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Child Safe Code of Conduct

*Outlines the College's clear expectations for appropriate behaviours with children and young people.
 Incorporates:*

***Practice and Behaviour Guidelines
 With the objective of promoting child safety***

The Practice and Behaviour Guidelines also serve as Rabbinical College Policy Document for:
[Photography and Images](#), [CCTV](#),
[Transport](#), [Excursions and Camps](#),
[Electronic Communication and Social Media](#),
[ICT Acceptable Use Policy](#),
[Tobacco, Drugs and Alcohol](#)

Personnel Statement of Agreement

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Practice and Behaviour Guidelines: Introduction

Purpose of our Practice and Behaviour guidelines

The Rabbinical College of Australia and New Zealand (the College) is an Orthodox Jewish not-for-profit organisation in St Kilda East, providing formal Jewish educational services to enrolled children and young adults above the age of 16 years. The College also provides a range of informal extracurricular activities for unenrolled students of (primary and high) school age.

The College aims to provide students with a positive and enriching educational environment that promotes their religious, academic, social, physical and emotional development, based on Jewish heritage, commitment to Jewish Law (Halacha) and guided by religious values (Hashkafa).

The College has a zero-tolerance approach to child abuse. The College understands we have a legal and ethical obligation to keep children and young people safe from harm, and we take seriously our responsibility to deliver a learning environment that is caring, nurturing and safe. We are committed to safeguarding children and young people from abuse and neglect, and this is affirmed and guided by our [Child Safety and Wellbeing Policy](#) and related policies (see [Appendix 1](#)).

As part of our Child Safety implementation, this Child Safe Code of Conduct (incorporating our Practice and Behaviour Guidelines) has been developed to protect children and young people engaged in our College, and to ensure that our personnel strive for the highest possible standards with respect to safeguarding children and young people from abuse.

The Practice and Behaviour guidelines serve to identify, and prevent, behaviour that may be harmful to the children and young people in our care. Our personnel will be expected to personally endorse the Practice and Behaviour guidelines and ensure that they adhere to it when they are at work and away from work. It aims to ensure that our personnel are always safe adults who act protectively of children and young people.

The Practice and Behaviour Guidelines also serves as the Rabbinical College Policy Document for the following matters:

[Photography and Images](#), [CCTV](#),
[Transport, Excursions and Camps](#),
[Electronic Communication and Social Media](#), [ICT Acceptable Use Policy](#),
[Tobacco, Drugs and Alcohol](#)

Adoption of our Practice and Behaviour guidelines

This Child Safe Code of Conduct has been formally approved and endorsed by our [Executive Committee](#), who undertake a culture and practice of leadership and ultimate responsibility in promoting child safety within the organisation. The Executive Committee is the governing body of the College. Members of our Executive Committee are listed on our website at this link: <https://www.rabbinicalcollege.edu.au/management>.

Wherever the Executive Committee is referenced in this document, the Executive Committee has delegated operational authority and responsibility to the College's [Executive Director](#). Successful implementation requires ongoing and constant management and championing. The Executive Director will be supported in this role by the College's [Child Safety Officer](#). This is a formal and paid



position, which demonstrates the investment and commitment of the Executive Committee, as well as heightening the commitment of the Child Safety Officer. The Executive Director and Child Safety Officer are identified on our website at this link: <https://www.rabbinicalcollege.edu.au/faculty>.

Framework of our Practice and Behaviour guidelines

All personnel are required to observe these Practice and Behaviour guidelines.

Personnel refers to employees, staff, volunteers, committee members and contractors, regardless of their involvement in child related duties.

Personnel also refers to students when they are engaged in the College's outreach or volunteer work with children and young people. This definition distinguishes between adult-children interactions that arise from the enrolled student's volunteer or outreach work for the College, as opposed to the enrolled student's personal interactions with fellow enrolled students under the age of 18. To illustrate:

An 18-year-old enrolled student who provides transportation to a child or young person:

- *If the 18-year-old enrolled student's relationship with the child or young person arises through the student's volunteer or outreach work for the College, such transportation is subject to the College's child safe policies and procedures.*
- *If the 18-year-old enrolled student's relationship with the child or young person is as a fellow enrolled student, such transportation is not subject to the College's child safe policies and procedures.*

"Students when they are engaged in the College's outreach or volunteer work with children and young people" is defined as students involved in the provision of the following College programs:

- Mishmor
- Shluchim Shiurim
- Shabbos Achdus at College premises
- Mivtzoim Outreach, including Friday Mivtzoim and Holiday Mivtzoim
- Tahalucha groups that are coordinated by the College, with no involvement of the Chabad Youth organisation

These programs are listed and expanded upon in the section: [Practice and Behaviour Guidelines: Non-enrolled students](#). Definitions of these programs are available in [Appendix 4](#).

Personnel Agreement to our Practice and Behaviour guidelines

These Practice and Behaviour guidelines should be read in conjunction with:

- the specific requirements of the relevant role as defined in the "Statement of Duties"
- the College's relevant policy and procedure documents and forms (see [Appendix 1](#))
- all applicable laws (see [Appendix 2](#))
- general community expectations in relation to appropriate behaviour between adults and children.



As part of their individual commitment to observing these Practice and Behaviour guidelines, each member of personnel will be required to sign the Rabbinical College of Australia and New Zealand [Personnel Statement of Agreement](#) to the Organisation's Practice and Behaviour guidelines.

Failure to observe these guidelines will be regarded as misconduct, and the College 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, the College will report to the police all instances in which a breach of the law has or may have occurred.

Exceptions to the Practice and Behaviour guidelines

There may be exceptional situations where these guidelines do not apply, for example, in an emergency situation. However, it is crucial that, where possible, personnel seek management authorisation prior to taking action that contravenes these guidelines, or that personnel advise management as soon as practicable after any incident in which these guidelines are breached.



Our Practice and Behaviour guidelines address the major areas where personnel interact with the children and young people who take part in our College services. We have developed these Practice and Behaviour guidelines to help personnel safeguard those children and young people from abuse or neglect.

Practice and Behaviour Guidelines: General

Supervision

Personnel are responsible for supervising the children and young people to which our College provides a service to ensure those participants:

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

Our personnel are required to avoid secluded one-to-one situations with children and young people to whom we provide services, and (where possible) to conduct all activities and/or discussions with service recipients open to view of others.

Positive guidance (Discipline)

We strive to ensure that children and young people participating in our College programs are aware of the acceptable limits of their behaviour so that we can provide a positive experience for all participants. However, there are times when personnel may be required to use appropriate techniques and behaviour management strategies to ensure:

- an effective and positive environment.
- the safety and/or wellbeing of children, young people or personnel participating in our College programs.

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 behaviour 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 obviously humiliating, including restraint or seclusion.

Use of 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 – 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.



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 College's programs. Engaging in sexual behaviour while participating in our service 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.

Physical contact with children and young people

Any physical contact with children and young people must be appropriate to the delivery of our College programs (such as when fitting religious dress) and based on the needs of the child or young person (such as to assist or comfort a distressed young person) 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 College programs that:

- involves touching:
 - of genitals
 - of buttocks
 - of the breast area (female children).
- 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, roughhousing, tickling or other.
- 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
 - the incident 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.



Practice and Behaviour Guidelines: Role boundaries

Adhering to organisational and role boundaries

Our personnel should not, whether 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 educational programs. All personnel must not:

- Solicit or initiate individualised work or engage in activities with a child or young person outside of their role within the Organisation, irrespective of whether the child or young person's parents are involved or have knowledge of such an arrangement.
- Provide individualised services or support to a child or young person outside their role within the Organisation, irrespective of whether the child or young person's parents are involved or have knowledge of such services. For example, personnel may not provide services such as babysitting or tutoring to the child or young person outside of their role in the Organisation.
- Seek contact with a child or young person outside their role within the Organisation, irrespective of whether the child or young person's parents are involved or have knowledge of such contact.
- Accept an invitation to attend a private social function of a child or young person outside their role within the Organisation, unless ALL of the following apply. a) The invitation must be issued by the parent of the child or young person, and b) the parent of the child or young person must be supervising throughout the event, and c) the activity is registered with the Rabbinical College.

[Exception: A personnel member who is the parent or sibling of a child or young person may engage in all the above with relation to their own child or sibling.]

When a child or young person has a pre-existing relationship with an employee or volunteer from the College, this may cause a conflict of interest and it is important that we know about this relationship. Please inform the College of any pre-existing relationships. Informing the College about this relationship does not in any way mitigate one's requirement to adhere to these organisation boundaries.

Transporting children

The College prohibits private casual lifts or private transportation (i.e. outside of their role within the Organisation) between personnel and a child or young person, irrespective of whether the child or young person's parents are involved or have knowledge of such an arrangement. [Exception: A personnel member who is the parent of a child or young person may provide such transportation to that child or young person.]

Personnel are, in their line of duty, authorised to provide transportation to children and young people for the following purposes:

- For College program excursions and camps.
- To attend the Mikvah (defined in [Appendix 4](#)).
- To access health and wellbeing services, including doctor and Emergency Room visits.
- For interstate/overseas students, rides to and from the airport.



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

Children and young people may be passengers in a personnel's car only if:

- There is more than one student in the car throughout the journey, and
- Written (or emailed) permission has been obtained from the student's parent/carer for each journey or set of journeys, and
- Written (or emailed) permission has been obtained from the Child Safe Officer or Executive Director for each journey or set of journeys, and
- Another staff member checks in with students the following day.

For any other purpose, children and young people are not to be transported without prior authorisation from the Child Safe Officer or Executive Director AND from the child's parent/guardian. Gaining approval involves providing information about the proposed journey on our [Private Transport Consent Form](#) (see [Appendix 1](#)) 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 College program.

