



Child Safe Policy of the Jewish Community Council of Victoria

November 2016

1. Statement of commitment to child safety

The President, Executive and professional leadership of the Jewish Community Council of Victoria (JCCV) affirm that the JCCV:

- has ZERO tolerance to any child abuse or any form of child sexual abuse;
- is committed to placing the safety, health and wellbeing of children as paramount;
- is committed to working for the best interests of children and their safety; and
- seeks to listen to and empower children.

We are committed to the protection and safety of all children that attend JCCV events, JCCV premises or participate in an JCCV programs. All children and young people have the right to feel and be safe and comfortable in all JCCV environments.

This policy encompasses all JCCV Executive members, JCCV professional staff, volunteers, committee/working group/reference members and any children who might be involved in the JCCV or any of our activities or programs.

We encourage all children to have a say about any matters that are important to them, and we will listen to their suggestions or concerns.

2. Valuing diversity

JCCV values diversity and does not tolerate any discriminatory practice, hence we:

- promote the cultural safety, participation and empowerment of ALL children and their families
- welcome children with a disability and their families and actively seek to promote social inclusion for all with a disability

3. Recruitment and selection of staff and volunteers

JCCV applies best practice standards in the recruitment and selection of staff and volunteers:

- All candidates for selection must be interviewed and referee checks conducted.

- All candidates who will be working with children will be asked interview and have referee checking questions targeted around child safety
- All staff and volunteers working directly with children require police checks and Working with Children Checks.
- JCCV's commitment to Child Safety will be mentioned in all job advertisements

4. Reporting a child safety complaint or concern

All Child Safety complaints from staff, volunteers, parents or children must be reported to the Executive Director of the JCCV or the President of the JCCV. Staff and volunteers must be aware of the mandatory reporting requirements of the Government's Reportable Conduct Scheme.

In cases of child disclosure, the child should be told it is not their fault and that reporting the incident was the right thing to do. The child should be praised for helping the JCCV become a safer space for children. They should be advised that we will act on the information provided and will let other people know.

Any concerns or complaints must be reported and documented. Disclosures by children must be recorded using the child's words.

The children's parents must be contacted and informed, unless the disclosure relates to abuse within the child's family. The child and their family must be offered appropriate support for the child, such as counselling.

The child and their family will be advised of the steps being undertaken by the JCCV, including the investigation and any resulting action, including changes to policy and procedures.

Under the State Government's mandatory Reportable Conduct Scheme, allegations against workers or volunteers of child abuse and misconduct, such as grooming or sexting, involving children must be reported to the Commission for Children and Young People.

Any allegations of criminal conduct MUST and WILL be reported to Victoria Police as the first priority.

Under new legislation, any adult who forms a reasonable belief that a sexual offense has been committed by an adult against a child under 16 years of age, has an obligation to report the information to police, unless they have a reasonable excuse for not disclosing or exemptions apply. Failure to disclose is a criminal offense.

5. Risk management

The JCCV recognises the importance of a risk management approach to minimising the potential for child abuse or harm to occur, and we use this to inform our policy, procedures

and activity planning. In addition to general occupational health and safety risks, we proactively manage risks of abuse to our children.

6. Review of this policy

This JCCV's Child Safety Policy will be reviewed every two years and we undertake to seek views, comments and suggestions from children, parents, affiliates, staff, committee members and volunteers.

7. Code of Conduct

This Code of Conduct outlines the appropriate standards of behaviour by adults towards children in any JCCV context.

The aim is to place the safety and protection of children above all other interests, to reduce the risk of harm to children, to provide support to staff and volunteers by providing guidance on how to effectively support children, and to manage difficult situations.

All staff, volunteers, committee members and Executive members are required to comply. Non-compliance is not acceptable.

All staff, volunteers, committee members and Executive members are responsible for promoting the wellbeing of children and young people by:

- Adhering to the policies of the JCCV and most importantly the JCCV Child Safe Policy
- Taking all reasonable steps to protect children from abuse
- Treating everyone with respect, including listening to and valuing their ideas and opinions
- Treating any reports of historical abuse with respect and dignity, offering appropriate services and reporting to the appropriate authorities – if criminal: Victoria Police
- Welcoming and being inclusive of all children and their families
- Respecting all cultural, religious and political differences and acting in a culturally sensitive way – but the safety of children will always be paramount
- Modelling appropriate adult behaviour
- Listening to children and responding to them appropriately
- Not tolerating pornography or inappropriate images at work or on work computers
- Not tolerating any inappropriate or unnecessary touching of children
- Working with children in an open and transparent way – other adults in the organisation should always know about any work you are doing with children
- Respecting the privacy of children and their families, only disclosing information to people who have a need to know
- Not disclosing confidential information inappropriately for other than the need of the JCCV or the persons involved
- Ensuring as far as practical that adults are never left alone with a child

- Complying with all legislative requirements
- Maintain a smoke-free work place
- Must comply with the policies of schools or youth groups when presenting to their students or members, or simply on-site at their venues

JCCV staff and volunteers must NOT:

- Seek to use children in any way to meet the needs of adults
- Ignore or disregard any concerns, suspicions or disclosures of child abuse
- Put children at risk of abuse
- Engage in open discussions of a mature or adult nature in the presence of children
- Use prejudice, oppressive behaviour or oppressive language with children
- Bully children, adults, staff, volunteers or anyone
- Engage in rough physical games
- Discriminate on the basis of age, gender, sexual orientation, race, religion, culture or vulnerability
- Initiate unnecessary physical contact with children
- Use inappropriate language, gestures or images in the presence of children
- Make any racist or religiously intolerant remarks in the presence of children
- Do things of a personal nature that children can do for themselves, such as toileting or changing clothes
- Develop 'special' relationships with specific children and show favouritism through the provision of gifts or inappropriate attention – any perceived 'grooming' will be considered and acted upon very seriously
- Exchange personal contact details such as phone number, social networking site or email addresses with children
- Have unauthorised contact with children and young people online or by phone

By observing these standards, you acknowledge your responsibility to immediately report any breach of this code of conduct to the JCCV Executive Director or JCCV President.

To be signed by staff member/volunteer _____

And signed by the supervisor/manager _____

Further information:

If in doubt, further information on Child Safety can be obtained from the Commission for Children and Young People at <http://www.cryp.vic.gov.au/child-safe-standards.htm> or call 03 8601 5182.

If you believe a child is at immediate risk of abuse phone 000