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Human Resources Policy

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Child Safety Education and Support Policy

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

Version 2.0 / 15 December 2020



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Human Resources Policy

College Personnel selection, supervision and management practices

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 Protection Policy](#) and related policies (see [Appendix 1](#)).

As part of our Child Safety implementation, this Human Resources Policy has been developed to ensure that we will take all reasonable steps to recruit skilled people to work with children and young people. The College administration are responsible for ensuring that our recruitment, supervision and management procedures are undertaken and followed in line with this Policy. The aim is to provide a consistent and comprehensive process across our organisation.



Personnel Recruitment Practices

The College's recruitment and screening procedures have been developed to ensure that the organisation recruits personnel who are suitably qualified and committed to providing professional and safe services to children and young people. These recruitment procedures are summarised in the College's [HR Recruitment and Induction Checklist](#) (see [Appendix 1](#)).

Job Description / Statement of Duties

Every position must have a position description which:

- is accurate and current,
- summarises the role and describes the tasks,
- details the skills, qualifications and experience required to perform the role and whether these are essential or desirable criteria.
- clearly describes the expectations for personnel to provide a safe and supportive environment for children.

Advertising

Any advertised recruitment for personnel (both paid or volunteer) will include a statement which reflects our commitment to child safety:

- Sample statement where space is not at a premium, such as in promotional material or on a website:
 - The Rabbinical College of Australia & New Zealand is committed to protecting children and young people from harm. We require all applicants who are to work with children and young people to undergo an extensive screening process prior to appointment, a process that includes, but is not limited to, an identity check, comprehensive reference checks, a 'working with children' check and/or a 'national criminal history record' check.
- Sample statements for use where space is at a premium, such as in job advertisements or on stationery:
 - We require all applicants to undergo an extensive screening process prior to appointment.
 - Employment in this position is subject to a satisfactory criminal history record check.
 - The successful applicant is required to possess a valid 'working with children' check.
 - It is an offence in Victoria for a person convicted of a serious sex offence to apply for this position. Relevant screening will be conducted.
 - Our organisation is committed to protecting children and young people.
 - Our organisation has extensive protocols and procedures to protect children and young people in its care.
- Where possible, a link to the College's Child Safe policy and related documents will be included: <https://www.rabbinicalcollege.edu.au/childsafety>



Job Application

The Applicant should submit a written application for the job, and include their CV / Resume and any supporting Qualification Documentation, in order to assess suitability for the role.

Interviews

All applicants with direct contact with children and young people are required to attend at least one face-to-face interview. The interview will be proportionate to the role and include child safe focused questions. The [Executive Director](#) and / or [Rosh Yeshivah](#) (Dean) (as the case may be) will conduct these interviews, in the presence of the [Child Safe Officer](#), as required. These positions are identified on our website at this link: <https://www.rabbinicalcollege.edu.au/faculty>.

The format of the face-to-face interview will:

- Advise the applicant about the position and the College.
- Provide a full position description to the applicant that outlines the job's general requirements and responsibilities, including requirements, duties and responsibilities regarding child safety.
- Highlight our organisation's commitment to protecting children and young people from abuse, and provide the applicant with information about the College's child safety practices, including (see [Appendix 1](#)):
 - [Child Protection Policy](#)
 - [Code of Conduct](#)
 - [Child Safety Reporting Policy](#)
- Discuss the applicant's skills and experience as they relate to the position.
- Examine issues relating to the applicant's suitability to work with children and young people (see below).
- Answer any questions the applicant may have.
- Advise the applicant about the next steps in the selection process.
- Obtain permission to contact the applicant's three nominated referees.
- Notes are taken during the interview using the [HR Applicant Interview & Referee Record](#) form, which will be kept in the staff file for successful applicants.

The face-to-face interviewer will ask specific child safe focused questions to all applicants, to examine at least the following issues relating to the applicant's suitability to work with children and young people:

- The applicant's beliefs and values in relation to the treatment of children and young people.
- The applicant's general awareness and understanding of child protection issues.
- The applicant's essential or relevant qualifications / competence, professional experience and attributes, in relation to child safety of child safety and child protection.
- The applicant's reasons for leaving previous positions involving work with children and young people.
- Any potential concerns our organisation may have with the applicant's resume or work history, such as gaps in their work history, frequent job changes, inability to nominate precise start or end dates for previous roles.