During the journey, the safety of each child is paramount at all times. The personnel member maintains ultimate responsibility for road safety and child safety. This includes:

- Ensuring the driver is properly licensed.
- Only using vehicles that are insured, licensed and road-safe.
- Driving legally and following road rules at all times.
- Ensuring each child is properly seated and restrained.
- Ensuring there is no smoking any substance, consuming alcohol or using any illegal substance while involved with the transportation of children.
- Ensuring the driver is not under the influence of alcohol, any illegal substance, or other substance that would impede faculties.
- Ensuring that children are never left unattended in any vehicle, and that they are accompanied at all times, including to and from the vehicle.
- Ensuring a mobile phone will be available in case of emergencies.
- Transportation of students may not be one on one.

Shabbos meals

An important part of Jewish religious practice are Shabbos and Yom Tov meals. These meals are provided by the College as part of our in-house dining service. Nevertheless, students, including children and young people, may elect to celebrate these meals at private homes (when the College schedule allows for it). Furthermore, it is expected that students, including children and young people, will receive invitations to attend Shabbos and Yom Tov meals at the private homes of fellow students and families within the community.



Shabbos and Yom Tov meals at private homes are not part of the College's service offering. Student attendance is completely voluntary; a matter of personal choice and responsibility. The College does not coordinate nor provide supervision at such meals. It is up to parents and guardians to monitor their child's attendance, and under what conditions.

College personnel may, at times, choose to invite students, including children and young people, to their own homes for Shabbos and Yom Tov meals. This is seen as an integral part of personnel roles, as Shabbos and Yom Tov meals provide a perfect backdrop for personnel to share matters of Jewish faith and practice in a more informal setting, including through stories, song and food.

College personnel may invite / host children and young people to their homes for Shabbos and Yom Tov meals **only** in student groups of three or greater. Additionally, all personnel members are expected to abide by the Child Safe Code of Conduct when children and young people are present in their homes for Shabbos and Yom Tov meals.

Weddings and other social events

The College is part of Melbourne's Jewish community, and it is to be expected that the student body, including children and young people, will be invited to attend community weddings or other festive events (e.g. Bar Mitzvah, Siyum Sefer Torah, etc).

These events are not part of the College's service offering. Student attendance is completely voluntary; a matter of personal choice and responsibility. The College does not coordinate nor provide supervision at such events. The College also does not arrange transportation for such events. It is up to parents and guardians to decide whether their child should attend, and under what conditions.

Exceptional circumstances

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 College's usual service, they should at the earliest opportunity:

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

Practice and Behaviour Guidelines: Respecting personal space

Dormitory and sleeping arrangements

Standards of conduct that must be observed by our personnel while students are in the dormitory 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 involving sleeping arrangements that may compromise the safety of children and young people, such as:
 - unsupervised sleeping arrangements
 - an adult sleeping in the same bed as a child or young person
 - an adult sleeping in the same room as a child or young person (unless they are both fellow students and the age gap is no more than 18 months)
- the right of children 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.
- not leaving children under the supervision or protection of unauthorised persons.

Adults, children and young people who are not enrolled students or registered residents of the College may at no time enter any of the dormitory rooms. [There are specific screening procedures for registered residents of the College who are not enrolled students, as set forth in the [Human Resources Policy](#).]

Personnel entry to student bedrooms

Personnel should not enter dormitory rooms of children or young people. However, there are a number of legitimate scenarios where personnel entry to student bedrooms is required. These scenarios are itemised below and can be divided into two general categories:

1. Entry to monitor the student. Examples:

- To check on a student who is absent from College programs.
- To check on a student where there are health or welfare concerns.
- To check on a student's safety or attendance during nighttime curfew hours.

2. Entry to service the bedroom. Examples:

- For cleaning purposes.
- To conduct maintenance and repairs.
- To ensure that there are no harmful or prohibited items in the room.



When personnel enter dormitory rooms of children or young people for legitimate reasons, the following procedure must be followed before entry:

1. Personnel are to knock on the door and seek a response from the occupants. Example: knock, knock, knock, "Mendy, this is ..., I need to enter in order to ..."
2. If the student does not acknowledge this request, step 1 should be repeated.
3. If there is still no response, personnel should knock three times again and announce their intention to open the door. Example: knock, knock, knock, "Mendy, this is ..., I am going to enter now in order to ..."
4. Where the student is likely sleeping and knocking may disturb him, the personnel member may briefly open and close the door to monitor the student, but may not cross the threshold of the room.

The following procedures must be followed when entering to monitor the student:

1. If the room is empty, personnel must close the door immediately and may not enter.
2. If the student is present but sleeping, personnel may not cross the threshold of the room.
3. If the student is present and awake, personnel must ask for his attention (and ascertain the reason for his lack of response to door knock, if applicable).
4. If the personnel member needs to spend any amount of time with the student, he must either ask the student to step out of the room, or ask another personnel member to accompany him when entering the room. The door of the room must remain open at all times.

The following procedures must be followed when entering to service the bedroom:

1. If the room is empty, personnel may service the room.
2. If the student is present, the student should leave the room prior to personnel entry.

Toilet and change room arrangements

Personnel are required to supervise children and young people in toilet and 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 change room/toilet area.
- Personnel are not permitted to use the change room area to, for example, undress, while children and young people are present.
- 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 or young person's privacy.
- Female personnel are not to enter male change rooms at any time. Male personnel are not to enter female change rooms at any time.
- Where possible, personnel must gain consent from the child or young person before entering a space where a child or young person may not be fully dressed.

Mikvah

Mikvah refers to a ritual bath in the Jewish faith, and ritual immersion is an important religious practice that is observed daily (and sometimes even twice daily). It presents as a public bathhouse with shared use whilst completely unclothed.

Although the College does not operate any Mikvah, nor manage any Mikvah's child safe procedures, it is to be expected that both College personnel and students, including children and young people, will use local Mikvah facilities.

Prevention of sexual abuse of youth in the Mikvah is a communal responsibility necessitating formal guidelines. As such, the College will permit its enrolled students who are children or young people to attend a Mikvah only where the Mikvah administration has introduced Child Safety measures which include clear guidelines and Code of Conduct based on zero tolerance of any offenders, and robust risk mitigation.

At present, students who are children or young people may attend the men's Mikvah under the operation of Chabad Institutions of Victoria Limited (CIVL) only. Standards of conduct that must be observed by our personnel and students while attending the CIVL Mikvah are regulated by the said Mikvah's Child Safety Policies and Code of Conduct, and enforced by the Mikvah's administration.

The College and CIVL have formalised this arrangement through a MOU (Memorandum of Understanding) which clarifies that the Mikvah and the provisioning of its services is fully delivered by CIVL and under the auspices of CIVL. As such, any College personnel and students involved in the delivery, provisioning and / or use of the Mikvah will be bound exclusively by CIVL's relevant Child Safety Policies, Procedures, and Practice and Behaviour Guidelines.

In addition, College personnel and students, including children and young people, may not use phones or other electronic devices in the Mikvah.

Students who feel unsafe at the Mikvah should speak to the Child Safety Officer or Executive Director, or lodge a complaint via letter (including anonymously) to the administration office.

Camps and Excursions

The College recognises the value of relevant camps and excursions in allowing students to learn from these experiences. The College will actively seek to minimise any risks associated with excursions, and respond promptly and appropriately to any emergency whilst on an excursion.

Camps and excursions (such as Shabbatons; see [Appendix 4](#)) are to occur only with the authorisation of the Executive Director and of the parents of the students involved. Gaining approval involves providing information about the proposed journey on our [Excursions Consent Form](#) (see [Appendix 1](#)).

Camps and excursions may only be run once a risk assessment has been completed. This assessment will identify potential risks that the excursion may pose to the safety, health and wellbeing of any child or young person, and identify how these risks will be managed and minimised. Risk Assessment must consider the following details:



- Time and Date of Proposed Excursion
- Destination(s)
- Duration and distance
- Transportation details (to and from)
- Transportation requirements
- Proposed route (to and from and stopovers)
- Supervision needs
- Number of personnel attending
- Number of children attending
- Nature of physical environment and facilities, including weather and mobile phone coverage
- Nature of activities
- Water hazards or other hazards
- Child safe risks
- Specialised skills needed to ensure children are adequately and safely supervised at all times (eg life-saving)
- Accessibility; emergency and evacuation procedures
- Specific medical needs or medical conditions that need to be managed
- Supplies to be taken by the College
- Supplies to be taken by the children

Practices and behaviour by personnel during an overnight stay must be consistent with the practices and behaviour expected during delivery of our College's programs at other times, including for Dormitory and sleeping arrangements, and Toilet and change room arrangements, as described above.

Visitors to the campus

It is common for visitors to be present at the College to partake in the College's religious services, community programs or other educational opportunities. Visitors can include adults, children and young people. Children and young people who are visitors are the responsibility of their parents or guardian. All visitors, whether adults or children and young people, may be present indoors only in the following public spaces:

- The Zal (main learning hall) and adjacent restrooms.
- The libraries.
- The dining area.

Visitors are not permitted in any other indoor areas. If visitors are present in any other indoor area, personnel must immediately ask them to leave. The incident must also be reported to the Executive Director and / or Child Safety Officer.

Visitors must conduct themselves in an appropriate manner at all times. If visitors act inappropriately, personnel must immediately ask them to leave. The incident must also be reported to the Executive Director and / or Child Safety Officer.



Practice and Behaviour Guidelines: Technology

Photography and images of children and young people

The College recognises :

- That families may like to have a photographic or video record of their children's activities through their College experience.
- The value of the use of images and videos in the College's teaching and learning, as well as promotional and marketing material.

The College also recognises the need to protect children from inadvertent, unwanted, embarrassing or harmful taking and / or publication of images and videos, whether online or in print.

