



Volunteer Kit

Bracha for Community Work

בָּרוּךְ אַתָּה יְיָ, אֱלֹהֵינוּ מֶלֶךְ הָעוֹלָם, אֲשֶׁר קִדְּשָׁנוּ בְּמִצְוֹתָיו,
וְצִוָּנוּ לַעֲסוֹק בְּצַרְכֵי-צְבוּר.

Baruch atah, Adonai, Eloheinu Melech haolam, asher Kid'shanu b'mitzvotav,
v'tzivanu lasok b'tzhorchei tzibur.

Blessed are You, Eternal our God, Sovereign of the universe, who
hallows us with mitzvot, commanding us to involve ourselves in the
work of community.

INDEX

| | |
|--|----|
| <u>Joining the TBI Volunteer Family</u> | 3 |
| <u>The benefits of volunteering at TBI</u> | 4 |
| <u>Our Mission and Values</u> | 7 |
| <u>Volunteer Policy</u> | 9 |
| <u>Volunteer Brit</u> | 12 |
| <u>Safeguarding our Children Policy</u> | 14 |
| <u>TBI Volunteering Opportunities</u> | 38 |
| <u>TBI Groups Clubs and Events</u> | 40 |
| <u>TBI Board of Governance</u> | 42 |
| <u>Position Description – Volunteer Committee Convenor</u> | 43 |
| <u>TBI Rabbinic Team and Office Staff</u> | 44 |
| <u>Responsibilities and office procedure</u> | 45 |
| <u>Volunteer Incident Report</u> | 48 |
| <u>Links</u> | 50 |

Joining the TBI Volunteer Family

Welcome from the President

There are many reasons that people volunteer to do community work. Volunteering Australia, a peak body in this space, defines volunteering as “time willingly given for the common good.” As fellow volunteers, the lay leaders welcome you warmly and thank you for joining the ever increasing number of volunteers amongst our members.

A look at the areas of volunteering at TBI showed recently that there are at least 30 or more active groups of volunteers - as part of our religious life; our activities and programs, our groups and clubs, our pastoral outreach and many more. We value immensely the time you give to us as a TBI volunteer.

Studies have shown that volunteering is not only good for the people or organisation on the receiving end but the volunteer themselves gets the chance to give something back; to use their skills, to learn new things, to stay connected to people, to make friends, and to have meaningful and enjoyable times.

I thank you deeply for the time, energy and enthusiasm that you devote to TBI and our communal life. Together we will continue to ensure that TBI is a warm, engaging and responsive community for all our members.

Rebecca Silk

Welcome from the Senior Rabbi

We are commanded that "you are not required to complete the work, neither are you free to desist from it" (Rabbi Tarfon, Pirkei Avot 2:21). Tikkun olam or ‘repairing the world’ is the responsibility of each and every one of us, and a fundamental Jewish principle. Our volunteers contribute enormously to creating our community of belonging for which TBI has become so well known. The work you do is truly religion in action, Rabbi Kim Ettlinger and Cantor Michel Laloum and I are so grateful to you. The possibilities for volunteer activities are endless as TBI develops, respecting the past, responding to the present, and being open to the new.

We trust that you will see this Volunteer Kit as our way of responding to your enthusiasm, partnering with you to continue your work, so that together we can provide meaning and joy in belonging to all that makes up the Temple Beth Israel of which we are so proud.

With my sincere thanks,

Gersh Lazarow

The benefits of volunteering at TBI

TBI's volunteers form a key segment of our community and assist in many different ways. Volunteers bring significant value to all we do, delivering thousands of hours of pro bono service every year. We are strengthened by their talents, time and commitment.

Recruitment

Are you considering joining a volunteer committee or group, or starting a new one? TBI is always interested in members who would like to join with others to provide friendship, common purpose and meaning to make us an ever more fulfilling community to which to belong. If you are interested, please speak with Cantor Michel Laloum, who will discuss opportunities with you and point you in a suitable direction. Qualities we seek are your ability to communicate and relate well with others, your desire to achieve goals in line with TBI's overall goals, and your dependability.

If you have any concern about your legal status in regard to volunteering at TBI, please discuss this with a member of our Rabbinic Team.

Development

We are always looking for people to offer their skills and energy to enable us to do all we dream of doing and more. In return, volunteers comment that they have the opportunity to contribute to their community, they make new friends, gain a sense of belonging, use their existing skills in a meaningful environment and, almost always, learn new skills. Volunteering is a reward in itself.

From time to time, we offer leadership development opportunities for those who see volunteering as a stepping stone to a position of leadership at TBI. Many of our Board members have been noticed through their volunteering activities and, at the appropriate time, have been invited to join the Board.

Volunteer recognition

TBI is grateful for your contribution and we wish to acknowledge this. You will receive a volunteer badge which will signal to the community that you give of your time and skills. Annually, we have an aliyah for volunteers and a volunteers' function to express our appreciation for your generosity. We give a variety of honours and awards to acknowledge people who give exceptional service. Their names appear on the honour boards in the synagogue.

Communication

Convenors are encouraged to communicate regularly with others on their committee to discuss current events and activities at TBI, proactively work on new opportunities and listen to each other's perspectives. They are also encouraged to communicate from one committee or group to another so that there is a healthy information flow and synergy amongst our volunteers.

Role descriptions

A generic role description is attached for TBI Volunteer Committee Convenors. Convenors are encouraged to write a description for the people in their committee using the information on page 43 for their own role as a guide so that each volunteer is clear about their role and responsibilities. The description will typically include the purpose of the committee or group, the role's activities and the required skills. If you need assistance in doing so or prefer to compile a task list instead, please speak with the Cantor who will ensure you obtain the assistance you need.

From time to time, Convenors will be invited to come together to hear about TBI's plans and developments, to listen to each other's issues and work to resolve them. In this way, we can become an informed family of volunteers knowing where each committee or group can make a meaningful contribution.

Emergency procedures

Security: TBI has security procedures for all people coming onsite. Please consult with Cantor Michel Laloum or your Convenor.

Useful phone numbers:

- TBI switchboard 9510 1488 (Mon-Thur 9am-5pm, Fri 9am-3pm)
- Emergency 000
- Hatzolah 9527 5111
- CSG 1300 000 274, 9523 0434
- TBI Pastoral Care 9039 1818 (24 hours / 7 days a week)

First Aid Kits are located in the main kitchen, Magid Resource Centre (MRC) and downstairs kitchen under the sink.

A defibrillator is located in the Sanctuary foyer. Many of our Board members and staff have been trained in its use. Ask for assistance if required.

If there is a medical emergency:

1. ring the ambulance (000) or Hatzolah (9527 5111);
2. make sure someone stays with the injured person while a Rabbi and /or an office staff member/Security are notified of the situation;
3. have someone wait for the ambulance and direct them to patient; and
4. fill in the Volunteer Incident Report Form.

