical and online environment.

4.5 Transport

Children and young people are to be transported only in circumstances that are directly related to the delivery of our program.

Children and young people are to be transported only with prior authorisation from our Educator in Charge, and from the child/young person's parent/care giver. 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.

4.6 Positive guidance

We strive to ensure that children and young people participating in our activities, programs, services and / or facilities are aware of the acceptable limits of their behaviour so that we can provide a positive experience for all participants. Children and young people are encouraged to feel safe and be safe and have positive relationships and friendships with their peers.

Children and young people are informed of their rights and are encouraged to have their say and participate in all relevant organisational activities and decisions, particularly in relation to matters affecting them. Children and young people are given information about the behaviour our organisation expects from them, the behaviour they can expect from our personnel, their right to safe participation in activities and access to information about child abuse prevention programs.

However, there are times when personnel may be required to use appropriate techniques and behaviour management strategies to ensure:

- an effective and positive environment

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- the safety and/or wellbeing of children, young people or personnel participating in our activities, programs, services and / or facilities.

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 misbehaviour 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.

4.7 Promoting equity and diversity

Personnel must ensure that their approach and interactions with children and young people are sensitive, respectful and inclusive of all backgrounds and abilities. Our personnel must actively anticipate children and young people's diverse circumstances and respond effectively to those with additional vulnerabilities.

Where our organisation has involvement with children and young people who are Aboriginal or Torres Strait Islander, from culturally and/or linguistically diverse backgrounds, have a disability, LGBTIQ+ and those who are unable to live at home, our personnel will promote their safety (including cultural safety), participation and empowerment.

Our organisational culture is inclusive and respectful of the different ways that families are formed and structured. Our personnel are to respect decisions that people make about their gender identity and consult and support children and young people to feel, and to be, safe.

4.8 Discrimination

We expect personnel to treat all children and young people fairly, equally and with dignity. Our organisation abides by the *United Nations Convention on the Rights of a Child*. All actions and behaviours from our personnel must be non-discriminatory and always in the best interests of the child or young person.

Everyone has the right to feel safe and be free from discrimination. No one within our organisation will be discriminated based on age, gender, race, colour, language, disability, religion, political or other opinion, sexual orientation, national or social origin or their ability to live at home.

Our organisation does not tolerate discriminatory behaviours, and prejudiced attitudes will be challenged. Our Personnel must have working knowledge of our complaints handling processes

to provide support and access to information should any child, young person or family in our service require it.

4.9 Language and tone of voice

Language and 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 and young people – in this 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.

4.10 Electronic and online communication

Where online and electronic communication is approved and necessary between our personnel and the children and young people to whom we provide services, all online and electronic communications sent to a child or young person should be copied to their parent/care giver.

Where a parent/care giver is not included in the communication, personnel must only do so with the consent of the child/young person's parent/care giver. With this consent, personnel may communicate digitally with children and young people using Chabad Youth equipment or, where necessary or appropriate, personal devices (e.g. cameras or mobile phones), for the purpose of organisation related activities. In doing so, personnel must comply with Chabad Youth Safeguarding Children and Young People Policy, and must ensure that:

- At least two personnel are present and involved in any digital communication, and any child/young person-initiated private or direct communications must be reported immediately;
- The content of communication is relevant to the organisation's activity and does not contain any inappropriate or offensive comments or images. In particular, do not communicate anything that a reasonable observer could view as being of a sexual nature;
- A plan for moderating and removing any inappropriate or offensive content has been developed and documented;
- All users are educated that what they share is on a public platform and can be seen and screenshotted by people unknown to them. All users are educated in identifying and reporting harmful or inappropriate content.
- No unnecessary identifying details about or images of individuals are shared;
- Only engage through organisational or approved accounts, not personal or unapproved ones;

- Any usage is within the restrictions and rules imposed by the application itself (such as age limitations).

All our personnel are required to follow our Online communication Policy, Social Media Policy and Technology Usage Policy.

All our personnel, and the children and young people to whom we deliver our programs are required to follow our Online communication Policy, Social Media Policy and Technology Usage Policy in relation to browsing websites on our organisation's computers.

Our personnel are required to ensure appropriate monitoring of children and young people when they use our organisation's online and electronic communication equipment to prevent exposure to pornographic material and to ensure that they do not inadvertently place themselves at risk of abuse or exploitation via social networking sites, gaming sites or through web searches, or inappropriate email communication.