The following guidelines apply to taking and / or using images containing children and young people:

- Parental and student permission is required for the taking and / or use of students images. Consent is obtained through the [Images Consent Form](#) (see [Appendix 1](#)), which includes advice that parents/guardians may withdraw their authorisation in writing at any time.
- Personnel will be made aware of children whose parents/guardians have not authorised the taking of images/videos and/or the use of those images/videos in print or online, etc.
- Parents/guardians will be made aware that the College does not accept responsibility for the distribution or use of any images/videos taken by non-Personnel.
- Personnel may take approved images and videos on College devices only, and the College will provide sufficient devices for this purpose.
- Images/videos will be taken only for the College's legitimate use. Such use can include, but is not limited to: teaching and learning, promotional and marketing material, fundraising, publicity or other purposes to help achieve the College's aims.
- The College will at all times portray children in a respectful and appropriate way. Images in which the child is not appropriately dressed and posed, or which do not comply with Tznius (Jewish Modesty) including students in bathers, will not be published, be it online, for teaching and learning purposes, or for promotional and marketing material.
- Parental and student permission is required for the posting of images online. This consent is provided via the [Images Consent Form](#). No names will be used with the images published online, and image labels or captions will not reveal identifying information about the child or young person. [Exception: Annual group images appearing in the "[Annual Photos](#)" section of our website (rabbinicalcollege.edu.au/annual) will contain student's names. Similarly, news or program updates appearing on our website may contain student's names and other information if it is relevant to the news or program update items. In both of these cases, the child or young person, or the respective parent, may at any time ask in writing that this information be removed.]
- Images and videos are used for work purposes only and not stored or transmitted for private use.
- Personnel will not post any images on personal social media / networking accounts or website, unless sharing / reposting material that is publicly available on the College's website or social media / networking account.



- Any marketing material, such as newspapers, prospectus, billboard advertising etc. requires parent permission. This consent is provided via the [Images Consent Form](#). Parents can give 3 levels of permissions including:
 - Yes (always approve)
 - No (never approve)
 - Call each time (where the parents can decide depending on the use)
- At College events, an official photographer will be identified for College purposes who has the consent of parents and caregivers to photograph all students (except those listed as without parent consent).
- At swimming/water events, students should be photographed in groups and either with just heads and shoulders images or active in the water.

CCTV

The College has CCTV cameras installed which record video footage (no sound) continuously to help ensure the safety and security of children, employees and visitors to our service, and to monitor performance of employees. Surveillance footage may be used to minimise or eliminate immediate risks to children, employees or visitors, or it may be used as evidence in any matter which involves the Police or Courts/Tribunals.

Our CCTV cameras are used for security and safety purposes only. There is no surveillance inside adult or children's toilets, bathrooms or change rooms, but CCTV may be present at the entrance/exit of these areas and facilities. Access to the footage is controlled and limited to administration staff who use it to ensure the safety of children, families or visitors. Footage is not shared externally (eg families can't log in and view it) unless to comply with legal requirements.

Use of electronic communications and social media

Wherever possible, email messages sent to a child or young person should be copied to their parent or guardian. Children and young people should be made aware of and understand our electronic communications policy.

Where a parent is not included in the electronic communication, personnel should consider the **form** of communication:

- Email communication between personnel and a child or young person must occur through a College email account (i.e. @rabbinicalcollege.edu.au or @ygza.net). Communication between personnel and students should never occur through personnel's private email account.
- The only alternative acceptable forms of electronic communication is through SMS and WhatsApp on College devices only, and the College will provide sufficient devices for this purpose. This method should be employed only when email communication will not be as effective, e.g. the message needs to be delivered in a timely manner.
- Personnel may not communicate with children or young people using internet chat rooms or similar forums, social networking sites and social media, game sites or instant messaging sites.



Furthermore, where a parent is not included in the electronic communication, personnel should consider the **type** of communication:

- Personnel should restrict such communication to issues directly associated with delivering our College programs, such as advising that a scheduled event is cancelled, or notifying them of training and assessment matters.
- Personnel should limit the personal or social content in such communications to what is required to convey the service-related message in a polite, friendly manner. In particular, personnel should not communicate anything that a reasonable observer could view as being of a sexual nature.
- Personnel should not use such communication to promote unauthorised 'social' activity or to arrange unauthorised contact.
- Personnel should not request a child or young person to keep a communication a secret from their parents.
- Personnel are not to communicate with children outside our services, such as siblings or friends who are known to personnel via a child participating in the service, or their families.

Personnel may not befriend any child or young person on Facebook, Instagram or any other social media platform. Similarly, personnel may not post any material on personal social media / networking accounts / websites involving any child or young person, unless sharing / reposting material that is publicly available on the College's website or social media / networking account.

All our personnel, and the children and young people to whom we deliver our College programs, are required to follow our [Information and Communications Technology \(ICT\) Acceptable Use Policy](#) in relation to browsing websites on our organisation's computers, or otherwise using ICT resources.

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



Practice and Behaviour Guidelines: Substances & Gifts

Use, possession or supply of tobacco, drugs or alcohol

The College aims to ensure children and young people are not subjected to the dangers associated with tobacco, drugs and alcohol and provide appropriate adult role modelling.

Alcohol plays a ritual role in the Jewish faith and Chabad practice, primarily in two ways:

- A cup of wine is the method for performing the sacramental Kiddush benediction on Shabbos and Jewish Holidays.
- Farbrengens are Chassidic gatherings (usually lasting several hours) to share matters of Jewish faith in a more informal setting, including stories, melodies, refreshments, and alcoholic beverages (generally small shots of vodka or whisky) in responsible quantities to perform the ritual L'chaim. The maximum limit of alcoholic beverages over the course of an entire Farbrengen is four shots (standard drinks). Enrolled students aged 16-18 must not drink any alcohol without parental consent in the Enrolment Pack. Any other children or young people may not be provided alcohol at all.

Personnel on duty may partake of alcohol only for these two rituals and within these two contexts, provided such use does not interfere with their ability to care for children involved in our service.

While on duty, personnel must not:

- use tobacco
- use, possess or be under the influence of an illegal drug
- consume alcohol in excess of the parameters described above
- use alcohol outside of the parameters described above
- be incapacitated by any other legal drug such as prescription or over-the-counter drugs
- supply alcohol or drugs (including tobacco) to children and young people participating in our College programs, other than the absolutely controlled and limited minimum use of sacramental wine or alcohol during the two rituals requiring its use, as described above.

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.

Children and young people may participate in the two rituals described above, using absolutely controlled and limited minimum use of sacramental wine or alcohol as provided to them by the College, and only when those rituals are conducted under the auspices of the College. Written consent must be obtained from the young person's parent, if under 18.

Aside from these exceptions, the College does not authorise the use of tobacco products, alcohol or drugs by children and young people, nor does it permit their distribution to children and young people. The College has a zero tolerance policy in this regard, and will take follow-up action in the event of any infractions.



Gifts

The Executive Director is to authorise any gifts to children or young people involved in our College programs, including rewards, prizes, treats, or second-hand equipment. There is automatic authorisation only for the customary Chanukah Gelt handed out by teachers during the festival of Chanukah.



Practice and Behaviour Guidelines: Non-enrolled students

Joint Service Agreement MOUs

A range of programs and services are delivered entirely under the auspices of other independent organisations, but (may) involve a limited range of collaboration and coordination with the College with regards to marketing, staff sourcing and / or end user recruitment, primarily in relation to the College's students engaged in outreach or volunteer work with children and young people.

Such programs and services are understood to be **fully delivered and under the auspices of those respective organisations**. All our personnel and students, when involved in the delivery and provision of such programs and services, are bound exclusively by the respective organisation's Child Safety Policies, Procedures, and Practice and Behaviour Guidelines. The College has developed MOUs (Memorandums of Understanding) with those respective organisations to clarify and formalise these arrangements, as follows:

Chabad Youth Programs

The following programs and services are **fully delivered by Chabad Youth and under the auspices of Chabad Youth**. All personnel and students, when involved in the delivery and provision of these programs and services, are bound exclusively by Chabad Youth's Child Safety Policies, Procedures, and Practice and Behaviour Guidelines:

- Messibos Shabbos
- Chabad Youth Overnight and Day Camps, Masmidim, Shabbatons
- Shluchim Shiurim at Chabad Youth premises
- Kinus Gatherings at Chabad Youth premises (e.g. Tzivos Hashem)
- Tahalucha groups coordinated by Chabad Youth
- Other Chabad Youth Programs

Contact person at this organisation: Director of Chabad Youth (currently Rabbi Moshe Kahn). Policies for this organisation are available online at: <https://www.chabadyouth.org/Policies>

Yeshivah - Beth Rivkah Colleges Programs

The following programs and services are **fully delivered by Yeshivah - Beth Rivkah Colleges (YBRSL) and under the auspices of YBRSL**. All personnel and students, when involved in the delivery and provision of these programs and services, are bound exclusively by YBRSL's Child Safety Policies, Procedures, and Practice and Behaviour Guidelines:

- Shluchim shiurim at YBRSL premises
- Shluchim Fabrengens at YBRSL premises
- Shluchim visitations to YBRSL premises for any other YBRSL programs
- Shluchim participation in YBRSL Shabbatons, Trips and Camps

Contact person at this organisation: Principal of YBRSL (currently Rabbi Elisha Greenbaum). Policies for this organisation are available online at: <https://www.ybr.vic.edu.au/ourpolicies.html>



Cheder Levi Yitzchok Programs

The following programs and services are **fully delivered by Cheder Levi Yitzchok (CLY) and under the auspices of CLY**. All personnel and students, when involved in the delivery and provision of these programs and services, are exclusively by CLY's Child Safety Policies, Procedures, and Practice and Behaviour Guidelines:

- Shluchim shiurim at CLY premises
- Shluchim Fabrengens at CLY premises
- Shluchim visitations to CLY premises for any other CLY programs
- Shluchim participation in CLY Shabbatons, Trips and Camps

Contact person at this organisation: Principal of CLY (currently Mr Eliezer Kornhauser).