Injuries For any injury sustained whilst volunteering with TBI, a Volunteer Incident Report Form, needs to be completed (Page 18).

If you feel overwhelmed by a situation whilst volunteering with TBI and would like some guidance in understanding how to deal with it or you wish to share an emotional experience, please approach one of the Rabbinic Team. They will be grateful to hear about the situation and will offer to talk it through with you. Do not hold on to the issue alone.

Insurance

If you have any health issues that would prevent you from undertaking tasks with TBI, it is your responsibility to let us know.

As a volunteer, you are insured for volunteer work that you do with TBI. We ask you to exercise normal caution and care in your work e.g. if you help a member or visitor into or out of a car, do not lift them if they are too heavy for you - ask for assistance.

Volunteer grievances

If you feel aggrieved by your interaction with others or with your relationship with TBI, please see Cantor Michel Laloum, Rabbi Gersh Lazarow or Rabbi Kim Ettlinger. They will help where they can to resolve the matter with you.

Ending the TBI/Volunteer relationship

From time to time, you may feel tired of your role or that you cannot offer any further time. Please speak with Cantor Michel Laloum who may help you to see your role in a new light, suggest you move to another role, or understand that the time might have arrived to seek new volunteering opportunities elsewhere.

TBI reserves the right to end a volunteer relationship with a person if the person is not acting in the interests of TBI. The matter will be fully discussed with the individual concerned and dealt with in confidence.

Our Mission

Temple Beth Israel is a kehilla kedosha (spiritual community) bringing innovation and creativity to Jewish traditions.

We provide multiple pathways for our members and friends to engage with Progressive Judaism that enhances their lives through spiritual enrichment, learning and community. We are guided by principles of egalitarianism and respect for others. We are inspired to continually develop and grow and to provide a spiritual home for all who wish to embrace our values. We welcome your membership.

TBI acknowledges that we are assembled on land whose traditional custodians are the people of the Kulin Nation.

Our Values

Tikkun Olam

We are constantly directed towards the improvement of the world in which we live in the light of our tradition. We view social justice as 'religion in action'.

Peace

We believe that interaction with people of other traditions is an important step towards bringing peace to our world.

Commitment

We are committed to the creation of pluralistic Jewish societies in the State of Israel and in the Diaspora.

Meaningful Services

We wish to provide and attend services which are meaningful. We want our children to hear a Jewish message which is understandable and which makes Judaism accessible and relevant.

Egalitarian

We believe in the equality of all people in all spheres of Jewish life and welcome all interested in Judaism.

Create a Jewish Practice

We seek to create a Jewish practice which is responsive both to Jewish halachic traditions and to the modern world, blending tradition with innovation.

Devoted to Study

We are devoted to study and to the experience of Judaism in order to build a responsible Jewish practice of our own.

Sensitive and Aware

We are sensitive to and aware of a Divine Presence and are, therefore, determined to sanctify life.

Volunteer Policy

Thank you for volunteering to assist Temple Beth Israel (TBI).

Since our founding in 1930, Temple Beth Israel has been forming and transforming Jewish life in Melbourne, enriching the lives of our congregants through prayer, study and celebration. We are a caring community, dedicated to providing our members and friends with relevant and accessible pathways for Jewish engagement.

TBI offers a wide range of programs, activities, classes, services, lifecycle events, festivals, choirs, committees and clubs, and we welcome participation from members and friends.

It is only with the generous support and continued commitment of volunteers that we are able to provide many of our activities and services, and achieve our objectives. We acknowledge the significant contribution that volunteers make. It enables us to work towards our vision for the future.

We are committed to working with our volunteers to identify and nurture their skills. In doing so, we have the longer term objective of enabling our volunteers not only to perform the mitzvah of helping our community, but also to maximise the value of their input to TBI and to develop strengths and skills which will be of benefit to the volunteer and the wider community.

We recognise that we have a social and ethical responsibility to formalise a policy which applies to all our volunteers. This is essential to ensure that everyone's expectations are clear and also to enable volunteers to provide a level of service which is cohesive and consistent with our values.

If you have any concern about your legal status in regards to volunteering at TBI, please discuss this with a member of our Rabbinic Team.

Who is a Volunteer?

A volunteer is a person who provides a service to TBI for the purposes of supporting an objective or activity of TBI:

- at their own volition; and
- for no, and with no expectation of, special consideration or financial reward.

We acknowledge that we have an obligation to support our volunteers and in order to do so, we are committed to and will work with you to achieve the objectives of:

- ensuring that volunteers are provided with adequate training and support;
- providing volunteers with a safe and healthy working environment;
- clearly defining the role and our responsibilities; and
- treating volunteers with respect and acknowledging their important and valued contribution to TBI.

Expectations from Volunteers

We have the following expectations of our volunteers that you will:

- support the stated objectives of TBI;
- honour their commitment to TBI;
- be honest, diligent, reliable and punctual;
- respect TBI staff and fellow volunteers;
- advise TBI as soon as possible in the event that they will be absent or unable to attend their particular activity;
- commit to working as a team member
- accept TBI's decisions and policies in relation to the area in which they are volunteering.
- not make any representation or public statement on behalf of TBI in any capacity (including to the community or to the media) without the prior written authorisation of TBI management.
- not harass, any TBI employee, TBI member, TBI visitor, other volunteer or participant in any activity associated with TBI.

Harassment includes, but is not limited to, disturbing someone, pestering someone, making someone feel intimidated, insulted or humiliated because of race, colour, national or ethnic origin, sex, disability, sexual orientation or other characteristic. TBI encourages all persons to immediately report all concerns, disclosures, indicators of abuse and inappropriate behaviour (including a failure to comply with any other TBI policy, including, but not limited to, the Safeguarding our Children Policy)

We will work with volunteers so as to enable each of the above expectations to be met.

Safety and Wellbeing

At TBI we are committed to providing a safe environment for our staff and volunteers. All staff and volunteers are encouraged to consider their own safety and wellbeing, as well as that of TBI employees, TBI members, TBI visitors, other volunteers, people participating in the activity for which they are volunteering and the general public.

Volunteers should always ask for assistance prior to attempting to do anything (such as lifting, moving) beyond what is generally within the normal capacity of the volunteer.

We will use our best endeavours to ensure that the environment meets all occupational health and safety standards. Volunteers are requested to assist in this process by bringing any actual or potential issue regarding their own health or the TBI environment in which they volunteer to the attention of TBI.

Volunteers are to report all accidents, incidents, and injuries immediately to TBI.

Working with Children Check

Volunteers who work with children under the age of 18 years of age must:

- comply with TBI's Safeguarding our Children Policy; and
- have a current Working with Children Check. There is no cost for the card to volunteers. TBI will assist volunteers with the process of obtaining such a card. Spot checks may be conducted from time to time to verify the currency of the volunteer's Working with Children Check.
- TBI encourages and expects that all volunteers will read, sign and comply with the Safeguarding our Children Policy.