Children and young people to whom we deliver service are to be photographed (or filmed) while involved in our Chabad Youth programs only if:

- our Program coordinators: has granted prior and specific approval
- permission has been sought from the child / young person and their parent/care giver prior to being photographed or filmed
- the context is directly related to participation in our Chabad Youth events.
- the child is appropriately dressed and posed
- the image is taken using official Chabad Youth equipment. Personal equipment is not to be used when photographing or filming children and young people in our service
- 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/care giver 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.
- Images (digital or hard copy) are to be destroyed or deleted as soon as they are no longer required.
- Images are not to be exhibited on our website without parent/care giver knowledge and approval, or such images must be presented in a manner that de-identifies the child or young person. Any caption or accompanying text may need to be checked so that it does not identify a child or young person if such identification is potentially detrimental.

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4.12 Overnight stays and sleeping arrangements

Overnight stays are to occur only with the authorisation of our program coordinators, and of the parents/care givers of the children or young people involved.

Factors to consider, prior to departure for individual participation in overnight stays include:

- the length of time away from home is appropriate to the age, developmental stage and education level of the attending participants
- participants feel comfortable and the stay is in their best interest
- participants behavioural issues, medical conditions, cultural and language barriers, separation issues or a history of abuse that may impinge on their ability to cope or speak out if they are feeling unsafe or uncomfortable.

Conduct by our personnel during an overnight stay must be consistent with the practices and behaviours expected during delivery of our activities, services and programs and use of our facilities 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
- 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 and young people 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 and young people 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.

4.13 Bathroom / change room arrangements

Personnel are required to supervise children and young people in bathrooms and / or 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 bathroom and / or change room area
- personnel are not permitted to use the change room area to, for example, undress, while children and young people are present.

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- personnel need to ensure adequate supervision in public bathrooms /change rooms when they are used
- 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 or young person's privacy
- when monitoring bathroom and / or change room area, personnel are to knock loudly / identify themselves prior to entering the area and where possible take another supervising adult
- female personnel are not to enter male bathrooms / change room and male personnel are not to enter female bathrooms / change rooms
- personnel are to use bathrooms and change rooms specific to their identified gender.

4.14 Gift Giving

Program coordinators are to authorise any gifts to children or young people involved in our Chabad Youth programs, or to their families, including rewards, prizes, treats, or second-hand equipment.

The practice of personnel giving gifts to children and young people participating in our service is strongly discouraged and should not be common or frequent in occurrence.

Personnel are not to give gifts of a personal nature that encourages children and young people to think they have an individual and special relationship.

The singling out of an individual child or young person within our organisation to give a gift to, is not permitted.

4.15 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, possess or be under the influence of alcohol
- supply or purchase alcohol or drugs (including tobacco and tobacco related products) or restricted substances to children or young person within our organisation.
- be incapacitated by any other legal drug such as prescription or over-the-counter drugs

Use of legal drugs other than alcohol is permitted, provided such use does not interfere with your ability to care for children and young people involved in our service.

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All personnel are expected to make a report immediately to Moshe Kahn (i.e., before the end of the persons session of work) if:

- they become aware of any allegations of child abuse
- they have a concern for the safety of a child or young person in our services
- they notice any member of personnel whose practice or behaviour is contrary to the expectations of behaviour set out in this Code of Conduct.

Personnel are to refer to the Reporting Policy for detailed guidance when making a report.

4.17 Dress Code

Personnel should not wear clothes that are 'revealing or suggestive', such as those exposing bare midribs, strapless tops/dresses, mini-skirts, or clothes that may be considered as inappropriate and/or offensive.

5. Communication and Training

We communicate these practice and behavioural requirements to children, young people and their families and our personnel.

Our organisation ensures all new personnel are informed and supported to understand our organisations safeguarding children and young people policies and procedures, paying particular attention to the practices detailed in this [Code of Conduct](#).

Copies of this [Code of Conduct](#) and our organisation's [Safeguarding Children and Young People Policy](#) and [Reporting Policy](#) are provided directly to personnel, they are also publicly accessible and available in child-friendly versions.