Policies for this organisation are available by contacting the CLY office at: (03) 8372 0700

College programs (at premises) for non-enrolled students

The main objective of the Rabbinical College of Australia and New Zealand (the College) is to provide formal Jewish educational services to enrolled children and young adults above the age of 16 years.

The College also provides a range of informal extracurricular activities, programs and services at our premises for non-enrolled students of (primary and high) school age. These activities, programs and services are generally organised and coordinated by the College's volunteer students. They include:

- Mishmor
- Shiurim with Shluchim or Bochorim
- Shabbos Achdus

All of the College's Child Safety Policies, Procedures, and Practice and Behaviour Guidelines apply to personnel and students when delivering extracurricular activities, programs and services for non-enrolled students. In addition, this section provides specific Practice and Behaviour Guidelines applicable to our personnel and students when conducting such activities, programs and services.

Non-enrolled children may not attend activities, programs and services without prior written consent from the child's parent/guardian allowing their children to attend the premises for these activities, and allowing their children to arrive and leave the premises on their own. Gaining approval involves providing information about the proposed activity using our [Extracurricular / Outreach Child Consent Form](#) (see [Appendix 1](#)) including:

- Details and purpose of activity
- Time and date / recurring schedule of activity
- Earliest child drop-off time
- Latest child pick-up time
- Location of activity within the College Premises
- Names of personnel running the activity
- Details of other students in the activity
- Name and contact details of the 24-hour emergency contact.
- A summary of relevant Child Safety practices that parents should be aware of



- A link to all of the College's policies and procedures accessible at:
<https://www.rabbinicalcollege.edu.au/childsafety>

Activities involving non-enrolled children may occur only in public spaces of the College such as the Zal, libraries or the part of the College gardens that faces Alexandra Street.

Non-enrolled children should never, under any circumstances, be present in the College dormitories, showering facilities or any other private areas.

Non-enrolled children should not be present at the College premises outside of the earliest drop-off and latest pick-up times.

College Outreach Programs

Our College provides a range of outreach activities, programs and services outside of our premises. These activities, programs and services are generally organised and coordinated by the College's volunteer students. They include:

- Mivtzoim Outreach, including Friday Mivtzoim and Holiday Mivtzoim
- Tahalucha groups that are coordinated by the College, with no involvement of the Chabad Youth organisation

College outreach activities are not necessarily provided for the sake of children and young people specifically, but may involve children and young people in two ways:

- Children and young people may serve as outreach volunteers
- Children and young people may be the recipients of outreach activities

All of the College's Child Safety Policies, Procedures, and Practice and Behaviour Guidelines apply to personnel and students engaged in outreach activities involving children or young people in either of the above two ways.

In addition, children and young people may not serve as outreach volunteers without prior written consent from the child's parent/guardian. Gaining approval involves providing information about the proposed outreach activity using our [Extracurricular / Outreach Child Consent Form](#) (see [Appendix 1](#)) including:

- Details and purpose of outreach activity
- Time and date / recurring schedule of outreach activity
- Outreach Location(s)
- Duration and distance
- Form of transport
- Departure location and estimated time
- Return location and estimated time
- Proposed route (to and from and stopovers)
- Details of other personnel and students in the group
- Name and contact details of the 24-hour College emergency contact
- A summary of relevant Child Safety practices that parents should be aware of
- A link to all of the College's policies and procedures accessible at:
<https://www.rabbinicalcollege.edu.au/childsafety>



When the College premises serve as the departure point for outreach activities, non-enrolled children and young people should gather only in public spaces of the College such as the Zal, libraries or the part of the College gardens that faces Alexandra Street.

Non-enrolled children should never, under any circumstances, be present in the College dormitories, showering facilities or any other private areas.

Non-enrolled children should not be present at the College premises outside of the earliest drop-off and latest pick-up times.

Shluchim Programs

The College's Shluchim students may, at times, wish to initiate extra-curricular programs for students, whether enrolled in the College or otherwise. The Shluchim will be required to submit a proposal in advance to the College's Child Safety Officer or Executive Director in advance. The College will analyse the proposal and conduct a risk assessment to consider whether the program will be approved to run under the College's auspices.

If the program is approved, the program will be run in accordance with College's Child Safeguarding policies and procedures.

If the program is not approved, and has already been notified to parents or students, the College will send out a communication notifying parents and students that the program will not be run under the auspices of the College.



ICT Acceptable Use Policy

Purpose of ICT Policy

This policy outlines the acceptable use of the Information and Communications Technology (ICT) resources of the Rabbinical College of Australia & New Zealand (the College).

The College is responsible for ensuring the use of ICT resources is legal, ethical and consistent with the aims, values and objectives of the College and its responsibilities to personnel, students and other ICT users.

All users of College ICT resources are expected to exercise responsibility, ensuring that online environments promote safety and wellbeing, while minimizing opportunities for children and young people to be harmed. Resources are to be used ethically, respecting the rights and privacy of others and operating within relevant legislation, as well as the rules and policies of the College.

College ICT resources should not be used for inappropriate or improper activities. This includes: pornography, fraud, defamation, breach of copyright, unlawful discrimination or vilification, harassment, including sexual harassment, stalking, bullying, privacy violations and illegal activity, including illegal peer-to-peer file sharing. When using College ICT resources, users should be mindful that the audience of an electronic message may be unexpected and widespread.

College ICT resources are provided to improve and enhance learning and teaching, and for the conduct of the business and functions of the College. Users are expected to use and manage these resources in an appropriate manner and in accordance with this policy.

Scope

This policy applies to all *use* of College ICT resources, including, but not limited to:

- Copying, saving or distributing files
- File sharing, storage and transfer
- Downloading or accessing files from the internet or other electronic sources
- Electronic bulletins/notice boards
- Electronic discussion/news groups
- Email
- Instant messaging, online discussion groups and 'chat' facilities
- Printing material
- Publishing and browsing on the internet
- Social networking
- Streaming media
- Subscriptions to list servers, mailing lists or other like services
- Video conferencing
- Viewing material electronically
- Weblogs ('blogs')

ICT *resources* includes, but is not limited to:



- Software and hardware
- Computers
- Laptops and Notebooks
- Tablets
- Mobile Phones
- Smart Boards
- Smart Phones
- Televisions (including smart TVs)
- DVD players
- Printers
- Scanners
- Email systems
- Servers Networks (including local area networks, wide area networks, wireless networks, intranets) and Network equipment
- Portable and other ICT storage devices
- Digital cameras
- USB memory sticks

Non-compliance

Any personnel found to be using ICT devices inappropriately will face an enquiry by management and other relevant parties to decide a course of action based on the severity of their misconduct. Non-compliance with this policy is a serious matter and appropriate action will be taken, which may include termination of employment. Depending on the nature of the inappropriate use of College ICT resources, non-compliance with this policy may constitute:

- A breach of employment obligations
- A criminal offence
- A threat to the security of College ICT resources and information
- An infringement of the privacy of staff and other persons
- Exposure to legal liability
- Serious misconduct
- Sexual harassment
- Unlawful discrimination.

Where there is a reasonable belief that illegal activity may have occurred, this will be reported to the police or appropriate authority.

Use of College ICT resources

College ICT resources are provided to enable users to conduct work relevant to the operations and activities of the College. This includes for the purposes of:

- research, learning and teaching.
- conducting the business and functions of the College including for administration purposes, programming and professional development.



Users are allowed reasonable access to electronic communications using College ICT resources to facilitate communication between other users, provided that use is not unlawful, offensive or otherwise improper.

“Personal use” refers to all non-work related use of College ICT resources including internet usage, social networking and private emails. Users may use College ICT resources for personal use provided the use is not excessive and does not breach this policy. [Excessive personal use is regarded as such when it satisfies the following criteria: 1) It occurs during time that the user should be working or studying, 2) it adversely affects, or could reasonably be expected to adversely affect, the performance of the user’s work or study duties; and 3) the use is not insignificant.]

Supervision of students using ICT resources

Personnel will supervise children who are using ICT resources, both the College’s or personal, to ensure content is appropriate and suitable for sharing with other children at the College. Personnel may confiscate personal ICT devices if they believe content is inappropriate.

The College may make ICT resources available to students to conduct training and assessment activities. In this case, the College will discuss the protocols we have in place for accessing the computer and other technologies with children and parents. We will install software, firewall and/or whitelist protection to block inappropriate websites and ensure children are supervised when accessing the internet and other technologies.

Defamation

College ICT resources must not be used to send material that defames an individual, organisation, association, company or business. The consequences of a defamatory comment may be severe and give rise to personal and/or College liability. Electronic communications may be easily copied, forwarded, saved, intercepted or archived. The audience of an electronic message may be unexpected and widespread.

Copyright Infringement

The copyright material of third parties must not be used without authorisation. This includes software, database files, documentation, cartoons, articles, graphic files, music files, video files, books, text and downloaded information.

The ability to forward, distribute and share electronic messages, attachments and files greatly increases the risk of copyright infringement. Copying material to electronic storage, or printing, distributing or sharing copyright material by electronic means may give rise to personal and/or College liability, despite the belief that the use of such material was permitted.

Users of College ICT resources should be familiar with any relevant intellectual property and copyright guidelines issued by the College.



Illegal Use and Illegal Material

College ICT resources must not be used in any manner contrary to law or likely to contravene the law. Any suspected offender may be referred to the police or other relevant authority and their employment / volunteer status may be terminated.