Grievances

Any grievances will be dealt with in accordance with standard TBI practices.

Acknowledgement

In acknowledgement of the joint objectives as detailed in this policy, TBI and the volunteer will enter into the Volunteer Brit (Covenant) on page 12.



Volunteer's Brit (Covenant)

Agreement between Temple Beth Israel (TBI) and Volunteer

A **brit** is an **agreement** between two parties who share a common objective and who are prepared to commit to each other to achieve that objective.

Volunteer's Brit

As a TBI volunteer I agree to enter into this brit with TBI

- I hereby acknowledge having received, read and understood the TBI Volunteers' Policy.
- I will comply with the Volunteers' Policy.
- I promise to act with integrity, respect and responsibility in all my work with TBI.
- I undertake to ensure that people's privacy is respected and that the integrity of relationships is maintained in all communications - oral, written, electronic and social media.
- I will treat all personal information of TBI members confidentially and will not divulge any such information without the permission of the person it concerns.
- I have read and agree to abide by TBI's Safeguarding our Children's Policy

TBI's Brit

- We acknowledge the relevance and significance of the TBI Volunteers' Policy to our objectives;
- We agree to abide in all respects by the TBI Volunteers' Policy;
- We will ensure that all volunteers are treated with respect and are provided with all possible assistance to enable them to achieve their agreed objectives.

.....

Volunteer Name

.....

Volunteer Signature

Date

.....

Rabbinic Team Member Name

.....

Rabbinic Team Member Signature

Date



Safeguarding our Children Policy

Last reviewed 28 March 2019

Mission

Since our founding in 1930, Temple Beth Israel (**TBI**) has been forming and transforming Jewish life in Melbourne, enriching the lives of our congregants through prayer, study, religious practise, life cycle events and celebration. Temple Beth Israel is a community of meaning, dedicated to providing our members and friends of TBI with relevant and accessible pathways for Jewish engagement.

TBI is a *kehilla kedosha* (spiritual community) providing multiple pathways for our members and friends to engage with Progressive Judaism that enhances their lives through spiritual enrichment, learning and community. TBI is guided by principles of egalitarianism and respect for others. TBI is inspired to continually develop and grow and to provide a spiritual home for all who wish to embrace TBI's values.

TBI is committed to upholding its obligations under the following legislation:

- *Crimes Act 1958* (Vic)
- *Victorian Institute of Teaching Act 2001* (Vic)
- *Children, Youth and Families Act 2005* (Vic)
- *Education and Training Reform Act 2006* (Vic)
- *Crimes Amendment (Grooming) Act 2014* (Vic)
- *Crimes Amendment (Protection of Children) Act 2014* (Vic)
- *Commission for Children and Young People Act 2012* (Vic) (with amendments 1 November 2018)
- *Child Wellbeing and Safety Act 2005* (Vic)

Application of the Policy

TBI has zero tolerance for any breach of the Safeguarding our Children Policy (**Policy**) or any inappropriate conduct relating to the care and safety of our children. This is a collective responsibility of our community. As such our Policy applies without exception to:

- Rabbis and Cantor
- Board of Governance and committees
- Staff
- Teachers, tutors and junior madrichim
- TBI Fellows
- Volunteers
- Members of choirs and music/instrumental ensembles
- Netzer (which is also governed by the Australasian Zionist Youth Council Child Protection Policy)

- Guests and visitors

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

- summary dismissal, suspension or termination of membership or employment
- requiring a verbal and/or written apology
- requiring counselling to address behaviour
- withdrawal of any awards and recognitions
- any other form of discipline that TBI considers reasonable and appropriate

This Policy does not form part of any contract of employment with TBI. Where it places an obligation upon an employee, the employee must comply with those obligations as directions of TBI. TBI reserves the right to modify, alter or depart from this Policy in whole or in part as it sees fit, without notice.

If you have any concerns about your legal status in regards to volunteering at TBI, please discuss this with a member of our Rabbinic Team.

1 PROTECTING OUR COMMUNITY

TBI is committed to creating a safe environment for all children (minors under the age of 18 years) who attend TBI activities. Whilst this Policy refers to children, the guidelines equally apply to all vulnerable persons. TBI takes seriously our responsibility to create a safe and caring environment as we recognize this is essential for educating, empowering and impassioning our children.

TBI is committed to safeguarding our children in all our religious, social and cultural activities whether held at TBI or offsite. The Jewish value of *pikuach nefesh*, whoever saves a life, it is as if they have saved the entire world (Sanhedrin 37a) demands we protect and safeguard our children.

1.1 Duty of Care

The TBI community has a duty of care to protect the safety, health and wellbeing of children in their care.

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

If any member of the TBI community has any concerns regarding the health, safety or wellbeing of a child they must take immediate action in accordance with this Policy.

1.2 Definitions of Abuse and Neglect

Every child is entitled to feel safe and to be safe from abuse and neglect and be protected from the risk of harm. TBI is committed to safeguarding children in our care from abuse and neglect.

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

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

1.2.1 Sexual Abuse

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

Sexual abuse spans a range of contact and non-contact behaviour, including, but not limited to, the following:

Non-contact behaviour:

- making sexual comments (orally or in writing, including by telephone, text messages or email)
- voyeurism including commenting on physical attractiveness
- exposing a child to pornography
- nudity by an abuser exposing parts of their body or the child's body
- exposure of the child to pornography

Contact behaviour:

- kissing
- fondling of the child's genitals or breasts
- masturbation, oral sex, vaginal or anal penetration by a penis, finger or other object
- exploiting a child through prostitution

1.2.2 Physical Abuse

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

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

1.2.3 Emotional or Psychological Abuse

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

Often there is a pattern of emotional or psychological abuse rather than a single incident.

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

1.2.4 Neglect

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

1.3 Empowering Our Children

Children expect and deserve to be protected at TBI and TBI is committed to protecting our children.

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

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

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

Contact details of help lines and support services will be provided to families and listed on TBI's website - tbi.org.au

2 REPORTING CONCERNS

TBI encourages **all persons** to **immediately** report all concerns, disclosures, indicators of abuse and inappropriate behaviour, as defined in the Code of Conduct set out in section 3, to enable appropriate action to be taken to facilitate the wellbeing and safety of children.

Reports of an allegation of abuse must be handled in a sensitive, confidential and professional manner ensuring procedural fairness. Reporting must be adhered to by our rabbinic and cantorial staff (clergy) and anyone who is defined as a Mandatory Reporter.

If an allegation of abuse involves an Aboriginal child, a culturally appropriate response is required. A way to help ensure this could include engaging with parents of Aboriginal children, local Aboriginal communities or an Aboriginal community controlled organisations to review policies and procedures.

