

# Rabbinical College of Australia & NZ

## Child Outreach Consent Form

### Introduction

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

College outreach activities are not necessarily provided for the sake of children and young people specifically, but children and young people may serve as outreach volunteers.

Children and young people may not serve as outreach volunteers without prior written consent from the child's parent/guardian. For your child to serve as an outreach volunteer, you are required to read this information and complete this Child Outreach Consent Form. All of the relevant details are provided below for your convenience.

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. Our child-friendly and parent-friendly Child Safety Policy is included at the end of this Consent Form. A link to all of the College's policies and procedures are accessible at:

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

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**Privacy:** The College is collecting information about you and your child in order to obtain consent for the College Outreach activities. The information in this form may be given to outside personnel when directly related to the delivery of our College programs and services. Your information will not be given to any other person or agency unless the College has obtained your consent, or the disclosure is required or authorised by law.

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### Outreach Details

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:	

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## Student behaviour

I understand that in the event of my child's misbehaviour or behaviour that poses a danger to himself or others during outreach activities, he may be sent home, and not be allowed to attend again in the future.

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I have read all of the above information provided by the College in relation to the Activities described in this form. I have also read and understand the attached child-friendly and parent-friendly Child Safety Policy. I give permission for my child to attend.

Full Name of Child:	
Full Name of Parent/Carer:	
Parent/Carer relationship to child:	
Parent/Carer Signature:	
Date:	
Emergency Contact 1 Full Name:	
Emergency Contact 1 Number:	
Emergency Contact 2 Full Name:	
Emergency Contact 2 Number:	



# Rabbinical College of Australia & NZ

## Images Consent Form

### Introduction

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.

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

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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. This consent is provided through this **Images Consent Form**. 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.
- The College does not accept responsibility for the distribution or use of any images/videos taken by non-Personnel.
- Personnel who take approved images and videos on personal devices will upload it to the College's storage and delete it from their personal device within 24 hours.
- 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 this **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](http://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 kept 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 this **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 events, students should be photographed in groups and either with just heads and shoulders images or active in the water.

## Consent

I hereby grant the Rabbinical College permission to:

- take photos or videos of my child
- use photos or videos of my child, including any reproductions or adaptations
- post online photos or videos of my child, including any reproductions or adaptations

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.

With regards to the use of photos or videos of my child, and any reproductions or adaptations of the images or videos for marketing material, I hereby grant the following permission (please select):

- Yes (always approve)
- No (never approve)
- Call each time (where the parents can decide depending on the use)

**Please note:** *If none of these options are selected, the first level of permission (Yes) will apply.*

I understand that the College does not accept responsibility for the distribution or use of any images/videos taken by non-Personnel.

Full Name of Child:	
Full Name of Parent/Carer:	
Parent/Carer Signature:	
Date:	

*Parents/guardians may withdraw their authorisation, in writing, at any time.*





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## Commitment to safeguarding children and young people

At the Rabbinical College of Australia & New Zealand, we believe children who come to our College should ALWAYS:

- feel comfortable
- be cared for
- feel safe and be safe.

Everyone who works here does their best to make sure children are protected from any harm.

It is **not** okay for anyone to hurt your feelings or your body.

No one should behave in a way that makes you feel unsafe or afraid, including anyone in your family, anyone at this College, or anywhere else in the community.

It **is** okay for you to say NO to an adult if they ask you to do something that makes you feel unsafe or uncomfortable.

It is **always** okay to tell us if you ever feel unsafe or uncomfortable, or if you are unhappy with the way you are being treated, or if you have been hurt. We will listen to you and act to help you. Tell any staff member or a parent.

Adults at school **must** listen to you about what makes you feel safe, and respond to protect you if someone hurts you or makes you feel unsafe.

If you suspect harm to any other child or young person, please report it, even if you are not sure.



