



Beit Or v'Shalom Incorporated

Child Protection Policy

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Child Protection Policy

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1 Introduction

Beit Or v'Shalom Incorporated (the congregation) was founded in 2017. The congregation is a member of the Union for Progressive Judaism (UPJ) and has established a lasting presence in the Queensland Jewish community.

Beit Or v'Shalom Incorporated is dedicated to providing access to Progressive Jewish services, education and activities for all those who seek them. Our Cheder and other activities are open to all Jews, those seeking to become Jewish, and others who identify with or have a strong connection to Progressive Judaism.

Against this backdrop Beit Or v'Shalom Incorporated has developed this Policy to ensure the safety and protection of children in our care. Our approach is broadly consistent with the requirements of the *Child Protection Act 1999 (Qld)*, the *Working with Children (Risk Management and Screening) Act 2000 (Qld)* and other applicable Queensland legislation and regulations (see Section 3 below). We have also drawn on policies and procedures formulated by other organisations, notably:

- Temple Beth Israel's *Safeguarding Our Children Policy*, dated 9 July 2015. We express our grateful appreciation to Temple Beth Israel for their kind permission to adopt verbatim large portions of their well-researched and thoughtful policy;
- Uniting Care Queensland's *Child Safety Risk Management Framework 2015*. We offer our thanks to Uniting Care Queensland for this comprehensive framework, which has been of great assistance in developing this policy.

2 Beit Or v'Shalom Incorporated purpose, vision and values

Beit Or v'Shalom Incorporated was established in 2017 to provide a welcoming, friendly environment where Jews can worship, learn and grow, and where everyone can contribute to the Jewish and broader community of Brisbane.

We accomplish this by providing, in a Progressive Jewish framework, for the religious, cultural, educational and social needs of Jews in Brisbane through services, learning programs and social activities that celebrate the principles of Torah, Talmud and Progressive Judaism.

Beit Or v'Shalom Incorporated Vision is "A vibrant and enduring focus for Progressive Jewish life and thought in Brisbane", and our Values are:

- **Respect** – everyone is welcome and all views are listened to
- **Learning** – we treasure learning as the core of Jewish life and our hopes for the future
- **Inclusiveness** – there is a place here within a Progressive Jewish framework for all Jews, and all those who are studying to become Jews
- **Openness** – our decision-making processes are clear, transparent and fair
- **Family** – we value every member as part of our Progressive Jewish family, whatever their own family circumstances.

3 Risk Assessment Approach

Beit Or v'Shalom Incorporated wants to ensure children are safe and protected whilst engaging in Beit Or v'Shalom Inc. services, festivals, community activities and Cheder classes. However, it is also important that we provide an environment for children to engage with each other, our teachers and other members of the community naturally and supportively. Children have natural tendencies to be trusting and affectionate and we wish to honour and respect their natural behaviour. We achieve a balance between child safety and natural behaviour by carefully considering the risks of activities and programs and tailoring our approach accordingly. This risk assessment approach sits within a strong legislative and policy framework. It is supported by a range of procedures and guidelines which clearly outline what is required, by whom and when.

4 Legislative and Policy Framework

The following Queensland legislation is relevant to this Policy:

Child Protection Act 1999 (Qld)
Working with Children (Risk Management and Screening) Act 2000 (Qld)
Working with Children (Risk Management and Screening) Regulation 2011 (Qld)
Criminal Code 1899 (Qld)
Public Health Act 2005 (Qld)
Commission for Children and Young People and Child Guardian Act 2000 (Qld)
Public Guardian Act 2014 (Qld)
Education and Training Legislation Amendment Act 2011 (Qld)
Education (General Provisions) Act 2006 (Qld)
Education (General Provisions) Regulation 2006 (Qld)
Education (Queensland College of Teachers) Act 2005 (Qld)

The above list is not exhaustive and other legislation and regulations may be relevant from time to time.

Note that the Queensland legislation and regulations in respect of child protection differ from that of other Australian states and some of those differences are significant.

Key definitions of *child*, *child in need of protection*, *harm* and *parent* from the *Child Protection Act* 1999 (Qld) are attached at **Appendix 1**.

The Department of Communities, Child Safety and Disability Services has issued the Queensland Child Protection Guide, which assists organisations and individuals in determining the appropriate course of action in cases of suspected abuse or neglect. The Guide is available on the DCCSDS website as follows:

<https://www.communities.qld.gov.au/childsafety/partners/our-government-partners/queensland-child-protection-guide>

5 Statement of Commitment

Beit Or v'Shalom Incorporated is committed to the wellbeing of all children attending services, festivals, community activities and Cheder classes and to protecting them from harm. The Jewish value of *pikuach nefesh*, whoever saves a life, it is as if they have saved the entire world (Sanhedrin 37a) demands we protect and safeguard our children.

Whilst this Policy refers to children, the guidelines equally apply to all vulnerable persons. Beit Or v'Shalom Incorporated takes seriously its responsibility to create a safe and caring environment for everyone.

6 Duty of Care

The Beit Or v'Shalom Incorporated community has a duty of care to protect the safety, health and wellbeing of children in its care. All those who work with or come into contact with children at any Beit Or v'Shalom Incorporated activities must ensure that their behaviour towards and relationships with children reflect proper standards of care for children and must not cause harm to children.

Members of the Beit Or v'Shalom Incorporated community must not intentionally fail to protect a child from significant harm arising out of a physical injury or sexual abuse which may harm the child's physical development or health. It is a criminal offence for any person who owes a child a duty of care to fail to comply with this obligation.

If any member of the Beit Or v'Shalom Incorporated community has any concerns regarding the health, safety or wellbeing of a child, they must take immediate action in accordance with this Policy.

Members of the Beit Or v'Shalom Incorporated Board of Management (the Board) must act in accordance with this Policy.

7 Purpose and Scope of the Child Protection Policy

The purpose of the Child Protection Policy (the Policy) is to ensure that children are kept safe and free from harm whilst engaging in any activities with Beit Or v'Shalom Incorporated. The Policy puts in writing our commitment to creating an environment that is caring and safe, primarily because we recognise that such an environment is essential for educating, empowering and impassioning Jewish children.