Our organisation provides training and guidance relating to an individual's safeguarding responsibilities and offers opportunities to seek clarity in relation to the commitments and behavioural expectations set out in our safeguarding policies.

We provide regular ongoing training of our personnel in relation to how keeping children and young people safe will be fulfilled. Including training regarding children and young people's rights, voices and participation, cultural safety and humility.



6. 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.

We involve our personnel in reviews of our practice and behavioural requirements and when there are any updates or changes to this Policy, they will be communicated to all personnel and stakeholders.

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

Records and Documentation

We retain records that document each review undertaken. Records may include minutes of meetings and documentation of changes to policies and procedures that result from a review.

7. Supporting Resources

- Appendix 1 Definitions
- Code of Conduct for Children and Young People
- Safeguarding Children and Young People Information for Parents/Care Givers
- Code of Conduct for Parents / Care Givers
- Safeguarding Children and Young People Commitment Statement
- Incident Report Form (or equivalent)

8. Related Policies and Documents

The following Chabad Youth policies and supporting documents must be considered in relation to this document:

- Reporting Policy
- Incident Management Policy
- Performance Management and Appraisal
- Social Media Policy
- Excursions Policy

9. Related Frameworks and Legislation

Our guidelines comply with relevant legislation.

In upholding this policy, the following legislation and frameworks must be considered by all Chabad Youth personnel:

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- United Nations Convention on the Rights of the Child
- Child Safe Standards recommended by the Royal Commission into Institutional Responses to Child Sexual Abuse
- National Framework for Protecting Australia's Children 2009-2020
- Australian Human Rights Commission National Principles for Child Safe Organisations
- Refer to the Legislation Appendices for further guidance.

10. Roles and Responsibilities

The responsibilities of each role in relation to the development and compliance of Chabad Youth Code of Conduct are detailed below:

Position	Responsibility
Board	<ul style="list-style-type: none"> • Support policy review on a 3 year cycle as a minimum or at a time governed by legislation, regulations, or organisational learnings that promote a change to this Code of Conduct.
Educator in Charge	<ul style="list-style-type: none"> • Ensure all personnel have access to and understand their obligations in accordance with this Code of Conduct. • Ensure this Code of Conduct is implemented and adhered to amongst personnel. • Ensure the development and implementation of required supporting procedures and guidelines are in place to support the implementation of this Code of Conduct.
Employees / Volunteers / Contractors	<ul style="list-style-type: none"> • Understand and fully comply with this Code of Conduct. • To undertake any training anticipated in relation to this Code of Conduct. • To seek guidance from a supervisor or manager if there is ever any lack of understanding in relation to the commitments and expectations as set out in this Code of Conduct. • To support a culture of openness, continued improvement and accountability to children and young people by engaging in regular review and discussion of this Code of Conduct and providing feedback to support improvement.

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Appendix 1- Definitions

Term	Definition
Child or young person	A person under the age of eighteen years.
Personnel	All who work for the organisation whether in a paid or unpaid capacity, including; employees, casual employees, volunteers, Board and committee members and contractors.
Online and electronic communications	Anywhere online that allows digital communication, such as: social networks, text messages and messaging apps, email and private messaging, online chats, comments on live streaming sites and voice chat in games.
LGBTQI+	Lesbian, gay, bisexual, transgender, queer and intersex as outlined in Rainbow Tick National Accreditation program for LGBTI inclusive practice throughout Australia. https://www.qjp.com.au/standards/rainbow-tick-standards/
United Nations Convention on the Rights of the Child	Is an international agreement setting out the civil, political, economic, social and cultural rights of every child, regardless of their race, religion or abilities. https://www.ohchr.org/en/professionalinterest/pages/crc.aspx

Reference	Date approved	Date last amended	Date of next review	Status
	16/10/21	01/8/22	01/8/23	Endorsed by:Dina Kahn Approved by:Moshe Kahn Yossi Gestetner

Approval and Endorsement from the Director and CIVL Board

This policy has the approval and endorsement of the Chabad Youth Director Moshe Kahn, Yossi Gestetner of the CIVL board, 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

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children and young people to whom we provide services or who participate in our programs.

A handwritten signature in blue ink, appearing to read "M. Kahn".

Moshe Kahn

Director
Chabad Youth

A handwritten signature in black ink, appearing to read "Yossi Gestetner".

Yossi Gestetner

CIVL Board

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