There should be an awareness that some people from culturally and/or linguistically diverse backgrounds may face barriers in reporting allegations of abuse. For example, people from some cultures may experience anxiety when talking with police, and communicating in English may be a barrier for some. Sensitivity is required for these issues and to meet people's needs where possible, such as having an interpreter present who could be a friend or family member.

Some children with a disability may experience barriers disclosing an incident. For example, children with hearing or cognitive impairments may need support to help them explain the incident, including through sign language interpreters

TBI encourages **all persons**, who believe on reasonable grounds that a child is in need of protection to report their concerns to the Department of Health and Human Services Child Protection Unit (**DH&HS Child Protection**), Victoria Police or Child FIRST.

Contact details in relation to DH&HS Child Protection and Child FIRST are contained in *Appendix 4*.

2.1 Mandatory Reporting

Mandatory Reporters **must** make a report to DH&HS Child Protection **as soon as practicable** if, in the course of practising their profession or carrying out their duties, they form a belief on reasonable grounds that a child is in need of protection, as a result of physical injury or sexual abuse, and the child's parents are unable or unwilling to protect the child.

The following people are defined as Mandatory Reporters:

- Registered teachers
- Principals or head teachers
- Registered medical practitioners
- Nurses
- Registered psychologists
- Members of the police force

Failure by a Mandatory Reporter to report a belief based on reasonable grounds that a child is in need of protection may render them liable to a criminal offence. See section 2.5 of this Policy in relation to how to make a mandatory report.

2.2 Responding to sexual offences

Any person, whether a Mandatory Reporter or not, is **required** to report to Victoria Police as soon as practicable if they know or reasonably believe that a sexual offence has been committed by an adult (including a student over 18 years old) against a child under the age of 16. It is a criminal offence to fail to comply with this obligation.

Any person, whether a Mandatory Reporter or not, who has the power to reduce or remove a substantial risk that a child may fall victim to a sexual offence committed by an adult **must** not negligently fail to reduce or remove the risk. It is a criminal offence to fail to comply with this obligation¹.

2.3 Children in Need of Protection

Any person, whether a Mandatory Reporter or not, may make a report to DH&HS Child Protection or Victoria Police if they believe on reasonable grounds that a child is in need of protection for any of the following reasons:

- The child has been abandoned and there is no other suitable person who is willing and able to care for the child.
- The child's parents are dead or incapacitated and there is no other suitable person who is willing and able to care for the child.
- The child has suffered or is likely to suffer significant harm as a result of physical injury, sexual abuse, emotional harm or psychological harm and the parents are unable or unwilling to protect the child.

¹ *Crimes Amendment (Protection of Children) Act 2014* (Vic), section 49C(2)

- The child's physical development or health has been, or is likely to be significantly harmed and the parents are unable or unwilling to provide basic care, or effective medical or other remedial care.

In addition to the above, **any person** may make a report to DH&HS Child Protection or Child FIRST if they have significant concerns for the wellbeing of a child.

2.3.1 Child in need of therapeutic treatment

Any person may make a report to DH&HS Child Protection if they believe on reasonable grounds that a child who is 10 years of age or over, but under 15 years of age, is in need of therapeutic treatment because he or she has exhibited sexually-abusive behaviours.

A child will have exhibited sexually abusive behaviours when they have used their power, authority or status to engage another person (including another child) in sexual activity that is either unwanted or where, due to the nature of the situation, the other person is not capable of giving consent (for example young children or persons with a cognitive impairment). Sexually-abuse behaviours may also involve animals.

2.4 Reportable Conduct Scheme Victoria

In the case where the person in a relevant position of authority at TBI becomes aware of an allegation of reportable conduct involving staff or a volunteer, he or she will need to report certain information to the Commission for Children and Young People and ensure appropriate investigation of the allegation.

Specifically:

- Within three business days of becoming aware of a reportable allegation, the person in the relevant position of authority must notify the Commission for Children and Young People that a reportable allegation has been made against one of TBI's staff or volunteers.
- Within 30 calendar days, the person in the relevant position of authority must provide certain detailed information about the allegations and the proposed response.
- It is a criminal offence for the person in the relevant position of authority to fail to comply with the three day and 30 day notification obligations without a reasonable cause.

Reportable conduct under the scheme will include allegations against staff or volunteers of child abuse and misconduct involving children. Reportable conduct would include sexual misconduct or offences, grooming, sexting, inappropriate physical contact with a child or other conduct that crosses professional boundaries concerning children.

Any allegations of criminal conduct must be reported to Victoria Police as a first priority.

At the conclusion of the investigation, any findings and reasons for the outcome of an investigation must be reported to the Commission for Children and Young People.

Any employment action taken by TBI against staff or a volunteer will need to be in accordance with existing employment laws, including relevant legislation, industrial agreements and employment contracts.

2.5 Making a Report

Set out below is a step by step process for reporting allegations or instances of abuse, neglect or inappropriate behaviour, including a mandatory report.

| Step | Description |
|----------|--|
| 1 | The reporter should keep comprehensive notes that are dated and include the following information: <ul style="list-style-type: none"> • Description of the concerns (e.g. physical injuries, student behaviour) • Source of those concerns (e.g. observation, report from child or another person) • Actions taken as a result of the concerns (e.g. report to DH&HS Child Protection) |
| 2 | The reporter should immediately discuss any concerns about the safety and wellbeing of a child with a member of the TBI leadership team (ie, relevant supervisor, Rabbi or Board Member). The reporter should then make their own assessment about whether they must or may make a report about the child. |
| 3 | The reporter should gather the relevant information necessary to make the report. This should include the following information: <ul style="list-style-type: none"> • Full name, date of birth, and residential address of the child • Details of the concerns and the reasons for those concerns • The reporter's involvement with the child • Details of any other agencies who may be involved with the child |
| 4 | Make a report to the relevant agency (see contact details at <i>Appendix 4</i>) |
| 5 | Make a written record of the report which includes the following information: <ul style="list-style-type: none"> • The date and time of the report and a summary of what was reported • The name and position of the person who made the report and the person who received the report |
| 6 | Notify the person in a relevant position of authority eg supervisor, Rabbi or member of the Board of Governance |
| 7 | Notify Victoria Police if there is concern that a criminal offence may have been committed |

When two or more Mandatory Reporters have formed a belief about the same child on the same occasion, regardless of whether one person has reported their belief to DH&HS Child Protection, each individual Mandatory Reporter retains their legal and personal obligation to ensure that their own report is made, and their concerns are reported.

In the case where one Mandatory Reporter directs another Mandatory Reporter NOT to make a report, and that professional continues to hold a belief that a child is in need of protection, then that professional remains legally obliged to make a report to DH&HS Child Protection and/or Victoria Police.

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

TBI is committed to responding promptly to reports, disclosures or concerns related to this Policy.