Beit Or v'Shalom Incorporated has zero tolerance for any breach of the Policy or any inappropriate conduct relating to the care and safety of our children. This is a collective responsibility of our community. As such the Policy applies without exception to:

- Religious staff, whether paid or unpaid (rabbis, cantors, lay leaders etc including visiting clergy)



- All members of the Beit Or v'Shalom Incorporated Board and committees
- Other staff
- Teachers, tutors and junior madrichim
- Congregation members and volunteers
- Members of choirs and music/instrumental ensembles
- Netzer (which is also governed by the Australasian Zionist Youth Council Child Protection Policy) and all other Youth Groups
- Guests and visitors.

Disciplinary measures may be imposed on any person for a breach or failure to act in accordance with the Policy, including, but not limited to:

- reporting to the Queensland Police and/or child protection agencies
- summary dismissal, suspension or termination of membership or employment
- requiring a verbal and/or written apology
- requiring counselling to address behaviour
- withdrawal of any awards and recognitions
- exclusion from services and activities
- any other form of discipline that Beit Or v'Shalom Incorporated considers reasonable and appropriate.

The Policy does not form part of any contract of employment (whether formal or informal) with Beit Or v'Shalom Incorporated. Where it places an obligation upon an employee, the employee must comply with those obligations as directed by Beit Or v'Shalom Incorporated. Beit Or v'Shalom Incorporated reserves the right to modify, alter or depart from the Policy in whole or in part as it sees fit, without notice.

If you have any concerns about your legal status in regards to volunteering at Beit Or v'Shalom Incorporated, please discuss them with a member of the Board.

8 Definitions of Abuse and Neglect

Every child is entitled to feel safe and to be safe from abuse and neglect and be protected from the risk of harm. Beit Or v'Shalom Incorporated is committed to safeguarding children in our care from abuse and neglect and protecting them from harm.

Abuse and neglect may be intentional and/or unintentional and includes, but is not limited to, emotional, verbal, intellectual, sexual, psychological or physical abuse and exposure to domestic violence.

8.1 Child abuse

Child abuse refers to any act which endangers a child's physical or emotional health or development. It can be a single act but usually takes place over time.

8.2 Sexual abuse

Sexual abuse is any act in which a person with power or authority over a child involves the child in sexual activity. An abuser can be an adult (including a parent or caregiver),

adolescent or older child. Sexual abuse can cause physical and emotional harm to a child.

Sexual abuse can be physical, verbal or emotional and can include but is not limited to the following:

Non-contact behaviour

- talking in a sexually explicit way that is not age or developmentally appropriate (orally or in writing, including by telephone, text message, on social media or by email)
- voyeurism including commenting on physical attractiveness
- showing pornographic films, magazines, internet sites or photographs to a child
- nudity by an abuser exposing parts of their body or the child's body
- persistently intruding on a child's privacy
- having a child pose or perform in a sexual manner
- forcing a child to watch a sexual act

Contact behaviour

- inappropriate kissing or holding a child in a sexual manner
- fondling of the child's genitals or breasts
- masturbation, oral sex, vaginal or anal penetration by a penis, finger or other object
- having sexual relations with a child
- exploiting a child through prostitution
- rape
- incest

8.3 Physical abuse

Physical abuse occurs when a child suffers or is likely to suffer significant harm from an injury. The injury may be inflicted intentionally or may be the inadvertent consequences of physical punishment or physically aggressive treatment of a child.

Physically abusive behaviour includes but is not limited to shoving, hitting, slapping, shaking, throwing, punching, biting, burning and kicking. The injury may take the form of bruises, cuts, burns or fractures.

8.4 Emotional or Psychological Abuse

Emotional or psychological abuse occurs when a child is bullied, rejected, threatened, humiliated, terrorised, belittled or subjected to name calling, putdowns or coldness in manner (or other similar behaviour), and that behaviour results in significant damage to the child's physical, intellectual or emotional wellbeing and development. Often there is a pattern of emotional or psychological abuse rather than a single incident.

Witnessing family violence is a specific form of emotional or psychological abuse. Family violence is defined as violence between family members or extended family or those filling the role of family in a child's life. Exposure to family violence places children at increased risk of physical injury and harm and has a significant impact on their wellbeing and development.

8.5 Neglect

Neglect is the failure to provide a child with the basic necessities of life such as food, clothing, shelter, medical attention or supervision to the extent that the child's health and development is, or is likely to be, significantly harmed.

Beit Or v'Shalom Incorporated teachers and professional staff must refer to the Queensland Child Protection Guide (the Guide) issued by DCCSDS in determining the appropriate course of action in cases of suspected abuse or neglect. The Guide is available on the DCCSDS website as follows:

<https://www.communities.qld.gov.au/childsafety/partners/our-government-partners/queensland-child-protection-guide>

The Jewish Law of *mesira* (reporting to a non-Jewish authority) does not apply when it comes to child abuse and neglect, as State law overrides this rabbinic concept. Furthermore, Judaism teaches us that this only applies to an Anti-Semitic government. The rabbinic concept of *dina d'malchuta dina* (the law of the land is the law) means that we are governed, as a Jewish community, by State and Federal Law. Protecting our children falls under the mitzvah of *pikuach nefesh* (saving a life).

Beit Or v'Shalom Incorporated is committed to responding promptly to reports, disclosures or concerns related to this Policy.

A step by step guide to reporting concerns is attached at **Appendix 3**. A form for reporting concerns is under development.

8.6 Confidentiality and Record Keeping

8.6.1 Confidentiality of a Complaint or Grievance

Whether or not a complaint will be kept confidential will depend on the circumstances, including the nature of the complaint, its seriousness, and the views of the person making the complaint.

For privacy reasons, when notification of a grievance or complaint has been received by the Board or nominated independent person, unless the consent of the parties has first been obtained, the Board or nominated independent person must not disclose the names of any of the parties involved or the particulars of the allegations that have been raised to any of the named parties, although the general nature of the grievance and complaint may be provided.

However, in many circumstances, disclosure may be necessary in order to ensure that the grievance can be dealt with properly and fairly.

The Board is committed to keeping an accurate record of the complaint or grievance and undertaking steps to resolve the issue and reach a final outcome in a timely manner.