The interviewer will refer to our organisation's interview questions on the [HR Applicant Interview & Referee Record](#) form and document an applicant's responses. For successful applicants, this documentation is added to their personnel file.

Identity check

The identity of the applicant is confirmed by our sighting original proof of identity documents presented by the applicant. Once the documents are sighted, we record the details on our [HR Personal Details and Identity Record](#). On completion of the recruitment process, the successful applicant's [HR Personal Details and Identity Record](#) is added to their personnel file.

If a variation is required in relation to proof of identity requirements, such as an applicant being unable to provide specific documentation, the Executive Director must grant written approval for a variation.

Reference checks

We conduct a minimum of three reference checks for all shortlisted applicants as a means to gather additional information about the applicant's suitability to work in the role for which they have applied.

Applicants being considered for appointment should be asked to provide contact details for three professional referees who can provide information relating to the applicant's suitability to work with children. Professional referees:

- should include a representative of the applicant's current or most recent employer;
- must have had a direct managerial relationship with the applicant and so be capable of commenting knowledgeably in relation to the applicant, and ideally have been the applicant's supervisor or line manager.

Personal referees are not recommended. However, if there is no option but to include a personal referee, then that referee:

- should not be related to the applicant;
- should have known the applicant for at least 12 months;
- must be able to vouch for the applicant's reputation and character.

The referee checks we undertake involve direct contact with the referee. We will confirm referee identities, roles and contact details before contacting them (e.g. via advertised business phone numbers, website staff profiles). Written character references are not sufficient unless also followed up and verified through direct contact.

Difficulty in contacting referees, such as those based overseas, or those who have left an organisation, is not justification for accepting lower standards of scrutiny.

In the course of the applicant's interview, the applicant's written permission is obtained to conduct a thorough check of the work histories and references to determine their suitability for the job. The [HR Applicant Interview & Referee Record](#) form is used to obtain this permission, as well as to conduct the referee checks.

All referees are asked the same questions. The [HR Applicant Interview & Referee Record](#) form contains questions used to guide our discussions with referees, and to record details of those



discussions in relation to the applicant's suitability to work with children. This form is kept in the staff file of successful applicants.

Singed offer of employment / acceptance

When a decision is made to employ a candidate, a written offer of employment (for paid personnel) or volunteer acceptance letter (for volunteer personnel) will be made. All letters of offer of employment, volunteer acceptance letters, position descriptions and contracts (including contractor contracts) include a statement of commitment to child safety.

The successful applicant must sign a contract of employment (for paid personnel) or volunteer agreement (for volunteer personnel) containing the specific terms and conditions of their employment, including child safe elements. The successful applicant must also sign the relevant Job Description / Statement of Duties and provide a personal or professional history of work involving children.

Working with Children Check (WWCC)

After signing the contract of employment but before employment commences, the applicant must provide a current valid Working with Children Check (WWCC). The Executive Director will be responsible to check the applicant's WWCC status. For successful applicants, WWCC documentation is logged on an inhouse system and also run through the Department of Justice website to ensure they are linked, current, active and clear. For more information, see section: [WWCC Register](#).

Police Check

After signing the contract of employment but before employment commences, the applicant must provide a current Police Check. The College also requires international Police Checks for all applicants who have worked or volunteered outside of Australia for more than 6 months during the past 10 years. The Executive Director will be responsible to check the applicant's Police Check.

A criminal history does not automatically preclude an applicant from obtaining work within our organisation unless it suggests that they may pose a risk to children and young people. For successful applicants, Police Check documentation is included in the applicant's personnel file.

Further information regarding the operation of Police Checks can be obtained from:

Police Check

Victoria Police

Phone: 03 9247 5907

Web: <https://www.police.vic.gov.au/national-police-records-checks>

Induction of new staff

After signing the contract of employment but before employment commences, the applicant must undergo the process of Induction for New Staff. The Induction for New Staff is centred on the College's policies, codes, practices and procedures governing child safety and child-connected work, and relevant legislation. The applicant will sign the Personnel Statement of Agreement (included with the Code of Conduct) affirming receipt, understanding of and adherence to the following policies:

- [Child Protection Policy](#)



- [Code of Conduct](#)
- [Child Safety Reporting Policy](#)

The applicant will be allowed time to read and ask questions regarding the child safe policy. The applicant will also undergo Child Safety Training provided by the College.