2.6 Confidentiality and Record Keeping

2.6.1 Confidentiality of a Complaint or Grievance

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

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

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

TBI's Rabbis and Cantors are committed to keeping an accurate record of the complaint or grievance and undertaking steps to resolve the issue and reach a final outcome.

2.6.2 Confidentiality of a Mandatory Reporter

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

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

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

2.6.3 Record Keeping

TBI stores all reports relating to grievances, complaints and the outcome of any dispute in a confidential and secure place.

2.7 Complaint and Grievance Procedure

Disclosure

- Members of the TBI community are to discuss concerns or disclosures with the relevant supervisor, Rabbi or Board Member
- Confidentiality and privacy of the child and family must be respected
- Debriefing and counselling is to be provided as necessary
- The person bringing the concern or disclosure should follow up with the relevant supervisor, Rabbi or Board Member to ensure concerns or disclosures are acted upon
- TBI is committed to managing each case confidentially to ensure fair and effective process

Action

Action may include, but is not limited to, the following:

- Taking appropriate steps to protect the child
- Distancing the alleged perpetrator from the child, including suspending that person from duties
- Consulting the relevant child protection organisation for advice and information (for example, DH&HS Child Protection or Child FIRST)
- Notifying Victoria Police
- Contacting the child's parent/s or guardian/s
- Making an appointment or referral for the child at appropriate medical and / or counselling services

Potential Consequences

DH&HS Child Protection, Child FIRST and/or Victoria Police may:

- conduct interviews with children without the parent's knowledge or consent
- request information about the child or family for the purpose of investigating a report and assessing the risk to the child
- make a Protection Application in the Children's Court of Victoria and any party to the application may issue a Witness Summons to produce documents and/or to give evidence in the proceedings

3 CODE OF CONDUCT

All members of the TBI community are expected to identify and minimise risk of child abuse, and act professionally and appropriately at all times, including towards children.

3.1 Identifying and Minimising Risk

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

TBI requires all teachers and professional staff working with children to have a current Working with Children Check.

All members of the TBI community are required to:

- conduct themselves in a manner consistent with being a positive role model to children;
- follow this Policy and all other policies or directions relating to the safety and security of children;
- enter into a *brit* with TBI, agreeing to act in accordance with this Policy;
- promote the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander Aboriginal children (for example, by never questioning an Aboriginal and Torres Strait Islander child's self-identification);
- promote the cultural safety, participation and empowerment of children with culturally and/or linguistically diverse backgrounds (for example, by having a zero tolerance of discrimination);
- promoting the safety, participation and empowerment of children with a disability (for example, during personal care activities)
- treat children with respect and be aware of children's reactions to tone of voice and manner; and
- immediately raise concerns, issues and problems about a child's wellbeing and safety with the relevant supervisor, Rabbi or Board Member.

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

3.1.1 Integrating Code of Conduct

All TBI staff members, volunteers and the Board of Governance must sign a copy of this Policy, which incorporates the Code of Conduct.

Training sessions will be provided to TBI staff members and volunteers in relation to understanding, recognising and responding to abuse and neglect and understanding the Policy and Code of Conduct.

This Policy, including the Code of Conduct, will be made available to families through the TBI website and copies given as requested.

3.2 Appropriate Conduct and Behaviour

3.2.1 Teaching and Tutoring

- It is preferable that teaching and tutoring at TBI takes place in open spaces where possible. If teaching or tutoring is to take place in classrooms, it should be in view of, or near, other adults.
- Teachers, tutors and students must not be alone, in a ratio of 1:1, outside of the teaching context. For example, an adult cannot take one student alone to run an errand.
- If tutoring occurs offsite, tutors are required to have a parent or guardian present during the tutoring session.
- TBI staff should not provide separate personalised services whether paid or voluntary to a TBI family, for example babysitting or tutoring.
- In the event that parent/s or guardian/s engage a member of the TBI community for private teaching or tutoring, those activities will be considered separate and distinct from TBI. In

particular, the relevant parent/s or guardian/s must not rely on the Working with Children and Police checks conducted by TBI. TBI recommends the relevant parent/s or guardian/s conduct their own individual assessments as to an individual's fitness to work with children.

3.2.2 Chaggim and School activities

- During Chaggim (Festival) and family programs, more than one adult must be on duty. Some programs may require a parent, guardian or another adult to accompany a child.
- Overnight activities such as the teen Sukkot sleepover are to occur only with the authorisation of the Rabbis, Cantors or Board of Governance, and with the consent of the parent or guardian of the child.
- Standards of conduct that must be observed by those in a position of authority during overnight activities include:
 - providing children with privacy when bathing and dressing
 - observing appropriate dress standards when children are present such as no exposure to adult nudity
 - ensuring the child is not exposed to pornography, sexually explicit material or material classified beyond the child's developmental age
 - ensuring the child is not left under the supervision or protection of unauthorised persons
 - ensuring sleeping arrangements do not compromise the safety of children (such as, an adult sharing a bed with a child)
 - ensuring children are readily able to contact their parent, guardian or another trusted adult if they feel unsafe, uncomfortable or distressed during their stay
- Excursions require permission from parent/s or guardian/s and when necessary a responsible adult (non-staff member) to accompany the child.
- Netzer is governed by the Australian Zionist Youth Council Policy unless there is a section of TBI's Policy that is more stringent.

3.2.3 Touching

TBI does not seek to ban physical contact between children and staff. At all times the physical contact must be appropriate to the child and within context.

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

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

Touching guidelines

The following guidelines will assist members of the TBI community with understanding the appropriateness of physical contact with students of different ages:

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

Handshakes, high fives, fist bumps or similar hand to hand contact is acceptable at any age.

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

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

Staff may touch students to administer first aid.

Touching during activities

In activities conducted by TBI, either on TBI premises or offsite, such as Israeli dancing, cooking, shofar factory and other like activities, some physical contact may be required to assist with a particular movement.

TBI members, should only touch a child with the agreement of the child. TBI members should take care in relation to where they touch children ie, not near any private areas. Touching should only occur when other students or staff are present and/or in physical spaces that are clearly observable at all times.

Unacceptable physical contact

Under no circumstances should any TBI community member including teachers, tutors, peers, staff members or volunteers have physical contact with a student or child that:

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

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

3.2.4 Peer to Peer Relationships

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

Unwanted sexual behaviours include, but are not limited to:

- sexual harassment
- sexualised bullying
- sexting
- unwanted kissing and sexual touching
- sexual pressure and coercion
- sexual assault, including rape

3.2.5 Bullying

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

If a TBI community member is a victim of, or witnesses, any form of bullying, they should report the bullying to the relevant supervisor, teacher, youth leader, Rabbi or Board Member.

3.2.6 Abuse and Assault

Any form of abuse or assault, including but not limited to the types of abuse outlined in section 1.2, will not be tolerated and will be dealt with in accordance with this Policy.

3.2.7 Photography

TBI acknowledges that images of children can be used inappropriately or illegally.

