

Suppliers, Contractors and Partners Procedure

1. Purpose

Chabad Youth is committed to ensuring that all activities and infrastructure at or on any of its sites are fully compliant with any relevant laws, statutes and standards. In recognition of this, the policy and procedures detail the requirements of any Supplier, Contractors and Partners (including any organisation defined as *a supplier, contractor, sub-contractor, partner, consultant and/or third party* when they engage with *Chabad Youth* to deliver products and/or services.

Chabad Youth has zero-tolerance towards abuse and neglect of children and young people. Therefore, the purpose of this policy is to outline the responsibilities, procedures and practices required by all personnel, including any Supplier, Contractor and/or Partner working within *Chabad Youth* in relation to keeping children and young people free from abuse and neglect.

2. Scope

The *Suppliers Contractors and Partners Procedure* applies to any *supplier, contractor, sub-contractor, partner, consultant and/or third party* working for *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.

3. Roles and Responsibilities

Supplier, Contractor and/or Partner Procedure

Chabad Youth has systems in place to ensure that all services – including those delivered by external organisations – are effectively monitored and evaluated and that any individual engaged in these services comply with the relevant organisational and legislative requirements.

Suppliers, Contractors and/or Partners (or any individual engaging on behalf of the external organisation) are required to read and comply any contracts (including partnership agreements and Memorandums of Understanding). These contracts must be approved by *Chabad Youth*.

The contracts may be adapted to the nature of the relationship between with *Chabad Youth* and any external organisations, but at a minimum, clauses should include:

- It is the Supplier's, Contractor's and/or Partner's responsibility to ensure that their employees and any sub-contractors engaged by them to undertake work with *Chabad Youth* comply with current legislative requirements and *Chabad Youth* policies and procedures where applicable.
- Suppliers, Contractors and/or Partners are responsible for informing their sub-contractors and employees about *Chabad Youth's* requirements. This includes requiring their employees to sign *Chabad Youth's* Commitment to Safeguarding Children and Young People.

- Any Supplier, Contractor and/or Partner or their employees who fails to comply at any time with *Chabad Youth's* associated policies and procedures may face financial penalty of/or termination of the contract. Legal action will be taken wherever necessary.

Safeguarding Children and Young People

Safeguarding children and young people is a shared responsibility within our organisation, including those engaging on behalf of Suppliers, Contractors and/or Partners.

Any contracts (including Partnership Agreements and Memorandums of Understanding) should address the following safeguarding children and young people obligations, where applicable:

It is the responsibility of all at *Chabad Youth*, from Executive to employees, volunteers and contractors to:

- protect children and young people from all forms of abuse and neglect by our people;
- be alert to incidents of child abuse and neglect occurring outside the scope of our operations and services that may have an impact on the children and young people to whom we provide a service; and
- create and maintain a child safe culture that is understood, endorsed and put into action by all the individuals who work for, volunteer, support or access our programs and services.

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 appropriate safeguarding practice and behaviour set within our policy and procedural guidelines, when carrying out their roles, and
- reporting any abuse and neglect of which they become aware to our management and/or to external authorities responsible for child protection or to police, regardless of whether that abuse is being perpetrated by personnel within our organisation, or by those outside our organisation including those from the child's family, extended family, their family's extended network or strangers.

We expect all within our organisation, including Suppliers, Contractors and/or Partners, to promote equity and respect diversity by:

- actively anticipating children and young people's diverse circumstances and responding effectively to those with additional vulnerabilities
- informing children and young people of their rights and giving all children and young people access to information, support and complaints processes
- respecting the rights of children and young people to participate in decision making, paying appropriate attention to the needs of the following groups:
 - Aboriginal and Torres Strait Islanders
 - Children and young people with a disability
 - Children and young people from culturally and linguistically diverse backgrounds
 - LGBTQI+ (Lesbian, gay, bisexual, transgender, queer and intersex)
 - Children and young people who are unable to live at home.

Communication with Third Party Contractors

All third-party contractors will receive an email informing them of our strong adherence to the Child Safe Standards. The Chabad Youth Safeguarding Children Code of Conduct Policy and Commitment to Chabad Youth's Safeguarding Children Code of Conduct Policy will be attached to the email.

They will be asked to

- Read the Chabad Youth Safeguarding Children Code of Conduct Policy
- To sign and return the Commitment to Chabad Youth's Safeguarding Children Code of Conduct Policy
- To sign in at the Chabad Youth front reception upon arrival and wear a visitor tag while at our centre.
- To only use only the staff toilet, located on the basement level of the building.

Please note:

- All third-party contractors must provide their public liability insurance before being hired by Chabad Youth.
- They must also provide their risk assessment for perusal.

4. Monitoring and review

This document will be reviewed by our *Chabad Youth Directors* at least every *3 years*, after consultation. 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*.

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.

5. Supporting Resources

- Safeguarding Children and Young People Policy for Children and Young People
- Safeguarding Children and Young People Information for Parents and Care Givers
- Safeguarding Children and Young People Commitment Statement

- Safeguarding and Children and Young People Governance Structure

6. Related Policies and Documents

The following *Chabad Youth* policies must be considered in relation to this document:

- Code of Conduct
- Reporting Policy
- Recruitment Policy

Reference	Date approved	Date last amended	Date of next review	Status
	16/10/21	23/10/25	23/12/26	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 children and young people to whom we provide services or who participate in our programs.



Moshe Kahn

Director



Chabad Youth

A handwritten signature in black ink, appearing to read "Yossi Gestetner", written over a horizontal line.

Yossi Gestetner

CIVL Board