# The Rabbinical College of Australia and New Zealand

## Child-friendly and Parent-friendly Child Safety Policy

<p><b>Purpose</b></p>	<p>The Rabbinical College is committed to Child Safety.</p> <p>The Rabbinical College regards the care, safety and wellbeing of children and young people to be a central and fundamental responsibility of our organisation.</p> <p>This policy outlines what Rabbinical College does to keep children and young people safe from harm in our College environment.</p>
<p><b>Principles</b></p>	<p>We believe:</p> <ul style="list-style-type: none"> <li>❖ All children and young people deserve, as a fundamental right, safety and protection from all forms of abuse and neglect.</li> <li>❖ The College works in partnership with children, families and the community to ensure that they know about decision-making processes, particularly those that have an impact on child safety and protection.</li> <li>❖ All adults at our College have a responsibility to care for children and young people, to positively promote their wellbeing and to protect them from any kind of harm or abuse.</li> <li>❖ The College does not tolerate any form of child abuse. We will always act in the child's best interests in order to protect them from harm.</li> <li>❖ All our processes are based on honest, respectful and trusting relationships between adults, children and young people.</li> <li>❖ Our policies and practices demonstrate compliance with the law and cooperation with the police and human services agencies.</li> <li>❖ All involved in situations where harm is suspected or disclosed must be treated with sensitivity, dignity and respect.</li> <li>❖ All should feel free to raise concerns about child safety, knowing these will be taken seriously by College staff and leadership.</li> <li>❖ Appropriate privacy will be maintained, with information being provided to those who have a right or a need to be informed.</li> </ul>
<p><b>Our commitments to children and young people</b></p>	<ul style="list-style-type: none"> <li>❖ We commit to the safety and wellbeing of all children and young people enrolled in our College or who engage in our programs and services.</li> <li>❖ We commit to providing children and young people with positive and nurturing experiences.</li> <li>❖ We commit to listening to children and young people and empowering them by taking their opinions seriously, addressing any concerns that they raise with us, and ensuring procedures and strategies are implemented.</li> <li>❖ We commit to taking action to ensure that children and young people are protected from abuse or harm.</li> <li>❖ We commit to seeking input and feedback from children and young people regarding the creation of a safe College environment.</li> </ul>



<p><b>Our commitments to parents and carers</b></p>	<ul style="list-style-type: none"> <li>❖ We commit to communicating honestly and openly with parents and carers about the wellbeing and safety of their children.</li> <li>❖ We commit to engaging with, and listening to, the views of parents and carers about our child-safety practice, policies and procedures.</li> <li>❖ We commit to transparency in our decision-making with parents and carers where it will not compromise the safety of children or young people.</li> <li>❖ We commit to acknowledging the cultural diversity of children / young people, and their families, and being sensitive to how this may impact safety issues.</li> <li>❖ We commit to continuously reviewing and improving our systems to protect children from abuse.</li> </ul>
<p><b>Expectation of our College staff</b></p>	<p>College personnel (including volunteers) are expected to proactively ensure the safety of children and young people at all times and to take appropriate action if there are concerns about the safety of any child at the College.</p>
<p><b>Staff Code of Conduct</b></p>	<p>We have a Code of Conduct which recognises the critical role that College staff play in protecting the children and young people in our care. It contains clear guidelines for how staff interact with children in order to safeguard them against abuse and or neglect. It also ensures that our staff remain familiar with the relevant laws, policies and procedures in relation to child protection and reporting, and to keep all requirements. Here are some of the behaviours that our <b>prohibited</b> in our Code of Conduct:</p> <ul style="list-style-type: none"> <li>❖ One-on-one situations between adults and children / young people</li> <li>❖ Keeping secrets between adults and children / young people</li> <li>❖ Physical, cruel or frightening punishment</li> <li>❖ Frightening or negative language towards children / young people</li> <li>❖ Inappropriate touching or physical contact with children / young people</li> <li>❖ Working with children / young people outside of their job at the College</li> <li>❖ Socialising with children / young people outside of their job at the College</li> <li>❖ Giving rides to children / young people outside of their job at the College</li> <li>❖ Invading the privacy of children / young people, especially in bathrooms, change rooms and bedrooms</li> <li>❖ Preventing children / young people from contacting their parents if they feel unsafe, uncomfortable or distressed</li> <li>❖ Taking photos without the consent of children / young people, or taking inappropriate photos</li> <li>❖ Emailing children / young people from an email account that does not end in @rabbinicalcollege.edu.au or @ygza.net</li> <li>❖ Emailing or texting children / young people about anything which is not connected with College programs, or which are impolite and inappropriate, or which are done secretly</li> <li>❖ Using any form of social media (Facebook, chat rooms, game sites etc) to contact children / young people</li> <li>❖ Using tobacco or drugs in the presence of children / young people</li> <li>❖ Using alcohol (outside of Kiddush or a Farbrengen) in the presence of children / young people</li> <li>❖ Giving gifts to children / young people that are not authorised by the College</li> <li>❖ Allowing children / young people to use computers without appropriate supervision</li> <li>❖ Taking non-enrolled children / young people to the dormitories, bedrooms, showering facilities or any other private rooms areas.</li> <li>❖ Allowing non-enrolled children / young people to be present outside of the earliest drop-off and latest pick-up times.</li> <li>❖ Failure to respond and report complaints of children / young people</li> </ul>