The following rules apply to the taking of images of children by TBI community members:

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

3.2.8 Drugs and Alcohol

The supply of drugs or alcohol to children is a criminal offence and is prohibited. The supply, possession or taking of illicit drugs whilst at a TBI sanctioned event is prohibited.

3.2.9 Transporting Children

TBI staff and volunteers are discouraged from transporting children, other than their own children, to or from TBI sanctioned events.

TBI strongly discourages TBI staff and volunteers from being alone in a vehicle or other form of transport with children. At all times at least two adults should accompany the transportation of a child.

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

IMPORTANT: TBI has a zero tolerance policy in relation to the consumption of drugs and alcohol when transporting children.

3.2.10 Communications

All TBI community members, including teachers, staff and volunteers, must refrain from making any sexually suggestive comments or use inappropriate language to a student or child.

- Personal contact details should not be exchanged or initiated with a student or child.
- In the event that a teacher or tutor is required to communicate with a student via email or SMS, a relevant staff member or parent / guardian must be copied in on the communication.
- Teachers must only communicate with students via email using TBI email accounts.
- Communication between teachers and students should not be made via private email accounts. There must be no secret communications.
- In cases of interaction via social network sites, a parent / guardian must be copied in to any communication, or otherwise provided with a copy of any communication.
- The posting of photographs of minors on social network sites may only be done with the permission of a parent / guardian. Children should not be "tagged" by name, or otherwise identified by name on social network sites.

3.2.11 Gift Giving/Favouritism

The giving of gifts by a TBI community member to a child whom they supervise is prohibited. No favouritism or special treatment should be shown to one child.

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

Grooming

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

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

3.2.12 Acceptable Boundaries/Attending Private Functions

All TBI staff and volunteers must limit all contact with children to what is reasonably required as part of TBI sanctioned events or business.

For example, meeting or contacting children outside of TBI business is not permitted and meeting alone with children is not permitted.

4 HIRING OF STAFF AND VOLUNTEERS

This Policy is to be included in the induction, employment and hiring procedure for the Board of Governance, staff and volunteers. The Policy will be available on the TBI website and a copy provided upon request.

Within two weeks of commencing with TBI, all staff are required to read and sign the Policy, which incorporates the Code of Conduct, and thereby acknowledge that they understand and agree to abide by the Policy and Code of Conduct. Volunteers must also read and sign this Policy.

It is TBI's responsibility to provide guidance and understanding of this Policy.

4.1.1 Position Description, Recruitment

TBI takes the following steps when recruiting staff and appointing volunteers to increase the likelihood of a safe environment for children:

- Written position descriptions and key selection criteria are provided for each position
- All employment advertisements include the notification that a satisfactory Criminal History Check and Working with Children Check is required as a prerequisite to employment
- Vacancies are widely advertised

4.1.2 Interview Process and Screening

The interview process requires the involvement and input of at least one person with child protection training. Sample interview questions are contained in *Appendix 2*.

Applicants are informed that TBI is vigilant in the protection of children.

Reference and Identity Checks

TBI conducts a minimum of two reference checks for a preferred applicant including an identity check and employment history. (See Appendix 3 for Sample Questions)

Police and Working with Children Checks

TBI requires a current police check and Working with Children Check to be completed in relation to all staff in accordance with existing national standards. TBI may review police checks and Working with Children Checks from time to time.

In any event, Police checks should be reviewed at least every three years, and *Working with Children Checks* are required to be renewed every five years.

Volunteer Recruitment

- TBI values the support, supervision and training of volunteers as a mechanism for volunteer development and as a tool to protect children. To this end, TBI has developed Volunteer Guidelines. Depending on the particular circumstance, TBI may, at its discretion, require referees in relation to volunteers.
- Interviews will be conducted to understand volunteer motivations and to appropriately screen prospective volunteers.
- Volunteers will be reviewed and evaluated regularly.

Induction and Education

TBI will provide staff induction training and education in relation to this Policy in respect of each staff member or volunteer working with children.

5 HISTORICAL CASES

TBI is aware that TBI community members, or other persons involved with TBI, may have a historical grievance, complaint or allegation.

On hearing a historical grievance, complaint or allegation, TBI is committed to acting with natural justice and listening without bias. At all stages, the complainant will be heard without judgement and will be treated with respect.

TBI may undertake the following steps, amongst others, in response to a historical grievance, complaint or allegation:

- provide an apology
- offer appropriate counselling
- make a report to a relevant agency, including a mandatory report
- other appropriate action

6 POLICY AND CODE EVALUATION AND REVIEW

TBI is committed to evaluating and reviewing this Policy annually or from time to time. Amendments will be presented to the Board of Governance for ratification.

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

- significant experiences in the past year relating to the Policy and Code of Conduct
- significant problems in the Policy and Code of Conduct which arose during these experiences
- significant functional issues in relation to the Policy and Code of Conduct

Input will be sought from the TBI community, including staff, volunteers, parents and Board Members.

Appendix 1: Services and Resources

Information for Children

Child Abuse Prevention Service Helpline: 1800 688 009 (Toll Free)

Kids Help Line (24hr) 1800 551 800

Sexual Assault Domestic Violence help lines: 1800 Respect or 1800 737 732 to talk someone immediately

Resources for Parents and Teachers:

Age Appropriate Resources

For Pre-School Aged Children:

“It’s MY Body: A Book to Teach Young Children How to Resist Uncomfortable Touch” by Lory Freeman. The book helps pre-school children learn safe boundaries, how to distinguish between “good” and “bad” touch and how to respond appropriately to unwanted touch. It does not mention genitals or any sexual reference. It empowers a child to share their bodies on their terms.

For Mid To Latter Primary School Aged Children:

“Some Secrets Should Never be Kept – A Children’s Picture Book to Keep Kids Safe From Sexual Abuse” by Jayneen Sanders. This book is written as a parable. If interested go to somesecrets.info

For SECASA’s “Feeling Safe Together” Schools Program: <http://www.secasa.com.au/services/feeling-safe-together/>

For Teenagers

See SECASA’s “Respect Protect Connect” Schools Program as well as access to some other fantastic resources and information sheets. <http://www.secasa.com.au/services/feeling-safe-together/>

Additional Resources and Support

The Royal Commission into Institutional Responses to Child Sexual abuse has further information and a list of support services in your area, please see

<http://www.childabuseroyalcommission.gov.au/support-services.aspx>

Talking to your Child

- Talk openly and informally, and start at an early age.
- Teach your child about body ownership and boundaries.
- Tell your child that their body belongs to them and that no one is allowed to touch their private body parts.
- Always use the correct name for private body parts when you refer to them.
- Teach your child what constitutes appropriate/inappropriate touch.
- Teach your child that it is ok for them to tell someone NO if they make them feel uncomfortable.