College administration must ensure that the following records have been addressed:

- The [HR Recruitment and Induction Checklist](#) is completed and signed by admin
- The [HR Personnel Records Checklist](#) is completed and signed by admin

Contractors who have no contact with students

The College may at times engage contractors to provide limited services which do not involve contact of any sort (neither direct or indirect) with children and young people. This can occur in one of the following two ways:

- Where the College is satisfied that the contractor will not be engaged to come onto the premises when children are present or reasonably expected to be present. If the contractor can be engaged to complete work on the premises when children are not present (i.e. during term break), nor reasonably expected to be present, the College may engage a contractor without requiring the relevant child safety checks and induction procedure.
- Where it is possible for the children to be removed or separated from the location of the works (in which case precautions will need to be made to ensure that children are not able to access the area). If it is not possible for contractors to come onto the premises when children are not present, the College may consider whether the area in which works are required to be undertaken can be cordoned off or separated entirely from children. For example, if a new wing is being built, it may be possible to remove students entirely from the area in circumstances where the building site is gated off, has its own toilets and access to the street. If this is possible, the College may engage a contractor without requiring the relevant child safety checks and induction procedure.

Contractors in emergencies

In urgent or emergency situations, it may be impractical or impossible for the College to undertake the relevant child safety checks. In such situations, the College may engage a contractor without requiring the relevant child safety checks and induction procedure. The College will ensure that adequate steps are taken to ensure the protection of children during such works. This includes:

- identifying areas of the premises that the contractor or personnel are permitted to enter.
- notifying all regular staff that a contractor will be at the College, the location of the works and the time the works are to be conducted, so that appropriate care and supervision of children can be exercised.
- if possible, providing additional supervision of students.
- keeping children as far away as possible from the location of the works.



Personnel supervision and management practices

Staff annual review

In addition to regular supervision, each staff member will undertake an annual review focussing on their knowledge and performance of Child Safety matters. The review will include the following key elements:

- A discussion about their experience at the College in relation to its child safety and child protection Policies.
- A review of the College's [Child Protection Policy](#).
- A review of the College's [Child Safety Reporting Policy](#).
- A review of the College's [Code of Conduct](#) and the opportunity to sign the included Personnel Statement of Agreement again.

A copy of the review will be provided to the Executive Committee, including a confirmation that staff member is performing appropriately in relation to child safety.

Staff (both paid and volunteer) files

The College will maintain a secure and confidential up-to-date file on every staff member and volunteer, and this will be managed by the [HR Personnel Records Checklist](#). This file will include a copy of the Staff member's:

- [HR Personal Details and Identity Record](#) including Proof of Identity
- Signed Position Description
- CV / Resume
- Qualification Documentation – certificates, diplomas (as per job description)
- Signed Personnel Statement of Agreement (included with the Code of Conduct) acknowledging and affirming receipt, understanding of and adherence to the following policies:
 - [Child Protection Policy](#)
 - [Code of Conduct](#)
 - [Child Safety Reporting Policy](#)
- WWCC Documentation
- Police Check Documentation
- Child Safety Training completion
- Professional Development and Assessment Documents, including evidence of child safety training
- Any other letters or file notes of relevance to the staff member's performance at the College

For staff members recruited after December 2020, the HR file will also include a copy of the Staff member's:

- Application record
- Interview questions / Notes on applicant interview via [HR Applicant Interview & Referee Record](#)
- Reference checks / Notes on applicant interviews with referees via [HR Applicant Interview & Referee Record](#)



- Signed Letter of Offer / Acceptance and any subsequent updates
- [HR Recruitment and Induction Checklist](#) signed by admin

WWCC register

All people engaged in child-related work, whether directly or indirectly, including staff and students aged over 18, are required to hold a Working with Children Check (WWCC) and to provide evidence of this WWCC.

The College will maintain a [WWCC register](#) confirming receipt and registration of all WWCC's (see [Appendix 1](#)). WWCC for personnel (employee and volunteer) and students (who also engage with children or young people through their volunteer and outreach work) will be logged on an inhouse system and also run through the Department of Justice website to ensure they are linked, current, active and clear.

This register will be updated every six months after a review through the Department of Justice WWCC website of the staff member's/Volunteer's/student's status in relation to WWCC. The College must ensure the WWCC has been linked to the College by the individual.