8.6.2 Confidentiality of a Mandatory Reporter

The name of a Mandatory Reporter, or any information that is likely to lead to the identification of a Mandatory Reporter, will not be disclosed unless:

- the Mandatory Reporter chooses to inform the child or family of the report;
- the Mandatory Reporter consents in writing to their identity being disclosed;
- a court or tribunal decides that it is necessary for the identity of the Mandatory Reporter to be disclosed to ensure the safety and wellbeing of the child;
- a court or tribunal decides that, in the interests of justice, the Mandatory Reporter is required to attend court to provide evidence.

Where a mandatory report is made in good faith, it will not constitute unprofessional conduct or a breach of professional ethics on the part of the reporter and he/she cannot be held legally liable in respect of the mandatory report.

8.6.3 Record Keeping

Beit Or v'Shalom Incorporated commits to storing all reports relating to grievances, complaints and the outcome of any disputes in a confidential and secure place.

8.7 Dealing with Reports and Complaints

The Cheder Director, President or other member of the Board who receives a report or complaint of inappropriate behaviour must act and must inform the other members of the Board that a report has been received, unless the report is about another member of the Board, in which case the person receiving the report must act with appropriate discretion in informing other members of the Board. Where the report has been made to a nominated independent person, that person will inform the President so that the report or complaint can follow the process outlined in this policy.

The Cheder Director, President or other member of the Board or nominated independent person will assist the person reporting the inappropriate behaviour to determine the course of action to be taken, whether it be reporting to an external agency (see below) or investigating and resolving the report as a complaint in accordance with the Beit Or v'Shalom Incorporated Complaints Policy.

If the inappropriate behaviour is sexual abuse or “harm” (see **Appendix 1** for definition of “harm”), the Beit Or v'Shalom Incorporated Cheder Director, President or other member of the Board or nominated independent person will report the concerns to DCCSDS or the Queensland Police. See **Appendix 2** for contact details.

Reports of an allegation of abuse must be handled in a sensitive, confidential and professional manner ensuring procedural fairness. Anyone making a report in good faith will be supported through the process of resolution.

Whilst a report is being investigated, action taken may include, but is not limited to:

- taking appropriate steps to protect the child by distancing the alleged perpetrator from the child, including suspending that person from duties



- consulting the relevant child protection organisation for advice and information (for example, DCCSDS or Parentline)
- notifying Queensland Police
- contacting the child's parent/s or guardian/s
- making an appointment or referral for the child at appropriate medical and/or counselling services.

Potential consequences of reporting to external agencies include those agencies taking action to protect children without parents' knowledge or consent. This prospect should not deter reporters from exercising their duty of care.

9. Empowering Our Children

Children expect and deserve to be protected at Beit Or v'Shalom Incorporated and Beit Or v'Shalom Incorporated is committed to protecting them.

As a part of the teaching curriculum, age appropriate education, training and communication about the rights of a child to feel and be safe when participating in our activities will be provided to our children. Beit Or v'Shalom Incorporated aims to empower children with knowledge about their rights and to provide a means for accessible reporting of allegations of abuse.

Empowerment of children is important but this does not imply children are responsible for their own safety.

Upon registering or enrolling in a program, a copy of this Policy will be given to each family.

Contact details of help lines and support services will be provided to families and listed on Beit Or v'Shalom Inc. website: <https://www.beitorvshalom.org.au/>

10. Reporting Concerns

Beit Or v'Shalom Incorporated requires all persons to report immediately all concerns, disclosures, indicators of abuse, inappropriate or unsafe behaviour, as defined in the Beit Or v'Shalom Incorporated Code of Conduct, to enable appropriate action to be taken to facilitate the wellbeing and safety of children. There is no need for proof in order to make a report. No report will be treated informally.

Anyone who observes inappropriate behaviour, or who receives a report of inappropriate or unsafe behaviour must report it immediately to the Cheder Director or President or other member of the Board. A nominated independent person may also be informed/asked for guidance, particularly if there are concerns that the matter will not be dealt with appropriately by the Beit Or v'Shalom Incorporated Board. The Queensland Jewish Board of Deputies (QJBD) will maintain a list of nominated persons who may be contacted, should it be deemed necessary.

Anyone who is defined as a Mandatory Reporter must report their suspicions that a child is in need of protection (see **Appendix 1** for definition) to the Department of Communities, Child Safety and Disability Services (DCCSDS) or the Queensland Police. See **Appendix 2** for contact



details. In Queensland, Mandatory Reporters are teachers, doctors, registered nurses, police officers with child protection responsibilities, and persons performing a child advocate function under the Public Guardian Act 2014¹. Whilst Beit Or v'Shalom Incorporated staff and volunteers are not Mandatory Reporters under the legislation, Beit Or v'Shalom Incorporated requires all staff and volunteers to act as if they are, ie that reporting to DCCSDS and/or the Queensland Police where a child is suspected of being in need of protection, is **mandatory**.

11 Code of Conduct

All members of the Beit Or v'Shalom Incorporated community are expected to identify and minimise risk of child abuse, and act professionally and appropriately at all times, including towards children.

11.1 Identifying and Minimising Risk

Beit Or v'Shalom Incorporated seeks to provide practical guidance to all members of the Beit Or v'Shalom community (including staff, volunteers, parents and visitors) about acceptable and non-acceptable behaviour in order to minimise the risk of child abuse occurring within the organisation and at all Beit Or v'Shalom sanctioned events.

Beit Or v'Shalom Incorporated requires all teachers, professional staff working with children (including private tutors working under the auspices of Beit Or v'Shalom Inc.) and all parents who may at times be assisting in the Cheder or other Beit Or v'Shalom activities to have a current Working with Children Check and hold a Blue Card (unless exempt). Expenses relating to obtaining a Blue Card and keeping it current may be met by the congregation. Beit Or v'Shalom Incorporated maintains an appropriate level of public liability insurance including cover for sexual molestation by staff and volunteers.

Within two weeks of their commencement with Beit Or v'Shalom Incorporated, all staff are required to read and sign this Policy, which incorporates the Code of Conduct, and thereby acknowledge that they understand and agree to abide by the Policy and Code of Conduct. Volunteers must also read and sign this policy.

All members of the Beit Or v'Shalom Incorporated community are required to:

- conduct themselves in a manner consistent with being a positive role model to children;
- follow this Policy and all other policies or directions relating to the safety and security of children;
- enter into a *brit* with Beit Or v'Shalom Incorporated, agreeing to act in accordance with this Policy;
- treat children with respect and be aware of children's reactions to tone of voice and manner; and
- immediately raise concerns, issues and problems about a child's wellbeing and safety with the relevant supervisor, clergy or member of the Board.