- Teach your child to tell you if someone touches or tries to touch them inappropriately. We highly recommend the book '[Some secrets should never be kept](#)'.
- Answer your child directly and age-appropriately if/when they ask you questions about sex.
- One conversation is not enough; revisit the topic intermittently.

A Safe Environment

You, as parents, must always be aware of the whereabouts of your child and who they are with.

- Be alert about any signs of grooming.
- Reduce/eliminate situations where your child is alone with one adult. If/where these situations occur, make it known that you and your child are educated on issues of child sexual abuse.
- A sexual predator can be anyone you know, and often a sexual predator is a person that the child knows and trusts.
- Always listen attentively to your child. Let your child know through your actions, not just through your words, that they will be heard.
- Always pay close attention to your child. Take time to be with your child and notice their different moods and feelings. Encourage your child to verbalise their feelings.

Disclaimer

TBI has been granted permission to use these guidelines which have been developed by Tzedek to be used as a guide only and do not represent legal or professional advice. The materials supplied by Tzedek are provided voluntarily as a public service. The information and advice provided is made available in good faith but is provided solely on the basis that readers and organisations, together with their employees and volunteers, will be responsible to make their own assessment of the matters discussed herein and are advised to verify to their own satisfaction all relevant representations, statements and information. Tzedek and TBI do not accept liability for any injury, loss or damage incurred by reliance on the information herein or advice provided by it.

Third party use of this policy

Any organisation wishing to use all or part of TBI's policy is asked to request of the TBI Board in writing that they be permitted to do so. They are then further requested to acknowledge TBI's development of this policy when using the document for their own purposes.

Appendix 2: Sample Interview Questions

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

1. What do you find most rewarding about working with children and young people? (Provide an example).
2. What do you find most challenging about working with children and young people?

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

Appendix 3: Sample Questions for Reference Checks

1. How long have you known the applicant? Nature of reference (personal/professional).
2. What was your relationship to the applicant during the time you worked together?
3. Nature of the work that the applicant undertook
4. Verification of information in resume and information provided at interview point.
5. Applicant's position title in your organisation?
6. Dates of employment
7. Main duties and responsibilities?
8. Assessment of their performance in that role?
9. Weaknesses and strengths?
10. Willingness to seek consult with manager or senior personnel and seek assistance in challenging situations?

11. Suitability to work with children and young people.
12. What experience does the applicant have in working with children and young people? E.g. length of time they worked with children, age range of children, skills and abilities of children?
13. Do you have any concerns about the applicant working with children in..... describe the context of the role they have applied for ...
14. Are you comfortable in knowing that at times the applicant may be working alone (as the sole adult) with children?
15. In your opinion are there any challenges that the applicant would face in working with or engaging with children?
16. Are there any age groups he/she may not be suited to work with? If yes, why?
17. Does the applicant use appropriate language when communicating with children?
18. Have you observed the applicant disciplining a child for misbehaviour? If yes, please describe the scenario and the appropriateness of the discipline in this context.
19. Can you tell me about a situation when the applicant had to handle a child who was angry and lashing out physically? Was distressed and required comforting? Was uncooperative and refused to participate?
20. How did the applicant relate to the parent(s) of the children/young people in the context of their work?
21. Does the applicant become angry easily?
22. How does the applicant deal with pressure?
23. How does the applicant deal with a child/young person/staff member or parent who is demanding? Can you give an example?
24. Do you know of any instances when the applicant has demonstrated any inappropriate physical contact with children?
25. Do you know of any instances where the applicant acted outside the boundaries of their defined role?
26. Have there been any findings against the applicant in relation to allegations of inappropriate behaviour towards children or young people?
27. Why did the applicant leave your organisation?
28. Would you be willing to re-employ the applicant in your organisation or another organisation?
29. Is there anything I haven't asked which you think might be important for me to know before employing this applicant to work in a role that has contact with and responsibility for children?

Appendix 4

DH&HS Child Protection

DH&HS Child Protection provides services to children, young people and their families in order to protect children and young people from significant harm within their families. A broad range of services are provided or funded by the Department of Human Services, on the principle that children and young people are best cared for and protected by their families.

When a child or young person is assessed as being 'at risk' within the family, Child Protection will – in the first instance and in accordance with the law – take every reasonable step to enable the child to remain in the care of their family by strengthening the family's capacity to protect them. When, even with support, a child is not safe within the family, Child Protection will intervene to remove the child and bring the matter before the Children's Court. Until the parents are able to resume their custodial responsibilities, adequate care and protection will be provided as determined by the Children's Court. If the resumption of care by the parents is not possible, Child Protection will work towards an alternative permanent family care arrangement, or an independent living arrangement, depending on the age and circumstances of the child or young person.

Contact Number: 1300 655 795 AH:13 12 78

Child FIRST

Child FIRST ensures that vulnerable children, young people and their families are linked effectively into relevant services and may be the best way of connecting children, young people and their families to the services they need.

A referral to Child FIRST (Child and Family Information, Referral and Support Team) should be considered if, after taking into account the available information, the staff member forms a view that the concerns have a low-to-moderate impact on the child and the immediate safety of the child is not compromised.

Upon receiving a referral from a staff or community member, the Child FIRST team will conduct further assessment of the family and may consult an experienced community-based Child Protection practitioner. This assessment may lead to the involvement of a local family services organisation. In most circumstances, Child FIRST will inform the referrer of the outcome of the referral. If a Child FIRST team or a registered family services organisation forms a view that a child or young person is in need of protection, they must report the matter to Child Protection. The staff member of a licensed children's service or School does not need to make a second report to Child Protection.

Contact Number: 1300 367 441

Commission for Children and Young People

From 1 July 2017, the Commission for Children and Young People will administer a reportable conduct scheme in Victoria. The scheme will improve an oversight of how organisations respond to allegations of child abuse and child-related misconduct by staff and volunteers.

The benefits of the reportable conduct scheme include:

- identifying individuals who pose a risk to children, but do not have a criminal record, and enabling them to be excluded from working with children
- independent oversight of responses to allegations of child abuse and child-related misconduct against staff and volunteers in organisations
- building the capacity of organisations to respond appropriately and effectively to allegations of child abuse and child-related misconduct.

Under the scheme, the Commission of 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 risks of abuse.