Further information regarding the operation of WWCC checks can be obtained from:

Working With Children Check

Working with Children Unit, Department of Justice

Telephone: 1300 652 879

Web: www.justice.vic.gov.au/workingwithchildren

Reporting on disclosures of child abuse

The [Executive Director](#) is responsible to ensure that the following information is made available to all staff, board members, volunteers, students, parents of students and the broader community:

- [Child Protection Policy](#)
- [Code of Conduct](#)
- [Child Safety Reporting Policy](#)
- Making a disclosure of abuse
- Responding to disclosures of abuse

This is to be done by:

- including these documents and other relevant documentation on the College Website, at: <https://www.rabbinicalcollege.edu.au/childsafety>
- placing relevant notices and notifications in public places within the College
- including these documents in the Student Enrolment Pack
- Including these documents in the Staff Handbook

The [Executive Director](#) is also to ensure that the following documents are prominently displayed in the Staff Room and Administration Office, in addition to being available on the College's Website:

- [A Step by Step Guide to making a Report to Child Protection or Child First.](#)
- [Flowchart: Child safety reporting process.](#)



- [Flowchart: Responding to disclosures / incidents process.](#)

As described in [Appendix 1](#), all of these documents are also available on the College's Website at: <https://www.rabbinicalcollege.edu.au/childsafety>.

Exit interviews

If an employee or volunteer resigns, Management will endeavour to undertake an exit interview with the person to:

- Gather information about the effectiveness of the recruitment process.
- Identify possible areas for improvement in organisational processes, management, job design, remuneration or career planning and development.
- Receive positive feedback on what is working well.
- A discussion about their experience at the college in relation to its child safety and child protection policies, processes and practice.



Child Safety Education and Support Policy

Purpose

The purpose of this policy is to ensure that the college has strategies to deliver appropriate education about child safety and support, so that all staff, volunteers and students are aware of their roles and responsibilities regarding child safety, including:

- protecting children from harm.
- recognising the indicators of harm.
- reporting obligations.
- documenting and reporting procedures.

Education and Training

Training and education is important to ensure that everyone at the College understands that child safety is everyone's responsibility.

It is the responsibility of the [Executive Director](#) to ensure that committee members, staff and volunteers of the college and students who engage in volunteer or outreach work receive mandatory education and training sessions.

Our induction process, and staff annual review, will include training, and allow time for, the following:

- Reading and understanding our [Child Protection Policy](#)
- Reading and understanding our [Code of Conduct](#)
- Reading and understanding our [Child Safety Reporting Policy](#)
- Asking any questions on our documents and processes.
- A discussion about their experience at the College in relation to its child safety and child protection Policies.
- Signing the Personnel Statement of Agreement (included with the Code of Conduct) acknowledging and affirming receipt, understanding of and adherence of these policies

In addition, all committee members, staff and volunteers of the College and any students who engage in volunteer or outreach work will also receive **comprehensive** child safe training at a minimum of every two years. [This is in addition to the annual review described above.] The training will cover the following elements:

- a. Child safe culture and practice
- b. Identifying indicators of abuse
- c. Offender and Grooming behaviour
- d. How to respond to a disclosure
- e. How to make a report
- f. Complaints
- g. Current legislation
- h. Standards of behaviour for students attending the College
- i. Healthy and respectful relationships (including sexuality)
- j. Resilience



- k. The College aims to create a culturally safe environment where children and young people are encouraged and empowered to speak up about issues that affect them.
child abuse awareness and prevention

Training may occur through a recognised face to face or online training course, mentoring and at staff meetings.

The Executive Director must also ensure that the college promotes child safety standards in ways that are readily accessible, easy to understand, and user-friendly to children and young people.



Periodic Policy Review


Review Schedule

The Rabbinical College of Australia and New Zealand will review the Human Resources Policy (including the incorporated Child Safety Education and Support Policy) every 12 months, 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



Josh Goldhirsch
On behalf of the Executive Committee

Date:

Date:

Version History

Version Number	Version Name	Endorsed by	Endorsement Date
1	Child Protection Policy	Interim CEO	December 2016
2	Human Resources Policy	Executive Director Executive Committee	15 December 2020



Appendix 1: Associated Policies, Procedures, Forms 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 Protection Policy

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

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

Code of Conduct

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

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

Child Safety Reporting Policy

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

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

Human Resources Policy

<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>

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>

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

Child-Friendly Documents

Commitment to Children

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

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

Child-friendly and Parent-friendly Child Safety 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

[A Step by Step Guide to making a Report to Child Protection or Child First](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 Child First.

[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.

[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.