¹ Note that the definition of "Mandatory Reporter" is wider in some other states including New South Wales.



All allegations or suspicions of abuse are to be reported, recorded and acted upon in a confidential manner in accordance with the obligations set out in the policy and by law.

For high risk activities and special events, a risk assessment will be formally undertaken and a risk management plan implemented for each activity or special event. A record of the risk assessment and plan will be kept with the congregational records.

11.2 Integrating Code of Conduct

All Beit Or v'Shalom Incorporated staff, volunteers and the Board must sign a copy of this Policy, which incorporates the Code of Conduct.

Training sessions will be provided to Beit Or v'Shalom Incorporated staff members and volunteers in relation to understanding, recognising and responding to abuse and neglect and understanding the Policy and Code of Conduct.

This Policy, including the Code of Conduct, will be made available to families through the Beit Or v'Shalom Incorporated website. A copy will be given to every family enrolling in the Cheder and to every new member of the Congregation.

11.3 Appropriate Conduct and Behaviour

11.3.1 Teaching and Tutoring

- It is preferable that teaching and tutoring at Beit Or v'Shalom Incorporated takes place in open spaces where possible. If teaching or tutoring is to take place in classrooms, it should be in view of, or near, other adults.
- Teachers, tutors and students must not be alone, in a ratio of 1:1, outside of the teaching context. For example, an adult cannot take one student alone to run an errand.
- If tutoring occurs offsite, tutors are required to have a parent or guardian present during the tutoring session.
- In the event that parent/s or guardian/s engage a member of the Beit Or v'Shalom Incorporated community for private teaching or tutoring, those activities will be considered separate and distinct from Beit Or v'Shalom Inc. In particular, the relevant parent/s or guardian/s must not rely on the Working with Children and Police checks conducted by Beit Or v'Shalom Incorporated. Beit Or v'Shalom Incorporated recommends the relevant parent/s or guardian/s conduct their own individual assessments as to an individual's fitness to work with children.

11.3.2 Chagim and Cheder activities

- During Chagim (Festival) and family programs, more than one adult must be on duty. Some programs may require a parent, guardian or another adult to accompany a child.
- Beit Or v'Shalom Incorporated staff should not provide separate personalised services whether paid or voluntary to a Beit Or v'Shalom family, for example babysitting or tutoring.
- Overnight activities such as camps or sleepovers are to occur only with the authorisation of the Board, and with the consent of the parent or guardian of the child.
- Standards of conduct that must be observed by those in a position of authority during overnight activities include:

- providing children with privacy when bathing and dressing
- observing appropriate dress standards when children are present such as no exposure to adult nudity
- ensuring the child is not exposed to pornography, sexually explicit material or material classified beyond the child's developmental age
- ensuring the child is not left under the supervision or protection of unauthorised persons
- ensuring sleeping arrangements do not compromise the safety of children (such as an adult sharing a bed with a child)
- ensuring children are readily able to contact their parent, guardian or another trusted adult if they feel unsafe, uncomfortable or distressed during their stay.
- Excursions require permission from parent/s or guardian/s and when necessary a responsible adult (non-staff member) to accompany the child.
- Netzer and other youth groups are governed by the Australian Zionist Youth Council Policy unless there is a section of Beit Or v'Shalom Incorporated Policy that is more stringent, in which case the Beit Or v'Shalom Policy takes precedence.

11.3.3 Touching

Beit Or v'Shalom Incorporated does not seek to ban physical contact between children and staff. At all times the physical contact must be appropriate to the child and within context.

Whilst a teacher or tutor should refrain from touching a student or child, there may be times when contact in an appropriate way is beneficial. Examples of appropriate touching include a hand shake, high five or fist bump to encourage a student, or comforting a distressed child by picking him / her up or giving a hug.

However, contact with students must remain professional and appropriate at all times. A child should not be encouraged to break his or her comfort zone.

Touching guidelines

The following guidelines will assist members of the Beit Or v'Shalom Incorporated community with understanding the appropriateness of physical contact by teachers with students of different ages:

- preschool –physical contact with students to assist with changing clothes, toileting or to comfort a distressed child
- junior school –physical contact with students to assist with changing clothes, or to comfort a distressed child
- years 3-4 – physical contact with students to comfort a distressed child. It is advisable to ask the student beforehand, for example “do you want a hug?”
- years 5-12 – physical contact with students not normally required.

Handshakes, high fives, first bumps or similar hand to hand contacts are acceptable at any age.

If a student is to be hugged, this should only occur when other students or staff are present.

If touch can be replaced by verbal instructions, then this should happen.



Staff may touch students to administer first aid.

Note that parent helpers at child-related activities such as Cheder classes should refrain from touching children that are not their own and must not take children that are not their own to the toilet.

Touching during activities

In activities conducted by Beit Or v'Shalom Incorporated, either on Beit Or v'Shalom premises or offsite, some physical contact may be required to assist with a particular movement.

Beit Or v'Shalom Incorporated members and anyone else attending activities should only touch a child with the agreement of the child (and the parent / guardian if the parent / guardian is present). Beit Or v'Shalom Incorporated members and others should take care in relation to where they touch children i.e., not near any private areas. Touching should only occur when other students or staff are present and/or in physical spaces that are clearly observable at all times.

Unacceptable physical contact

Under no circumstances should any Beit Or v'Shalom Incorporated community member or other person including teachers, tutors, peers, staff members or volunteers have physical contact with a student or child that:

- includes touching genitals, breasts or buttocks unless it is a medical emergency and such touching is carried out by an appropriate professional
- would appear to a reasonable person to have a sexual connotation or purpose
- is intended to cause pain or distress to the student or child eg. physical punishment
- is overly physical including roughhousing, tickling or wrestling
- is unnecessary for the age, stage or physical needs of the student or child eg assisting with toileting or showering when not required
- is initiated against the wishes of the student or child, with the exception that such contact is necessary to prevent immediate harm or injury to the child or to another person.

Physical restraint is not acceptable, except as use as a last resort to respond to the immediate risk of injury or harm to the student, or others.