<p><b>Children and young people participation</b></p>	<p>The College actively encourages all children and young people to express their views openly and respectfully. We inform children and young people about what they can do if they feel unsafe and help them understand, identify, discuss and report on child safety. We listen to and act on any concerns that our children and young people, or their parents or carers, raise with us.</p> <p>It is important that children and young people have a shared responsibility for child safety at the College. Children and young people are included in the Risk Management Committee to assist in the continuous development of the Child Safety practices and processes that will be used to educate and promote this priority throughout the College. The choice of language and the most appropriate format for child-friendly documentation is important to its success.</p>
<p><b>Responding and Reporting</b></p>	<p>If you have been abused, feel unsafe, or believe that a staff member or an adult has breached the Code of Conduct, you can tell a staff member or any adult at our College. All College staff members have a responsibility to protect any child under their care. They will be able to help you.</p> <p>If you think someone has been abused or is unsafe, you should talk to an adult you trust. Any staff member at our College will be able to help. Help your friend by encouraging them to tell a trusted adult. Even if your friend has specifically asked you not to tell an adult, you still should. It is more important to make sure that your friend is helped and feels protected.</p> <p>The College records any child safety complaints. All College staff members have a responsibility to protect any child under their care. You will be helped.</p> <ul style="list-style-type: none"> <li>❖ The adult will listen to your concerns and help you.</li> <li>❖ The information will not be shared with the person who is making you feel unsafe.</li> <li>❖ Information will only be shared with people who can support and protect you.</li> <li>❖ In some cases, the people helping you are required by law to tell the police, the Department of Health and Human Services' Child Protection services and/or your family to prevent any further abuse, or risk of abuse.</li> </ul>
<p><b>Recruitment</b></p>	<p>The College has strict checking processes when we hire people or use volunteers. Our commitment to child safety and our checking requirements are included in all advertisements and all new staff applicants are provided with copies of the College's Code of Conduct and the Child Protection Policy.</p> <p>The College routinely checks all employees to ensure they continue to meet Child Safety requirements.</p>
<p><b>Professional learning for College staff</b></p>	<p>All College staff are:</p> <ul style="list-style-type: none"> <li>❖ provided with our Child Protection Policy and Child Safety Reporting Policies</li> <li>❖ required to sign our Code of Conduct.</li> </ul> <p>Training is also provided at meetings, through online courses and / or through presentations which are part of the ongoing training program.</p>
<p><b>Risk management</b></p>	<p>The College is committed to always looking out for things that might be a risk to children and young people safety across our whole College environment. If a new risk is found, we ensure it is fixed. We also add it to our documents, to be sure that it is thought about in future planning.</p>





<p><b>Supporting documents</b></p>	<p>The College has detailed policies that guide our personnel to ensure that children and young people in our care are safe. All policies and related document are available at our website, at:  <a href="https://www.rabbinicalcollege.edu.au/childsafety">https://www.rabbinicalcollege.edu.au/childsafety</a></p> <p>Below are the main policies that we have:</p> <p><b><u>Child Protection Policy</u></b>  <a href="https://www.rabbinicalcollege.edu.au/childprotectionpolicy">https://www.rabbinicalcollege.edu.au/childprotectionpolicy</a>  <i>Outlines the College’s commitment, culture and approach to providing child protection and safety.</i></p> <p><b><u>Code of Conduct</u></b>  <a href="https://www.rabbinicalcollege.edu.au/codeofconduct">https://www.rabbinicalcollege.edu.au/codeofconduct</a>  <i>Outlines the College’s clear expectations for appropriate behaviours with children.</i></p> <p><b><u>Child Safety Reporting Policy</u></b>  <a href="https://www.rabbinicalcollege.edu.au/childreportingpolicy">https://www.rabbinicalcollege.edu.au/childreportingpolicy</a>  <i>Outlines the College’s processes for responding to and reporting suspected abuse.</i></p> <p><b><u>Human Resources Policy</u></b>  <a href="https://www.rabbinicalcollege.edu.au/humanresourcespolicy">https://www.rabbinicalcollege.edu.au/humanresourcespolicy</a>  <i>Outlines the College’s practices that reduce the risk of child abuse by new and existing personnel.</i></p> <p><b><u>Risk Management for Child Safety Policy</u></b>  <a href="https://www.rabbinicalcollege.edu.au/riskmanagementpolicy">https://www.rabbinicalcollege.edu.au/riskmanagementpolicy</a>  <i>Outlines the College’s strategies to identify and reduce or remove risks of child abuse.</i></p> <p><b><u>Child Safety Grievance Policy and Procedure</u></b>  <a href="https://www.rabbinicalcollege.edu.au/grievancepolicy">https://www.rabbinicalcollege.edu.au/grievancepolicy</a>  <i>Outlines the College’s framework for receiving, managing and addressing grievances.</i></p>
<p><b>Communication</b></p>	<p>The College will keep all children and young people, as well as parents, informed through a variety of ways:</p> <ul style="list-style-type: none"> <li>❖ College Noticeboards</li> <li>❖ Posters</li> <li>❖ Emails</li> <li>❖ College Website</li> <li>❖ Enrolment Process or Program Consent Record</li> </ul>
<p><b>Review</b></p>	<p>This policy will be reviewed each year to ensure it is working and remains up to date with the law. It will also include suggestions from staff, volunteers, children and young people, parents and other relevant parties.</p> <p>Date of policy: December 2020  Date of last major review: First Edition  Date of next major review: December 2021</p>