Certain inappropriate, unauthorised and non work-related use of College ICT resources may constitute a criminal offence under the Crimes Act 1958 (Vic). Examples include computer 'hacking', unauthorised release of data, leaking of information or documents and the distribution of malware.

Illegal or unlawful use includes but is not limited to:

- Use of certain types of pornography under the Crimes Act 1958 (Vic), such as child abuse materials
- Offences under the Classification (Publications, Films and Computer Games) (Enforcement) Act 1995 (Vic)
- Defamatory material
- Material that could constitute racial or religious vilification, or unlawfully discriminatory material
- Stalking
- Blackmail and threats under the Crimes Act 1958 (Vic)
- Use that breaches copyright laws, fraudulent activity, computer crimes and other computer offences under the Cybercrime Act 2001 (Commonwealth) or Crimes Act 1958 (Vic).
- Breaches under any other relevant legislation.

In particular, child abuse materials represent the antithesis of College responsibilities with regard to the safety and education of children. Any suspected offender will be referred to the police, their employment will be stood down while an investigation occurs, and terminated if the allegations are substantiated.

Offensive or Inappropriate Material

Use of College ICT resources must be appropriate to a workplace environment and aligned to College Values. This includes but is not limited to the content of all electronic communications, whether sent internally or externally.

College ICT resources must not be used for material that is pornographic, harassing, hateful, racist, sexist, abusive, obscene, discriminatory, offensive or threatening. This includes sexually-oriented messages or images and messages that could constitute sexual harassment.

Users of College ICT resources who receive unsolicited, offensive or inappropriate material electronically should delete it immediately and may choose to notify the Executive Director of such instances. Offensive or inappropriate material must not be forwarded internally or externally, or saved onto College ICT resources, except where the material is required for the purposes of investigating a breach of College policies.



Malware

Malware refers to malicious software programs designed to cause damage and other unwanted actions on a computer system. Common examples include computer viruses, worms, spyware and trojans.

Electronic and web communications are potential delivery systems for computer malware. An anti-virus and threat protection program should scan all data, programs and files downloaded electronically or attached to messages before being launched, opened, accessed or sent.

Malware has the potential to seriously damage College ICT resources and lead to a breach of privacy legislation. Users should not open any attachments or click on any links embedded in an email unless they have confidence in the identity of the sender.

Social Engineering

Social engineering is (in the context of information security) the use of deception to manipulate individuals into divulging confidential or personal information that may be used for fraudulent purposes. This includes, but is not limited to, the following forms:

- Phishing is the attempt to obtain sensitive information such as usernames, passwords, and credit card details (and, indirectly, money), often for malicious reasons, by disguising as a trustworthy entity in an electronic communication.
- Vishing is a form of phishing that uses the phone system or voice over IP (VoIP) technologies. The user may receive an email, a phone message, or even a text encouraging them to call a phone number due to some discrepancy. If they call, an automated recording prompts them to provide detailed information to verify their account such as credit card number, expiration date, birthdate.
- Whaling is a type of phishing that targets high-profile users such as corporate executives, politicians and celebrities. Whaling emails and websites are highly customized and personalised, often incorporating the target's name, job title or other relevant information gleaned from a variety of sources.

Phishing, Vishing and Whaling and other forms of social engineering are used to obtain information from users that could result in unauthorised access to College ICT resources, or to fraudulently obtain money from the College.

Attribution

There is always a risk that an employee may be in breach of this policy due to false attribution. It is possible that communications may be modified to reflect a false message, sender or recipient. In these instances, an individual may be unaware that he or she is communicating with an impostor or receiving fraudulent information.

If a user has a concern with the contents of a message received or the identity of the publisher of the electronic information, action should be taken to verify their identity by other means. Users should inform the Executive Director if they believe an electronic communication has been intercepted or modified.



Users are accountable for all use of College ICT resources that have been made available to them for work purposes and for all use of College ICT resources performed with their user identification. Users must maintain full supervision and physical control of College ICT resources at all times, including mobile phones, tablets and notebook computers.

User identification and passwords must be kept secure and confidential. Users must not allow or facilitate unauthorised access to College ICT resources through the disclosure or sharing of passwords or other information designed for security purposes.

Active sessions are to be terminated when access is no longer required and computers secured by password when not in use.

Spam

Spam refers to unsolicited commercial electronic messages sent over the internet. The use of electronic communications for sending unsolicited commercial electronic messages ('Spam') is strictly prohibited and may constitute a breach of the Spam Act 2003 (Cth).

Confidentiality and Privacy

Electronic communication is not a secure means of communication. While every attempt is made to ensure the security of College ICT resources, this security is not guaranteed, particularly when communicated to an external party. The sender should consider the confidentiality of the material they intend to send when choosing the appropriate means of communication.

To ensure their confidentiality is maintained, employees are advised to use personal, rather than College email accounts when disclosing improper conduct, either as part of an audit or as contemplated by the Protected Disclosure Act 2012 (Vic).

The College will handle any personal information collected through the use of College ICT resources in accordance with the Privacy and Data Protection Act 2014 (Vic).

The College will not disclose the content of electronic communications created, sent or received using College ICT resources to third parties outside of the College unless that disclosure is required for the purposes of:

- A College investigation
- A police investigation,
- For other legal, investigative, audit or compliance reasons.

In other circumstances, disclosure should not contravene the Privacy and Data Protection Act 2014 (Vic).

College Property

Electronic communications created, sent or received using College email systems are the property of the College and may be accessed by an authorised person or their delegate in the case of an investigation. This includes investigations following a complaint or investigations into misconduct.



Electronic communications may also be subject to discovery in litigation and criminal investigations. All information produced on users' computers, including emails, may be accessible under the Freedom of Information Act 1982 (Vic).

Email messages may be retrieved from back-up systems.

Access and Monitoring

For the purpose of this policy, Authorised Person includes: The Executive Director, the Child Safety Officer, or their appointed delegates.

Authorised persons have the ability to access or monitor College ICT resources at any time without notice to the user. This includes, but is not limited to, use of College email systems, and other electronic documents and records and applies to the use of College ICT resources for personal use. However, Authorised persons must have a valid reason for accessing or monitoring the use of College ICT resources and are required to maintain a log recording relevant details of the access and monitoring activity.

Authorised persons may access or monitor the records of College ICT resources for operational, maintenance, compliance, auditing, legal, security or investigative purposes. Electronic communications that have been sent, received or forwarded using College ICT resources, may be accessed and logs of websites visited using College ICT resources may be generated, examined and monitored.

Authorised Persons may require assistance of a systems administrator to gain access to records held within College ICT resources, such as electronic documents, communications or website logs of users. In such cases, the systems administrator will not be in breach of this policy by reason of following the instructions of an Authorised Person.

If a systems administrator becomes aware of any inappropriate use of College ICT resources, they must report their concerns to an Authorised Person.

If there is a reasonable belief that College ICT resources are being used in breach of this policy, the Executive Director or immediate manager of the person who is suspected of inappropriate use may secure the equipment while the suspected breach is being investigated.

The Executive Director or immediate manager may also request the systems administrator to suspend a person's use of College ICT resources.

Complaints

If an employee has a complaint or report of inappropriate use of College ICT resources, they should lodge it with their immediate manager or principal of the person who the complaint is about. If the complaint is about the employee's immediate manager or principal, they should raise it with the manager above.

Complaints arising from the use of College ICT resources or complaints arising from the application of this policy may be investigated in accordance with College guidelines for managing complaints, misconduct and unsatisfactory performance for the teaching service or the public service, as appropriate.



Personnel Statement of Agreement

The Rabbinical College of Australia and New Zealand

Child protection, conduct and behavioural standards policy personnel agreement

The Rabbinical College of Australia and New Zealand is committed to safeguarding children and young people in its care. As part of this commitment, we have developed [Practice and Behaviour Guidelines](#) for our Organisation. These are approved and endorsed by our Organisation's Executive Committee.

All personnel are required to observe these Practice and Behaviour guidelines. Personnel refers to employees, staff, volunteers, committee members and contractors, regardless of their involvement in child related duties.

Personnel also refers to students when they are engaged in the College's outreach or volunteer work with children and young people. This definition distinguishes between adult-children interactions that arise from the enrolled student's volunteer or outreach work for the College, as opposed to the enrolled student's personal interactions with fellow enrolled students under the age of 18. To illustrate:

An 18-year-old enrolled student who provides transportation to a child or young person:

- *If the 18-year-old enrolled student's relationship with the child or young person arises through the student's volunteer or outreach work for the College, such transportation is subject to the College's child safe policies and procedures.*
- *If the 18-year-old enrolled student's relationship with the child or young person is as a fellow enrolled student, such transportation is not subject to the College's child safe policies and procedures.*

Our college considers 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.

The Rabbinical College of Australia and New Zealand

Conduct and behaviour standards

At The Rabbinical College of Australia and New Zealand, we expect the behavioural standards of our students to exemplify the values we uphold as contributing members of society. These standards guide us in the way we conduct ourselves (manner of speech, dress and behaviour) and how we interrelate and respect others. They also extend to personnel / student, student / student, personnel / personnel interactions and outreach or volunteer work in the community. As a college we strive to establish a safe environment for every child's physical, emotional and spiritual well-being.

Personnel have an increased responsibility to act as role models for our students. We are required to uphold standards of behaviour during and beyond College hours, and these standards govern our professional and private interactions with colleagues and students.