11.3.4 Peer to Peer Relationships

Peer to peer relationships are part of any youth program. Beit Or v'Shalom Incorporated is committed to ensuring that sexual assault and violence between young people is prevented. Beit Or v'Shalom Incorporated does not seek to ban touching between peers, however touching must be in context, age appropriate and non-sexual.

Unwanted sexual behaviours include, but are not limited to:

- sexual harassment
- sexualised bullying
- sexting
- unwanted kissing and sexual touching

- sexual pressure and coercion
- sexual assault, including rape.

11.3.5 Bullying

All forms of bullying, including, but not limited to, physical, verbal or cyber bullying are unacceptable.

If a Beit Or v'Shalom Incorporated community member or other person attending activities is a victim of, or witnesses, any form of bullying, they should report the bullying to the relevant supervisor, teacher, youth leader, clergy or Board member.

11.3.6 Abuse and Assault

Any form of abuse or assault, including but not limited to the types of abuse outlined in section 5.4, will not be tolerated and will be dealt with in accordance with this Policy.

11.3.7 Photography

Beit Or v'Shalom Incorporated acknowledges that images of children can be used inappropriately or illegally.

The following rules apply to the taking of images of children by Beit Or v'Shalom Incorporated community members and anyone else attending activities:

- consider obtaining the permission of the child's parent or guardian before taking an image of a child and ensure that the parent knows the way the image will be used
- only use appropriate images of a child and ensure that the child is suitably clothed
- do not allow the use of camera phones, videos and cameras inside changing areas, showers and toilets
- where an image of a child is used, the image should not display identifying personal information such as residential address, email address or telephone numbers
- ensure that all photographers/videographers seeking permission or accreditation to act as photographers at any Beit Or v'Shalom Incorporated events or activities which involve the participation of children have undertaken the relevant Working with Children Check or appropriate accreditation
- ensure that any image or video is taken in the presence of other responsible adults
- ensure images (digital or hard copy) which unintentionally reveal private body parts are destroyed or deleted.

11.3.8 Drugs and Alcohol

The supply of drugs or alcohol to children is a criminal offence and is prohibited. The supply, possession or taking of illicit drugs whilst at a Beit Or v'Shalom Incorporated sanctioned event is prohibited.

11.3.9 Transporting Children

Beit Or v'Shalom Incorporated staff and volunteers are discouraged from transporting children, other than their own children, to or from Beit Or v'Shalom events.

Beit Or v'Shalom Incorporated discourages staff and volunteers from being alone in a vehicle or other form of transport with children. At all times at least two adults should accompany the transportation of a child.



Only in the case of an emergency, when all other possible options have been explored and a second person is not available, are Beit Or v'Shalom Incorporated representatives permitted to transport a child alone. When this occurs it needs to be communicated to the parent / guardian and to another Beit Or v'Shalom Incorporated staff member or volunteer before the journey takes place.

IMPORTANT: Beit Or v'Shalom Incorporated has a zero tolerance policy in relation to the consumption of drugs and alcohol when transporting children.

11.3.10 Transfer of children between parent / guardian and Beit Or v'Shalom

Children must be handed over only to authorised persons at the conclusion of any activities where parents / guardians are not present such as the Cheder.

All parents / guardians must sign an attendance register at the beginning of the Cheder and ensure that contact details are advised to the Cheder Director.

The Cheder Director shall have oversight of the transfer of attendees and shall report any significant problems as soon as practicable to the parent of any directly-affected child and to the Beit Or v'Shalom Incorporated President, who shall recommend to the Board appropriate action with the parent, guardian, Cheder Director or other authorised person.

11.3.11 Communications

All Beit Or v'Shalom Incorporated community members and others attending activities, including teachers, staff and volunteers, must refrain from making any sexually suggestive comments or use inappropriate language to a student or child.

- Personal contact details should not be exchanged or initiated with a student or child.
- In the event that a teacher or tutor is required to communicate with a student via email or SMS, a relevant staff member or parent / guardian must be copied in on the communication.
- In cases of interaction via social network sites, a parent / guardian must be copied in to any communication, or otherwise provided with a copy of any communication.
- The posting of photographs of minors on social network sites may only be done with the permission of a parent / guardian. Children should not be “tagged” by name, or otherwise identified by name on social network sites.

11.3.12 Gift Giving/Favouritism

The giving of gifts by a Beit Or v'Shalom Incorporated community member to a child whom they supervise is prohibited. No favouritism or special treatment should be shown to one child.

An exception to the above guidelines is that appropriate gifts may be given on attendance at a social function, for example a bar or bat mitzvah. In this forum the gift is part of social etiquette and does not signify special treatment. It is therefore unlikely that this gift giving will be misinterpreted by the child or others, or used for the purposes of grooming a child for sexual abuse.



Grooming

Child grooming comprises actions deliberately undertaken with the aim of befriending and establishing an emotional connection with a child, to lower the child's inhibitions in order to sexually abuse the child. Grooming may also involve befriending and gaining the loyalty and the trust of the child's (victim's) family.

Adults who communicate with children under the age of 16 (who are under the care, supervision or authority of that adult) must not do so with the intention of facilitating the child's involvement in a sexual offence with another person. It is a criminal offence to fail to comply with this obligation.

11.3.13 Acceptable Boundaries/Attending Private Functions

All Beit Or v'Shalom Incorporated staff and volunteers must limit all contact with children to what is reasonably required as part of Beit Or v'Shalom sanctioned events or business. For example, meeting or contacting children outside of Beit Or v'Shalom Incorporated business is not permitted and meeting alone with children is not permitted.

12 Recruitment and selection

12.1 Recruitment processes

Employee recruitment processes will reflect Beit Or v'Shalom Incorporated commitment to child safety in all child-related job advertisements and calls for volunteers, and in all position description documents. The following wording will be included in all position descriptions and the commitment reflected in job advertisements for child-related roles:

Beit Or v'Shalom Incorporated is committed to child safety and protection and will, for all children who come into contact with its services, provide a welcoming, safe and supportive environment in accordance with the congregation's values of *Respect, Learning, Inclusiveness, Openness and Family*.

This statement demonstrates to all prospective staff and volunteers that Beit Or v'Shalom Incorporated takes the safety and protection of children seriously.

The Beit Or v'Shalom Incorporated Board will at its sole discretion determine what is a child-related role.