# Flowchart: Child safety reporting process



# Child-Friendly Complaints Process

## It is okay to complain

It is normal to feel worried or not sure about making a complaint. Children and young people are often nervous because they are not sure what type of response they may get. They might be worried about getting into trouble, or that nothing might be done to help.

This guide is here to help you understand our complaints process, and assure you that we will try to help solve your complaint. It is okay to complain, and you will not get into trouble for complaining.

## When should I complain?

There are all sorts of valid reasons to complain. For example:

- You might be unhappy about the way you have been treated.
- Someone made a mistake and won't fix it.
- You may be feeling unsafe and people won't listen.
- Someone has been hurting you, or your feelings, or has been acting inappropriate with you.
- You might have had a disagreement that is causing you stress.

## You can get support for your complaint

If it makes things easier for you, you can talk to a parent, carer, friend or someone you trust and ask them to help you with your complaint. They can even be with you when you complain.

## Getting your complaint ready

Think about what you are not happy about and how this has affected you. Also decide what you think should be done about it. This will help you when you have to talk about it. You may need to tell a couple of people in the process, so it will also help you remember what you've said before.

## Where and how to Complain

Talk to the Child Safety Officer in our organisation. If you don't know who that is, just check this webpage (or ask someone to check for you): <https://www.rabbinicalcollege.edu.au/faculty>

If you prefer to speak with another adult in our organisation, you can. Every adult who works here must help you make your complaint and give it to the right person.

If you prefer not to talk face-to-face, you can write a letter. Write "Child Safety Officer" on the envelope and leave it in the administration office. Or you can send an email to [admin@rabbinicalcollege.edu.au](mailto:admin@rabbinicalcollege.edu.au). Or you can use any of our other contact details here: <https://www.rabbinicalcollege.edu.au/Contact>



## Be calm and ask questions

When you make your complaint, try to be calm and polite, even if you feel upset. Staff of the organisation must also treat you with respect.

Ask as many questions as you like. You may want to know:

- How will they keep your complaint private?
- What will happen next?
- Who will get back to you and your support person?
- When will they get back to you?
- If you're not happy about the result of your complaint what is the next step – who will review your complaint then?

## Keep notes

Write down who you speak or write to, the dates, anything they say they will do and the date they say they will get back to you. This will help you keep track of things. You can also write down how you feel about the complaint process. This may be useful later.

## What will happen when I make a complaint?

The people who are responsible for receiving complaints from children and young people should:

- **listen** and be respectful when you are telling them about your concerns.
- be **understanding** and encourage you to explain your situation in your own time.
- **believe** what you are saying, take it seriously and note it down.
- be **helpful** and offer advice and information about the complaints process, what their next steps will be and what you can expect to happen.
- take **action**, do what they said they would do and act on your complaint.
- keep you **informed** by contacting you when they say they will and let you know of progress.
- keep the information you share with us **private**. We will tell you when we need to share the information with other organisations in order to help protect you.

It's okay to tell an adult politely if you don't think they are doing these things well. Tell them how you feel.

We have a detailed process\* that our staff must follow to ensure that your complaint is addressed properly. We will keep you informed of the progress and outcome of your complaint.

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\* All of the details of this process can be found in our [Child Safety Grievance Policy and Procedure](https://www.rabbinicalcollege.edu.au/grievancepolicy) which is available at <https://www.rabbinicalcollege.edu.au/grievancepolicy>.