Appropriate behaviour

- Adhering to the College's [Child Safety and Wellbeing Policy](#) at all times and upholding the College statement of commitment (in the [Child Safety and Wellbeing Policy](#)) to child safety at all times.
- Conducting oneself in a professional manner and being a positive role model to children and young people.
- Understanding and following regulations in relation to the care of children and young people.
- Understanding the regulations governing the provision of child care. These regulations define our minimum responsibilities and obligations towards children and families. All personnel should know and follow these regulations. It is the responsibility of the managers of our child care services to ensure that the regulations are adhered to by all personnel under their supervision.
- Follow the College's Practice and Behaviour guidelines.
- Understand and follow the law in relation to reporting child abuse.
- Treating everyone, including all children, equally and with respect and dignity.
- Promoting the safety and wellbeing of all children and young people.
- Participating in training to maintain child safety requirements.
- Maintaining a Working With Children Check, and immediately advising the College of any change in status, i.e. new allegations or convictions.
- Encouraging children to share their views, especially on issues that are important to them.
- Supporting children to actively participate in all relevant organisational activities where possible, especially concerning issues that are important to them.
- Providing guidance to parents/carers through positive role modelling and, when appropriate, clear and respectful directions.
- Enabling a safe space in which all children are encouraged to set their own personal goals, express their creativity and are free from judgement and ridicule.
- Maintaining a clean and safe environment and reporting any areas that require attention.
- Informing students if physical contact is required for any purpose, and asking them if they are comfortable with this interaction e.g. the application of first aid or technique correction in a training environment.
- Respecting the privacy and confidentiality of children and young people and handling of personal information in line with the College's [Privacy Policy](#).
- Raising all concerns, issues, or allegations with the Child Safety Officer / Executive Director as soon as possible; this includes any incident of child abuse or suspicion as set out in the [Child Safety and Wellbeing Policy](#).
- In every circumstance, we expect our Personnel to co-operate to the best of their ability with any formal investigation undertaken by the police or other authorised body in relation to the care and protection of children and young people.
- Reporting any breaches of this Child Safe Code of Conduct.

At The Rabbinical College of Australia and New Zealand, these expectations incorporate specific behaviours that relate to unwanted touch and the exertion of inappropriate verbal, physical or psychological influence or control on students and/or personnel. Certain behaviours are regarded as incompatible with the goals and standards of the Colleges and are always prohibited.



Unacceptable behaviour

- Personnel must not harm or exploit children who access our services.
- Personnel may not be alone with any child/ren in an area that cannot potentially be seen or observed by other faculty members or adults (vehicles included).
- Personnel may not be in a closed room alone with a student unless there is an easily viewable window.
- Personnel may not be alone in a room without doors equipped with windows to permit external viewing of the room, which must remain unobstructed at all times, or the door must remain open.
- Physical force may never be used other than to safeguard against immediate physical danger.
- Unwelcome physical conduct, such as massaging, pinching, punching, pushing and physical assault or any other inappropriate touching is prohibited.
- Personnel must refrain from denigrating students publicly or privately or from attempts to control or manipulate students through psychological means.
- Personnel may never forbid students to share conversations or information with parents or staff, nor instruct students to “keep secrets” from their parents.
- Personnel must refrain from sexual attention towards others, including (but not limited to) in the form of remarks, jokes or innuendo about a person’s body or clothing etc., including threats of such behaviour.
- Personnel may not discriminate against any student, including (but not limited to) because of age, gender, race, culture, vulnerability, sexuality, ethnicity or disability.
- Personnel shall not display, distribute nor share any demeaning, suggestive, objectionable or pornographic material.
- Personnel should not express personal views on race, culture, ethnicity or sexuality in front of students.
- There can be no indirect or explicit invitations to engage in inappropriate, suggestive or sexual activities which may or may not include a promise to reward for complying, or a threat of reprisal for not complying

Behavioural best practice outlined in the Practice and Behaviour Guidelines applies whether in person, on the telephone or through any form of electronic media. These high standards also apply to student/student interaction when under the supervision of College personnel and/or when participating in College related programs. Any concerns, suspicions or allegations of abuse, harassment or a violation of the behavioural standards should be promptly brought to the attention of the Child Safety Officer or the Executive Director.

Child Safeguarding

All personnel are required to participate in mandatory Child Protection workshops and Professional Development sessions offered by the Colleges. In addition, all personnel are to ensure they are up to date with, and agree to abide by, the Policies and Procedures as stated in the [Child Safety and Wellbeing Policy](#) and [Child Safe Reporting Procedure](#) (see [Appendix 1](#)). This includes understanding when to approach someone with a concern over a child’s safety and well-being, who to approach, and the legal responsibilities as a staff member or personnel.



Breaches and Misconduct

Any violation of the:

- [Child Safety and Wellbeing Policy](#)
- [Practice and Behaviour Guidelines](#) (above)
- [Child Safe Reporting Procedure](#)

will not be tolerated and will result in appropriate disciplinary action. Depending on the seriousness of the misconduct, disciplinary action may include suspension while matters are investigated and/or dismissal. In addition to any internal disciplinary proceedings, any breaches of law will be reported to police and other regulatory authorities.

Declaration of Agreement and Commitment

Our collective understanding, adherence and monitoring of behavioural standards outlined in the Practice and Behaviour Guidelines will help us achieve our goal of providing a safe environment for every child in our care.

I have received a copy of the (please tick):

- [Child Safety and Wellbeing Policy](#)
- [Child Safe Code of Conduct](#) which includes [Practice and Behaviour Guidelines](#)
- [Child Safe Reporting Procedure](#)

I have read them and I understand them, and I have also read and understand this Personal Statement of Agreement. I understand my responsibilities in relation to ensuring and promoting the safety of children and young people.

By signing below, committee members, staff, volunteers, and temporary/casual staff acknowledge they have read and understood Rabbinical College's Child Safety and Wellbeing Policy, Practice and Behavioural Guidelines, Child Safe Reporting Procedure, and agree to abide by the Child Safe Code of Conduct.

I agree to adhere to these standards.

Name: _____

Signature: _____

Position: _____

Date: _____

Cc: HR individual personnel file



Periodic Policy Review

Review Schedule

The Rabbinical College of Australia and New Zealand will review the Child Safe Code of Conduct (including the incorporated Practice and Behaviour Guidelines, ICT Acceptable Use Policy, Personnel Statement of Agreement,) every 3 years, in consultation with stakeholders. Some circumstances *may* trigger an early review, such as (but not limited to):

- after any serious incident; or,
- legislative changes; or,
- organisational changes; or,
- as deemed appropriate by the Executive Director and/or the Executive Committee.

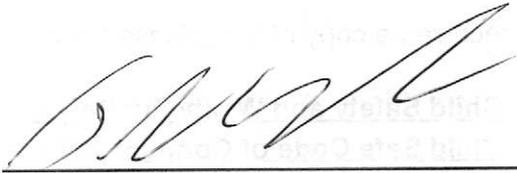
Endorsement and review dates of the current version appear in the footer of this document. Endorsement and review dates of previous versions appear in the table below.

This policy has been reviewed and endorsed by:



Avrohom Procel
Executive Director

Date: 26/2/23



Josh Goldhirsch
On behalf of the Executive Committee

Date: 26/2/23

Version History

Version Number	Version Name	Endorsed by	Endorsement Date
1	Child Protection Policy	Interim CEO	December 2016
2	Code of Conduct	Executive Director Executive Committee	15 December 2020
3	Child Safe Code of Conduct	Executive Director Executive Committee	26 February 2023



Appendix 1: Associated Policies, Procedures, Forms, Records and Documents

This Appendix contains other policies and procedures that relate to, and should be read in conjunction with, this document. These documents are all accessible on the College's website, at: <https://www.rabbinicalcollege.edu.au/childsafety>. They may include, but are not limited to:

Policies and Procedures

[Child Safety and Wellbeing Policy](https://www.rabbinicalcollege.edu.au/childsafetypolicy)

<https://www.rabbinicalcollege.edu.au/childsafetypolicy>

Outlines the College's commitment, culture and approach to providing child protection and safety.

[Child Safe Code of Conduct](https://www.rabbinicalcollege.edu.au/codeofconduct)

<https://www.rabbinicalcollege.edu.au/codeofconduct>

Outlines the College's clear expectations for appropriate behaviours with children and young people.

[Child Safe Reporting Procedure](https://www.rabbinicalcollege.edu.au/childreportingprocedure)

<https://www.rabbinicalcollege.edu.au/childreportingprocedure>

Outlines the College's processes for responding to and reporting suspected abuse.

[Human Resources Policy](https://www.rabbinicalcollege.edu.au/humanresourcespolicy)

<https://www.rabbinicalcollege.edu.au/humanresourcespolicy>

Outlines the College's practices that reduce the risk of child abuse by new and existing personnel.

[Risk Management for Child Safety Policy](https://www.rabbinicalcollege.edu.au/riskmanagementpolicy)

<https://www.rabbinicalcollege.edu.au/riskmanagementpolicy>

Outlines the College's strategies to identify and reduce or remove risks of child abuse.

[Child Safety Grievance Policy and Procedure](https://www.rabbinicalcollege.edu.au/grievancepolicy)

<https://www.rabbinicalcollege.edu.au/grievancepolicy>

Outlines the College's framework for receiving, managing and addressing child safety grievances.

Child-Friendly Documents

[Commitment to Children](https://www.rabbinicalcollege.edu.au/commitment_children)

https://www.rabbinicalcollege.edu.au/commitment_children

Communicates the College's commitment to safeguarding children and young people in simple language.

[Child-friendly and Parent-friendly Child Safety and Wellbeing Policy](https://www.rabbinicalcollege.edu.au/child_friendly_policy)

https://www.rabbinicalcollege.edu.au/child_friendly_policy

Communicates all the College's Child Safety Policies and related documentation in a child-friendly and parent-friendly manner, and includes a reporting flowchart and child-friendly complaints guide.



Templates of Forms, Records and Related Documents

[Flowchart: Child safety reporting process](http://rabbinicalcollege.edu.au/flowchart_reporting)

http://rabbinicalcollege.edu.au/flowchart_reporting

Provides personnel and students with an easy-to-understand infographic of the reporting process.