12.2 Child-related employment

Where recruitment is for a child-related role as an employee, selection and screening processes must include scrutiny of complete work history, criminal history checks, reference checks and explore a person's motivation and suitability for working with children. Those responsible for recruitment and selection into child-related roles must be appropriately skilled.

Screening must include:

- Working with Children Check required by legislation
- Other screening and criminal history checks (including overseas checks) assessed as necessary

- For persons who have worked overseas in a child-related role, the applicant must be asked to sign a statutory declaration that they have not been involved in activity overseas that would, if committed in Queensland, disqualify them from applying for a Blue Card.

If any concerns arise during the recruitment and screening process about a person's suitability, the Board will seek guidance from DCCSDS and/or other appropriately qualified individuals or organisations.

Exploring a person's work history and motivation for working with children helps to identify a prospective employee's values and approach to the safety of children, which may highlight inconsistencies with the organisation's values or any issues of concern. It also ensures that the organisation is, and is seen to be, diligent in ensuring the safety of children which acts as a deterrent to potential abusers.

If there are validated and reasonable concerns about a person's suitability to work with children, they must not be engaged to work with children at Beit Or v'Shalom Incorporated.

Guidance on a rigorous recruitment process is set out at **Appendix 4**. Sample questions for interviewees and referees are at **Appendix 5** and **Appendix 6** respectively.

12.3 Recruitment of volunteers

Ideally, recruitment processes for volunteers should follow the same rigorous process as for employees (described above). However, this is not always practicable. Beit Or v'Shalom Incorporated will therefore ensure that volunteers (including parent volunteers) for child-related activities are aware of and have understood this Policy and committed to the Code of Conduct, and as required by the Board, hold a Blue Card (unless exempt). Clear procedures will be in place to assist volunteers in understanding their responsibilities.

12.4 Screening

A Working with Children Check and other criminal history checks such as a National Police Check will be conducted for prospective employees in accordance with legislative and positional requirements.

A Working with Children Check only takes into account matters on a criminal history that are relevant to the care of children. Therefore, it should not be seen as a substitute for a broader criminal history check where other criminal matters may be relevant to the position.

The Board will consider, on a case by case basis, screening for contractors, third party providers, students, researchers and anyone else who may come into contact with children attending activities at Beit Or v'Shalom Incorporated.

Holding a Blue Card is only one measure of screening the suitability for people to work with children and there have been many examples of people who have undergone Working with Children Checks who then go on to offend. It is not of itself, any guarantee of ongoing suitability and must be coupled with ongoing child safe practice as detailed in this Policy.



13 Training and Management

This Policy is to be included in the induction, employment and hiring procedures for the Beit Or v'Shalom Incorporated Board, staff and volunteers. A copy of the Policy will be available at all child-related activities.

Beit Or v'Shalom Incorporated will provide all staff and volunteers in child-related roles with training in child safety at least annually. The training at a minimum will include a session on the application and operation of the Policy.

Staff and volunteers responsible for child-related activities will themselves be adequately supervised.

The Board will maintain a central register of all child-related employees with their positive notice (or exemption) expiry date, and ensure that the positive notices (or exemptions) remain current.

It is a Beit Or v'Shalom Incorporated responsibility to provide guidance and understanding of this Policy.

14 Safety from physical hazards

The Board is responsible for ensuring that the premises and sites used for Beit Or v'Shalom Incorporated services, programs and activities are safe, secure and free from hazards, and that evacuation procedures are available and regularly tested. "Premises and sites" includes synagogues, other premises, campsites and other locations where services, programs and activities are conducted.

In order to minimise risk of injury, all Beit Or v'Shalom Incorporated activities involving children must be supervised by adults (that is, individuals 18 years of age or older).

Beit Or v'Shalom Incorporated commits to establishing strong relationships with organisations such as the Community Security Group (CSG) to mitigate perceived threats to the safety of premises and sites from which Beit Or v'Shalom operates.

Evacuation procedures for premises and sites must be available at all times and regularly tested.

Beit Or v'Shalom Incorporated shall make available a First Aid Kit for attending to minor injuries at its activities.

See **Appendix 7** for procedures for ensuring safety from physical hazards and Appendix 8 for evacuation procedures.

15 Policy and Code evaluation and review

Beit Or v'Shalom Incorporated is committed to evaluating and reviewing this Policy annually or from time to time as determined by the Board. Amendments will be presented to the Board for ratification.

This Policy and Code of Conduct will be reviewed by identifying:

- significant experiences in the past year relating to the Policy and Code of Conduct
- significant problems in the Policy and Code of Conduct which arose during these experiences
- significant functional issues in relation to the Policy and Code of Conduct
- any changes in legislation, regulation or best practice which need to be reflected in the Policy and/or Code of Conduct.

DOCUMENT CHANGE HISTORY

Version	Approval date	Approved by	Brief Summary of Changes
1.0	May 2011	Board of Management	First version
1.1	October 2012	Board of Management	Annual review, updated for changes in Board of Management
1.2	February 2014	Board of Management	Annual review, updated for changes in Board of Management and location
2.0	January 2016	Board of Management	Full rewrite incorporating current best practice and legislative requirements
2.1	April 2016	Board of Management	Changes incorporating recommendations from QJBD
2.2	October 2017	Board of Management	Changes to Name of Organisation
3.0	August 2020	Board of Management	Full review incorporating current best practice

Next scheduled review date: August 2021

Appendix 1: Statutory definitions of terms

from the *Child Protection Act 1999 (Qld)*

Part 3, Division 1

Basic concepts – key terms

s8 Who is a *child*

A child is an individual under the age of 18 years.

s9 What is *harm*

- (1) “**Harm**”, to a child, is any detrimental effect of a significant nature on the child’s physical, psychological or emotional wellbeing.
- (2) It is immaterial how the harm is caused.
- (3) Harm can be caused by—
 - (a) physical, psychological or emotional abuse or neglect; or
 - (b) sexual abuse or exploitation.
- (4) Harm can be caused by –
 - (a) A single act, omission or circumstance; or
 - (b) A series or combination of acts, omissions or circumstances.

s10 Who is a *child in need of protection*

A child in need of protection is a child who—

- (a) has suffered significant harm, is suffering significant harm, or is at unacceptable risk of suffering significant harm; and
- (b) does not have a parent able and willing to protect the child from the harm.

s11 Who is a *parent*

- (1) A parent of a child is the child’s mother, father or someone else (other than the chief executive) having or exercising parental responsibility for the child.
- (2) However, a person standing in the place of a parent of a child on a temporary basis is not a parent of the child.
- (3) A parent of an Aboriginal child includes a person who, under Aboriginal tradition, is regarded as a parent of the child.
- (4) A parent of a Torres Strait Islander child includes a person who, under Island custom, is regarded as a parent of the child.
- (5) A reference in this Act to the parents of a child or to 1 of the parents of a child is, if the child has only 1 parent, a reference to the parent.

Note—

In some provisions, *parent* has a narrower meaning. The same meaning is given the term in chapter 2, part 2 (see section 23), chapter 2, part 3 (see section 37), chapter 2, part 3AA (see section 51AA), chapter 2, part 3A (see section 51F) and chapter 2, part 4 (see section 52).

Appendix 2: Contact details for reporting to child safety authorities in Queensland

Source: Queensland Department of Communities, Child Safety and Disability Services

If you have a reason to suspect a child in Queensland is experiencing harm, or is at risk of experiencing harm, you need to contact [Child Safety Services](#):

- **During normal business hours** - contact the [Regional Intake Service](#).

Trained child protection workers talk to you about your concerns for the child. They will record information you provide and gather other information that may be helpful in assessing the situation. The worker will then decide the best way of responding to the information you have provided.

Contact your local Regional Intake Service during business hours:

Phone: 1300 682 254

Fax: 07 3259 8771

- **After hours and on weekends** - contact the Child Safety After Hours Service Centre on **1800 177 135** or (07) 3235 9999. The service operates 24 hours a day, seven days a week.

You can also report your concerns to Child Safety by completing an [online report form](#) on the DCCSDS website. The relevant link is as follows:

<https://secure.communities.qld.gov.au/cbir/home/ChildSafety#>

If you believe a child is in immediate danger or in a life-threatening situation, contact the Queensland Police Service immediately by dialling **000**.

Queensland Police Service has a number of child protection and investigation units across Queensland. To contact the Queensland Police Service, contact the [Police District Communication Centre](#) nearest you. The QPS General Enquiries number is 131 444 within Queensland and (07) 3055 6206 for interstate callers.

If you aren't sure who to call, or for assistance to locate your nearest child safety service centre, contact Child Safety Services' Enquiries Unit on **1800 811 810**. Child safety service centres have professionally trained child protection staff who are skilled in dealing with information about harm or risk of harm to children.

When you make a report to Child Safety Services or the Queensland Police Service, your details are kept confidential and your identity is strictly protected.

Appendix 3: Step by step guide to reporting allegations or instances of abuse, neglect or inappropriate behaviour

Step	Description
1	<p>The reporter must keep comprehensive notes that are dated and include the following information:</p> <ul style="list-style-type: none"> • Description of the concerns (e.g. physical injuries, student behaviour) • Source of those concerns (e.g. observation, report from child or another person) • Actions taken as a result of the concerns (e.g. report to DCCSDS)
2	<p>The reporter must immediately discuss any concerns about the safety and wellbeing of a child with a member of the Beit Or v'Shalom Incorporated leadership or rabbinical staff. The reporter must then make their own assessment about whether they must or may make a report about the child, noting that reporting to DCCSDS and/or the Queensland Police is mandatory in cases where a child is in need of protection (see Appendix 1 for definition).</p>
3	<p>The reporter should gather the relevant information necessary to make the report. This should include the following information:</p> <ul style="list-style-type: none"> • Full name, date of birth, and residential address of the child • Details of the concerns and the reasons for those concerns • The reporter's involvement with the child • Details of any other agencies who may be involved with the child
4	<p>Make a report to the relevant agency if applicable (see contact details at Appendix 2)</p>
5	<p>Make a written record of the report which includes the following information:</p> <ul style="list-style-type: none"> • The date and time of the report and a summary of what was reported • The name and position of the person who made the report and the person who received the report
6	<p>Notify a relevant member of the Beit Or v'Shalom Incorporated Board of Management.</p>
7	<p>Notify Queensland Police (if there is concern that a criminal offence may have been committed) or DCS.</p>

Appendix 4: Guidance for recruitment to child-related positions

When interviewing a candidate for a child-related role, a panel of more than one person should be used.

The person's motivation for working with children should be explored and notes of the discussion documented.

The person's understanding of child abuse in institutional settings should be explored, including their understanding of how it occurs and what can be done to prevent it.

The person's work history should be explored (positions held, responsibilities, reasons for leaving). The panel should explore any gaps in work history and explore reasons for leaving employment, especially where the person previously worked with children.

The panel should pay particular attention to answers which reflect a need of the adult in working with children, answers which suggest a lack of, or inappropriate boundaries or professionalism – for example, a person who says they “just need” to be around children, or that their “love for children should not have boundaries”, or that they want to be friends with all children.

The panel must consider whether there is an unusual context for seeking employment – for example, a person with no history of working with children or who has no interest in longer term care of, or study related to children.

As Working with Children Checks are generally limited to Australian criminal histories, if a person has worked overseas in a child-related role, the panel should consider the need to contact previous employers overseas, taking into account for example, the recency of the overseas employment and the circumstances of leaving employment.

In addition, the person should be asked to sign a statutory declaration that they have no criminal history overseas that would, if committed in Queensland, disqualify them from applying for a BlueCard.

At least two reference checks should be undertaken and documented and the following questions included in the discussion with referees:

- How do you know the person subject to the reference check?
- How long have you known the person?
- What concerns do you have about the person working with children or young people?

Appendix 5: Sample interview questions for recruitment to child-related roles

In addition to the questions you normally ask volunteers and staff, below are some sample interview questions. Case studies or scenarios can provide examples of the candidates thought process and reveal values and beliefs about the treatment of children.