[Flowchart: Responding to disclosures / incidents process](http://rabbinicalcollege.edu.au/flowchart_responding)

http://rabbinicalcollege.edu.au/flowchart_responding

Provides personnel with an easy-to-understand infographic of managing incidents and disclosures.

[A Step by Step Guide to making a Report to Child Protection or Orange Door](http://rabbinicalcollege.edu.au/stepbystepreporting)

<http://rabbinicalcollege.edu.au/stepbystepreporting>

Provides personnel with an easy-to-access and clear guide to alerting Child Protection or Orange Door.

[Risk Assessment and Action Plan Template](https://www.rabbinicalcollege.edu.au/riskassessment)

<https://www.rabbinicalcollege.edu.au/riskassessment>

The College's template for assessing and managing child safety risks with an action plan.

[Working With Children Check Register Template](https://www.rabbinicalcollege.edu.au/wwcc_register)

https://www.rabbinicalcollege.edu.au/wwcc_register

The College's template for tracking the status of Personnel WWCC's.

[HR Personnel Records Checklist](http://rabbinicalcollege.edu.au/hrchecklist)

<http://rabbinicalcollege.edu.au/hrchecklist>

The College's checklist for ensuring all Personnel records are up-to-date.

[HR Recruitment and Induction Checklist](http://rabbinicalcollege.edu.au/hrrecruitlist)

<http://rabbinicalcollege.edu.au/hrrecruitlist>

The College's template for managing the recruitment and induction process.

[HR Applicant Interview & Referee Record](http://rabbinicalcollege.edu.au/hrapplicant)

<http://rabbinicalcollege.edu.au/hrapplicant>

The College's template for managing recruitment and referees interviews.

[HR Personal Details and Identity Record](http://rabbinicalcollege.edu.au/hridentity)

<http://rabbinicalcollege.edu.au/hridentity>

The College's checklist for authenticating personnel identity.

[Private Transport Consent Form:](https://www.rabbinicalcollege.edu.au/consent_transport)

https://www.rabbinicalcollege.edu.au/consent_transport

[Images Consent Form:](https://www.rabbinicalcollege.edu.au/consent_images)

https://www.rabbinicalcollege.edu.au/consent_images

[Excursions Consent Form:](https://www.rabbinicalcollege.edu.au/consent_excursions)

https://www.rabbinicalcollege.edu.au/consent_excursions



Extracurricular / Outreach Child Consent Form:

https://www.rabbinicalcollege.edu.au/consent_extracurricular



Appendix 2: Legislation and Guidance

Child Wellbeing and Safety Act (2005) – establishes the Victorian Children’s Council and Child Safety Commissioner; establishes the principles for wellbeing of children in Victoria.

Children, Youth and Families Act (CYFA), 2005 – governs and guides the process of child protection in Victoria. Under this Act a person can make a report to Child Protection Services if they have: A significant concern for a child’s wellbeing; belief the child is in need of protection; significant concern before the birth of a child about his/her wellbeing after his/her birth.

Crimes Act 1958 (Vic) – Failure to disclose a criminal offense against a child, failure to protect a child under 16 or failure to take reasonable steps to remove or reduce the risks are all criminal offenses.

Crimes Amendment (Grooming) Act 2014 – refers to the offence of grooming. A grooming offence is committed if the offender communicates by works or conduct with a child under the age of 16 years or their carer or supervisor; and Intends to commit a sexual offence involving the child.

Crimes Amendment (Protection of Children) Act 2014, s.49c – refers to the **failure to protect** children from sexual offences. If any individual or organisation could have reasonably protected a child from sexual abuse and fails to do so it may be considered a criminal offence.

Crimes Amendment (Protection of Children) Act 2014, s.327 – refers to the responsibility of all individuals to disclose to authorities if they have a reasonable belief that a child under the age of 16 years has been sexually abused. Failure to do so is a criminal offence.

Children Legislation Amendment (Reportable Conduct) Act 2017 – From 1 July 2017, the Commission for Children and Young People will administer a ‘reportable conduct scheme’ in Victoria. The scheme will improve oversight of how organisations respond to allegations of child abuse and child-related misconduct by workers and volunteers. Under the scheme, the Commission for Children and Young People will have the power to: Monitor organisations’ investigations of abuse or misconduct and report on trends; share information with key organisations, such as the Working with Children Check Unit and certain professional registration bodies, to improve child safety; inquire into the safety systems of organisations engaged in child-related work; and share relevant information to better protect children from the risks of abuse.

Mandatory Reporting Sections 182(1)(a)-(e), 184 and 162(c)-(d) of the Children, Youth and Families Act 2005 (Vic.) – Registered medical practitioners, nurses, midwives, a person registered as a teacher or an early childhood teacher or educator, school principals, school counsellors, police officers, out of home care workers (excluding voluntary foster and kinship carers), early childhood workers, youth justice workers, registered psychologists and people in religious ministries must report if they have reasonable belief that a child is at risk of harm from physical or sexual abuse.

Worker Screening Act 2020 – Outlines the purpose of the WWC and what constitutes child-related work; outlines occupations that apply and explains relevant offences and findings that are relevant to the WWCC. It sets out obligations of individuals and organisations and how personal information is stored and disposed of.

Wrongs Amendment (Organisational Child Abuse) Act 2017 – A new statutory duty of care has been created under the Wrongs Amendment (Organisational Child Abuse) Act 2017 to ensure that there is a clear legal duty placed on organisations to take reasonable steps to minimise the risk of child abuse (sexual and/or physical abuse) perpetrated by organisational representatives.



Appendix 3: Definitions used in this Child Safe Code of Conduct

Term	Definition
Aboriginal Child	<p>A person under the age of 18 who:</p> <ul style="list-style-type: none"> • Is of Aboriginal or Torres Strait Islander descent • Identifies as Aboriginal or Torres Strait Islander, and • Is accepted as Aboriginal or Torres Strait Islander by an Aboriginal or Torres Strait Islander community
Adult	<p>A person 18 years of age or older and includes persons who are employees, volunteers and associates of the College.</p>
Bullying	<p>Bullying involves the inappropriate use of power by one or more persons over another less powerful person or group and is generally an act that is repeated over time. Bullying has been described by researchers as taking many forms which are often interrelated and include:</p> <ul style="list-style-type: none"> • Verbal (name calling, put downs, threats) • Physical (hitting, punching, kicking, scratching, tripping, spitting) • Social (ignoring, excluding, ostracising, alienating) • Psychological (spreading rumours, stalking, dirty looks, hiding or damaging possessions).
Child or young person	<p>A person under the age of eighteen years</p>
Child Abuse	<p>An act committed against a child involving: physical abuse, emotional and psychological abuse, neglect, exposure to family violence, sexual abuse, grooming</p>
Child related work	<p>Work within one or more of the occupational fields defined in the Act where the contact with children is direct, unsupervised, and part of a person's duties, not incidental to their work</p>
Children from culturally and/or linguistically diverse backgrounds	<p>A child or young person who identifies as having particular cultural or linguistic affiliations by virtue of their place of birth, ancestry or ethnic origin, religion, preferred language or language spoken at home or because of their parents' identification on a similar basis</p>
Child safe organisation	<p>In the context of child safe standards, a child safe organisation is one that meets the child safe standards by proactively taking measures to protect children from abuse</p>

Child Safety	In the context of the child safe standards, child safety means measures to protect children from abuse
Children with a disability	A disability can be any physical, sensory, neurological disability, acquired brain injury or intellectual disability or developmental delay that affects a child's ability to undertake everyday activities. A disability can occur at any time in life. Children can be born with a disability or acquire a disability suddenly through an injury or illness. Some disabilities may be obvious while others are hidden
College	The Rabbinical College of Australia and New Zealand
Contractor	A person or organisation that undertakes a contract to provide materials, tasks or labour to do a service or job.
Culturally and/or linguistically diverse background (CaLD)	Identification with particular cultural or linguistic affiliations by virtue of place of birth, ancestry or ethnic origin, religion, preferred language or language spoken at home or because of parents' identification on a similar basis
Cumulative Harm	Cumulative harm refers to the effects of multiple adverse or harmful circumstances and events in a child's life. Cumulative harm may be caused by an accumulation of a single recurring adverse circumstance (such as unrelenting low-level care); or by multiple circumstances or events (such as persistent verbal abuse and denigration, inconsistent or harsh disciplines and/or exposure to family violence.)
Department of Families, Fairness & Housing (DFFH)	The statutory authority responsible for receiving and investigating reports of child abuse
Direct Contact	A direct contact role is one that has contact with children and young people that is not incidental, but normally part of providing a service, program or activity for children and young people. This direct delivery may require regular physical contact and forms of ongoing communication.
Disclosure	Refers to a child telling someone (through words, drawings or actions) that he or she feels unsafe or has been harmed.
Emotional Abuse	Emotional abuse occurs when a child's parent, caregiver or any other adult repeatedly rejects the child or uses threats to frighten the child. This may involve: <ul style="list-style-type: none"> ● Being repeatedly rejected, name called or being put down. ● Being frightened by threats. ● Continual coldness to the extent that it significantly damages the child's physical, social, intellectual or emotional development. ● Can involve repeated exposure to family violence



<p>Exposure to Family Violence</p>	<p>Family violence is behaviour by a person towards a family member that is:</p> <ul style="list-style-type: none"> ● Physically or sexually abusive ● Emotionally (psychologically) abusive ● Coercive or any way controls or dominates the family member and causes that family member to fear for their safety or wellbeing or that of another family member. ● Behaviour by a person that causes a child to hear or witness or otherwise be exposed to the effects of, behaviour referred to above. <p>Exposure to family violence includes children seeing, hearing or experiencing the violence in a number of ways.</p>
<p>Grooming</p>	<p>Grooming is a term used to describe what happens when a perpetrator of abuse builds a relationship with a child with a view to sexually abusing them . Grooming concerns predatory conduct undertaken to prepare a child for sexual activity. There is no set pattern in relation to the grooming of children. For some perpetrators, there will be a lengthy period of time before the abuse begins. The child may be given special attention and, what starts as an apparently normal display of affection, such as cuddling, can develop into sexual touching or masturbation and then into more serious sexual behaviour. Other perpetrators may draw a child in and abuse them relatively quickly. Some abusers do not groom children but abuse them without forming a relationship at all. Grooming can take place in any setting where a relationship is formed, such as leisure, music, sports and religious activities, or in internet chatrooms, in social media or by SMS. Many perpetrators of sexual offences against children purposely create relationships with children and young people, their families and carers in order to create a situation where abuse could occur. For example:</p> <ul style="list-style-type: none"> ● Spending special time with a child e.g. in private settings, away from the organisation, online ● Isolating the children or young person from family and peers ● Giving gifts to a child ● Showing favouritism ● Allowing the child to step out of boundaries or rules ● Touching the child ● Testing and breaking professional boundaries
<p>Harm</p>	<p>Harm, to a child, is any detrimental effect of a significant nature on the child’s physical, psychological or emotional wellbeing. It is immaterial how the harm is caused. Harm can be caused by</p> <ul style="list-style-type: none"> ● physical, psychological or emotional abuse or neglect; or ● sexual abuse or exploitation. ● a single act, omission or circumstance; or ● a series or combination of acts, omissions or circumstances.
<p>Multi-Dimensional Harm</p>	<p>Occurs when more than one abuse type is experienced at the same time e.g. sexual abuse also involving physical abuse and emotional abuse at the same time.</p>



Mandated Reporter	Any adult who holds the following occupations is mandated to report child abuse to child protection authorities or police: Registered medical practitioners, nurses, midwives, a person registered as a teacher or an early childhood teacher or educator, school principals, school counsellors, police officers, out of home care workers (excluding voluntary foster and kinship carers), early childhood workers, youth justice workers, registered psychologists and people in religious ministries must report if they have reasonable belief that a child is at risk of harm from physical or sexual abuse.
Neglect	<p>Neglect is the failure to provide for the child's basic needs for life:</p> <ul style="list-style-type: none"> ● Food ● Clothing ● Shelter ● Medical attention ● Supervision or care <p>To the extent that the child's health and development are, or are likely to be, placed at risk.</p>
Parent	All those who have parent equivalent responsibilities for a child or young person including guardians, grandparents or other relatives, foster parents or other authorised carers
Personnel	<p>All staff, volunteers, committee members and contractors, regardless of their involvement in child related duties, who are associated with the College. Personnel Includes all of those whom we employ directly, those we employ indirectly through other groups or organisations, and all those who are involved as volunteers.</p> <p>Personnel also refers to students when they are engaged in the College's outreach or volunteer work with children and young people. This definition distinguishes between adult-children interactions that arise from the enrolled student's volunteer or outreach work for the College, as opposed to the enrolled student's personal interactions with fellow enrolled students under the age of 18. To illustrate with an example:</p> <p><i>An 18-year-old enrolled student who provides transportation to a child or young person:</i></p> <ul style="list-style-type: none"> ● <i>If the 18-year-old enrolled student's relationship with the child or young person arises through the student's volunteer or outreach work for the College, such transportation is subject to the College's child safe policies and procedures.</i> ● <i>If the 18-year-old enrolled student's relationship with the child or young person is as a fellow enrolled student, such transportation is not subject to the College's child safe policies and procedures.</i>
Physical Abuse	Physical abuse occurs when a child suffers or is likely to suffer significant harm from an injury inflicted by a child's parent or caregiver or any other adult. The injury may be inflicted intentionally or may be the inadvertent consequence of physical punishment or physically aggressive treatment of a child. This may take the form of punching, beating, shaking or otherwise harming a child.



Practice and Behaviour Guidelines	Our Practice and Behaviour Guidelines assist in identifying and preventing behaviour that may be harmful to children and young people. They describe what is and is not, acceptable behaviour when working with or engaging with children and young people.
Reasonable Grounds of Belief	<p>A 'reasonable belief' is not the same as having proof. A 'reasonable belief' is formed if a reasonable person in the same position would have formed the belief on the same grounds. A 'reasonable belief' might be formed when:</p> <ul style="list-style-type: none"> • a child states that they have been abused • a child states that they know someone who has been abused (sometimes the child may be talking about themselves) • someone who knows a child states that the child has been abused • professional observations of the child's behaviour or development leads a mandated professional to form a belief that the child has been abused • signs of abuse lead to a belief that the child has been abused.
Sexual Abuse	<p>Sexual abuse occurs when a person uses power, force or authority to involve a child in any form of sexual activity. Behaviours sex offenders engage in may include:</p> <ul style="list-style-type: none"> • touching or fondling • obscene or suggestive phone calls/texts • exhibitionism and or voyeurism • pornographic images • penetration with penis, finger or other object into the mouth, anus or vagina <p>It is important to note that sexual abuse includes both contact and non-contact behaviours.</p>
Sexual Exploitation	Sexual exploitation occurs when children are forced into sexual activities that are then recorded in some way and/or used to produce pornography. Such pornography can be in the form of actual photos or videos or published on the internet. Exploitation can also involve children who are forced into prostitution.
Sexually Harmful Behaviour	Refers to harmful behaviour perpetrated by a child (17 years of age or younger) to another child. Harmful behaviours in children are often an indicator that they have experienced abuse or neglect. Where sexually harmful behaviour occurs, organisations have a duty of care to both children. Note that in children under 10 years of age, such behaviour is usually referred to as <i>sexually problematic behaviour</i> .
The Act	<i>Child Safety and Wellbeing Act 2005</i>



Appendix 4: Glossary of Terms and Programs in this Child Safe Code of Conduct

Program	Definition
Chabad	Chabad-Lubavitch is a major movement within mainstream Jewish tradition with its roots in the Chassidic movement of the 18th century. In Czarist and Communist Russia, the leaders of Chabad led the struggle for the survival of Torah Judaism, often facing imprisonment and relentless persecution for their activities. After the Holocaust, under the direction of Rabbi Yosef Yitzchaak Schneerson and his successor, Rabbi Menachem M. Schneerson, of righteous memory, Chabad became a worldwide movement, caring for the spiritual and material needs of all Jews, wherever they could be found. Today, over 3,500 Chabad institutions are located in more than 85 countries, with a new center opening on the average every ten days. In South Africa, South America, Russia, Australia, Asia, the UK, and many parts of the USA,
Chanukah Gelt	Money given as presents during the Jewish festival of Chanukah. It is customary for parents to give Chanukah Geld to their children, and for teachers to give Chanukah Geld to their students.
Chassidic	Related to Chassidism, a Jewish religious branch that arose as a spiritual revival movement in Eastern Europe.
Farbrengen	Chassidic gatherings (usually lasting several hours) to share matters of Jewish faith in a more informal setting, including stories, melodies, refreshments, and alcoholic beverages (generally small shots of vodka or whisky) in responsible quantities to perform the ritual L'chaim.
Kiddush	Jewish benediction and prayer recited over a cup of wine immediately before meals on Shabbos (Saturday) or festivas. This ceremony acknowledges the sanctity of the day and its meals.
Kinus	A communal Jewish study event, generally conducted in association with Jewish festivals, consisting of lectures to large audiences.
L'chaim	A customary toast to life over a shot of alcohol.
Masmidim	An overnight camp for high school students, run by Chabad Youth (organisation).
Messibos Shabbos	A program conducted on Shabbos (Saturday) afternoon and geared towards primary and secondary school students. The program consists of story, song, discussion, fun and games.

Mikvah	Ritual bath in the Jewish faith, where ritual immersion is an important religious practice that is observed daily (and sometimes even twice daily). It presents as a public bathhouse with shared use whilst completely unclothed.
Mishmor	On Thursday nights (from 7:30 to 8:30pm), school boys aged 8-13 attend a program at the Rabbinical College. The boys are divided into small groups for a half-hour study session with a Shliach. The next half-hour is devoted to a riveting story or an exciting game. Towards the end, the boys are quizzed about what they learned, and a video is sometimes shown. The program concludes with a raffle and a snack.
Mivtzoim Outreach	Outreach activities where students visit workplaces, shopping centres, offices, hospitals and aged care facilities to spread awareness of Judaism, and to encourage fellow Jews to fulfil Jewish commandments. These activities generally take place on Friday afternoons, or in conjunction with Jewish Festivals (and in their leadup).
Shabbatons	A sleep-away retreat that takes place over Shabbos (Saturday).
Shabbos Achdus	An in-house retreat that takes place over Shabbos (Saturday) to foster unity, and is generally attended by students from a number of local Jewish schools.
Shiurim	Extra-curricular tutoring and mentoring on any aspect of Jewish study, provided to primary, secondary and tertiary students.
Shliach (Singular:Shluchim)	A member of the Chabad movement who is sent out to spread Judaism and in locations around the world. Shluchim to our College have usually studied at Colleges in the USA in the year prior.
Tahalucha	A campaign which sees Chabad representatives visiting community synagogues on three annual Jewish festivals. Representatives share inspiring words of Jewish study, and celebrate the festival joy with spirited song and dance.
Tzivos Hashem	A youth group of the Chabad movement to increase religious observance and knowledge of Jewish customs and religious practice. In Australia, Tzivos Hashem is run by Chabad Youth (organisation).
Zal	Yiddish term for Hall, referring to the main study hall on the campus.