1. What do you find most rewarding about working with children and young people? (Provide an example).
2. What do you find most challenging about working with children and young people?
3. Can you give an example of a challenging situation with a child or young person that you feel you have handled well? What happened and what you have learnt from it? What would you handle differently if the same or a similar situation arose again?
4. Can you tell me about a situation when you had to handle a child who was angry and lashing out physically at you or another program participant? Was distressed and required comforting? Was uncooperative and refused to participate in an organisational activity? How would you deal with a young person or child who was yelling at you? Disobeying you?
5. Provide an example that demonstrates how you respond to responsibility.
6. Have you undertaken any child protection training? If so in what context? What are the key messages from the training you undertook?
7. Are there any children or young people you particularly don't like to work with and why?
8. Are there any children or young people you particularly like to work with and why?
9. What sort of situations make you feel angry? How do you deal with your feelings of anger or frustration?
10. Have you ever lost your temper when working with children or young people? What happened? What was the trigger? What was the outcome?
11. How would you handle a child who appears sad and refuses to participate in activities?
12. How would you handle a situation where a child is injured during the course of an activity e.g. football match?
13. Describe how you deal with stress.
14. What would you do if a young person disclosed, you observed or you suspected that a young person was being abused at home by a family member?
15. What would you do if you thought another adult's behaviour in relation to children was inappropriate, suspicious or outside the boundaries of their role?
16. How do you think your peers, supervisors and referees would describe your previous work with children and young people?
17. Have you ever had any disciplinary action taken against you in relation to working with children and young people?

Appendix 6: Sample questions for reference checks

1. How long have you known the applicant? Nature of reference (personal/professional).
2. What was your relationship to the applicant during the time you worked together?
3. Nature of the work that the applicant undertook
4. Verification of information in resume and information provided at interview point.
5. Applicant's position title in your organisation? Dates of employment?
6. Main duties and responsibilities?
7. Assessment of their performance in that role?
8. Weaknesses and strengths?
9. Willingness to seek consult with manager or senior personnel and seek assistance in challenging situations?
10. Suitability to work with children and young people.
11. What experience does the applicant have in working with children and young people?
e.g. length of time they worked with children, age range of children, skills and abilities of children?
12. Do you have any concerns about the applicant working with children in..... describe the context of the role they have applied for ...
13. Are you comfortable in knowing that at times the applicant may be working alone (as the sole adult) with children?
14. In your opinion are there any challenges that the applicant would face in working with or engaging with children?
15. Are there any age groups he/she may not be suited to work with? If yes, why?
16. Does the applicant use appropriate language when communicating with children?
17. Have you observed the applicant disciplining a child for misbehaviour? If yes, please describe the scenario and the appropriateness of the discipline in this context.
18. Can you tell me about a situation when the applicant had to handle a child who was angry and lashing out physically? Was distressed and required comforting? Was uncooperative and refused to participate?
19. How did the applicant relate to the children/young people parent's in the context of their work?
20. Does the applicant become angry easily? How does the applicant deal with pressure?
21. How does the applicant deal with a child/young person/staff member or parent who is demanding? Can you give an example?
22. Do you know of any instances when the applicant has demonstrated any inappropriate physical contact with children?
23. Do you know of any instances where the applicant acted outside the boundaries of their defined role?
24. Have there been any findings against the applicant in relation to allegations of inappropriate behaviour towards children or young people?
25. Why did the applicant leave your organisation? Would you be willing to re-employ the applicant in your organisation or another organisation?
26. Is there anything I haven't ask which you think might be important for me to know before employing this applicant to work in a role that has contact with and responsibility for children?

Appendix 7: Procedures for ensuring safety from physical hazards at Beit Or v'Shalom Incorporated premises and sites

1. On arrival at the premises or site, the designated person² is to check the premises or site, to ensure that there are no reasonably apparent physical risks, such as obstructions, broken furniture, exposed nails or wires, loose handrails etc, and that the premises or site are generally in good order.
2. Unless it is possible to easily and safely rectify matters on the spot, any unsafe furniture or fittings are to be isolated and marked, and reported to the appropriate person or organisation for repair or replacement as soon as possible, or for other remedial action.
3. Where possible, the premises or site will be monitored by a parent or volunteer during the period of their use by Beit Or v'Shalom Incorporated.
4. In the event any matter is unable to be handled by the monitoring parent or volunteer, the designated person shall use her/his discretion in contacting the Emergency Services (000) and, if an incident has elements of vilification or anti-Semitism, the Community Security Group (Tel: 24-hour emergency – 1300 000 274).
5. The designated person will ensure that the premises or site are secure and restored to tidy and safe condition when leaving them at the conclusion of the activity.
6. The designated person will be provided with a key (where there is one), and will ensure that all windows are closed and locked, powered appliances are (unless otherwise specified) switched off, and all exits secure and locked.
7. In the event of any concerns regarding the security of the premises or site on leaving, the designated person is to contact the appropriate person or organisation.

² "Designated person" is the Beit Or v'Shalom Incorporated shammash, function organiser or Cheder Director, as appropriate to the activity being held.

Appendix 8: Evacuation Procedures for Beit Or v'Shalom Incorporated premises and sites

1. The designated person³ will direct an evacuation of the premises where she / he considers an emergency (such as fire) warrants it.
2. The designated person will comply with the relevant Emergency Evacuation Procedures applicable to the premises or site.
3. The designated person will:
 - have information on relevant emergency procedures and exit and assembly points relating to the premises or site used;
 - having regard to the number of people attending and the configuration of the premises, announce at the start of a congregational function the exit and assembly points in the event of an emergency;
 - be the Warden for every evacuation;
 - have designated another adult present as an Evacuation Assistant in order to lead and assist those present in undertaking a prompt and orderly evacuation of the premises to a designated safe assembly area, as per the relevant Emergency Evacuation Procedures;
 - be responsible for the welfare of all children until they are taken into the care of a parent, guardian or other authorised person;
 - assist the Emergency Services and Community Security Group representatives with information as required; and
 - in the case of the Cheder, plan for trial evacuations of the premises to occur (at least once a year).

NOTE:

For Cheder activities, the designated person is to:

- carry the Cheder attendance register and parent / guardian phone contact list during every evacuation involving the Cheder; and
- account for every evacuated Cheder child by checking off her / his name against the attendance register and recording the later transfer of children to their parent, guardian or other authorised person.

³“Designated person” is the Beit Or v'Shalom Incorporated shammass, function organiser or Cheder Director, as appropriate to the activity being held.



Declaration for Employees and Volunteers

I _____ (name)

of

_____ (address)

acknowledge that:

- I have read and understood the Beit Or v'Shalom Child Protection Policy incorporating the Code of Conduct; and
- I commit fully to the expected standards of behaviour as set out in the Policy and Code.

Signature

Date