Contact: Webform ccyp.vic.gov.au

TBI Volunteering Opportunities

As at 1 October 2018

Cantor Michel Laloum – Communal Life

Rhonda Nirens – Admin Assistant to Communal Life and Pastoral Care

Dorothy Graff – Board Committee Chair Communal Life

Ellen Frajman –(Volunteer) Volunteer Co-ordinator

FESTIVALS

| FESTIVALS | |
|--|--|
| Purim Carnival | Join Rabbi Ettlinger to help with activities, from making fairy floss to helping with the petting zoo and everything in between. |
| Purim Spiel | Join Cantor Laloum and become a cast member of our Purim Spiel. Rehearsals begin end of January. |
| Sukkot / Simchat Torah / Chanukah Craft Activities | Help with the varied craft activities that are offered to our young congregants. |

CHOIRS / CONCERTS / MUSIC

| | |
|--|--|
| Ruach Community Choir | This is the entry level choir in which we learn the basic melodies of our Erev Shabbat and Shabbat Morning services. We lead services on the first Friday and Saturday of each month. All welcome. |
| *The TBI Choir / TBI High Holy Day Choir / Kol Simchah Choir | For more information about these choirs please speak with Cantor Michel Laloum. |

GENERAL VOLUNTEERING OPPORTUNITIES

| | |
|-------------------------------|---|
| *School Tour Guides | Several times a week we are contacted by non-Jewish schools wishing to take a tour of our synagogue and learn about Judaism. We are always looking for members wanting to become a guide. |
| *Shammashim | This is a wonderful way to meet and interact with our congregants. The Shammashim help with the smooth running of services by guiding those who have honours, and by supporting our Rabbinic Team. |
| *Shul Protection Team – SPT | This vital group supports the Community Security Group (CSG) in protecting our congregants. |
| *Torah Leyners | Cantor Laloum is always looking to train and support congregants who would like to learn trope and be able to leyn from the Torah. |
| Archive Group | This group ensures that the history of our congregation is maintained. |
| Gardening | A small group of dedicated gardeners helps to keep our TBI garden and courtyard looking clean and beautiful. |
| Library | Under the watchful eye of our volunteer librarian, all books are catalogued and labelled. Our librarian is always looking for more volunteers to help with this huge task. |
| Mitzvah Day | Volunteers organise and participate in various activities associated with Mitzvah Day usually on the 3 rd Sunday in November |
| nourish | In partnership with The Father Bob Maguire Foundation, the nourish program provides meals in Alma Park every Monday evening. nourish also provides soup on Wednesdays near the Uniting Church in Chapel Street. |
| Photographers | We have a small dedicated team who are always present at festivals and functions. They also photograph much of our Judaica to ensure a correct history is maintained. |
| Proof Readers | Volunteers help ensure that our publications are grammatically correct. They provide a very valuable service |
| Sacred Heart Mission | TBI supports the Sacred Heart Mission with preparing and serving meals. Volunteers are needed particularly in December, January and February. |
| St Kilda Mums | Our volunteers sort donated goods at the St. Kilda Mums warehouse for mothers who cannot afford to buy what they need for their children. |
| TBI Community Dinners Helpers | TBI Community Dinners organisers are always looking for support with setting tables and organising the evening |

| PASTORAL CARE | |
|--------------------------------------|--|
| *Caring Community Circle | Volunteers visit congregants who are either in hospital, in rehab whilst recovering from operation, or house bound. |
| *Life Book Volunteers | Our aim is to have a volunteer meet with an older member of our congregation and record their life story, both in words and photos. This is then made into a beautiful book. A copy of the book is given to the family and a copy is kept at TBI to serve as a historical reference. |
| *Progressive Chevra Kadisha Victoria | Tahara is a most sacred task, which honours our deceased. Members of this group are trained to prepare the deceased for burial. This entails ritual washing and prayers |
| *Senior Care Visits | Volunteers from the Caring Community visit those who are in Aged Care facilities. |
| Gift/Care Packages | Our aim is to be able to deliver a care package to all congregants who are unwell or on their own. To achieve this we need volunteers who can either pack the care packages or deliver them to congregants. |
| Seniors Transport Team | To help bring senior members to TBI for functions, services and groups. |
| Seniors Afternoon Tea | Afternoon tea for members aged 75+. Invitees are helped with transport and enjoy an afternoon of delicious food, drink and entertainment. It is an opportunity to engage with, listen and respond to our seniors. This occurs usually 3 times per year. |
| Take them a Meal | This project aims to support members and their families during an illness or during the shiva period in the case of a member passing away. A roster is set up to organise meals for a number of days or as required. |

*Training provided

TBI Groups, Clubs and Events

As at April, 2019

Cantor Michel Laloum – Communal Life

Rhonda Nirens – Admin Assistant to Communal Life and Pastoral Care

Dorothy Graff – Board Committee Chair Communal Life

Ellen Frajman –(Volunteer) Volunteer Co-ordinator

| EVENTS | |
|-----------------|--|
| Bubs and Bagels | A unique experience of play, music and engaging interactions designed specifically for parents with children aged 0-18 months and their siblings. Grandparents also welcome. |

| | |
|------------------------------------|---|
| Film Club | The TBI Film Club screens a diverse range of films and gathers on Sunday evenings once a month. |
| Men's Group | The primary purpose of this group is to provide social, educational, cultural and spiritual support for male members of our community. It also works to support the mission, services and activities of TBI. |
| Nash and Drash – Jews in the News | This is a wonderful group that is usually led by Rabbi Dr. John Levi who discusses current events. It is held on the first and third Wednesday of each month at 10.30 am. |
| Parashat Hashavua | Parashat Hashavua is an in-depth class taught by the Rabbis, focusing on the Torah portion of the week. While the Torah is the main text, commentaries from Jewish tradition are often used to supplement learning and stimulate lively discussion. |
| Rosh Chodesh Women's Group | This group celebrates the arrival of the new moon each month. Meetings are hosted in a warm, social environment, include a "nosh" and study of a relevant topic, from Jewish texts to contemporary issues. |
| Seniors' Group | This group organises outings for our senior members. |
| TBI community dinners | This is a wonderful way to share a Shabbat meal with your fellow congregants. Held on the first erev Shabbat of every month, people come together to share a vegetarian meal and welcome Shabbat. |
| Next D'or (formally Young TBI) | This is a dynamic group of adults in their 20s and 30s making Jewish life relevant, engaging and meaningful. Monthly meetings range from drinks at local bars, Shabbat dinners, BBQs, themed activities to special events. |
| GROUPS AND CLUBS | |
| Archive Group | A small group that meets fortnightly to accumulate and archive TBI historical records and relevant press articles. |
| Living with Dementia Group | This group offers support to those with a family member suffering from Dementia. |
| Drop In and Chat / Knitting Circle | Drop In and Chat and the Knitting Circle have combined to offer companionship and an opportunity to sit with like-minded people whilst knitting (optional), playing word games and doing craft activities |
| Project Dignity (Refugee project) | Please join our dedicated group who are looking at and participating in aspects of the refugee and asylum seeker crisis. |

| | |
|----------------------|--|
| Sacred Heart Mission | Summer volunteer program. Volunteers from the Progressive community, including many from TBI, provide volunteering support at Sacred Heart Mission assisting with food service for the homeless from December to February. |
| TBI Flames | A mixed netball team that is sponsored by TBI. They meet at Glen Eira Sports and Aquatic Centre on Monday evenings. |

Please contact either Rhonda Nirens or Ellen Frajman for help or information.

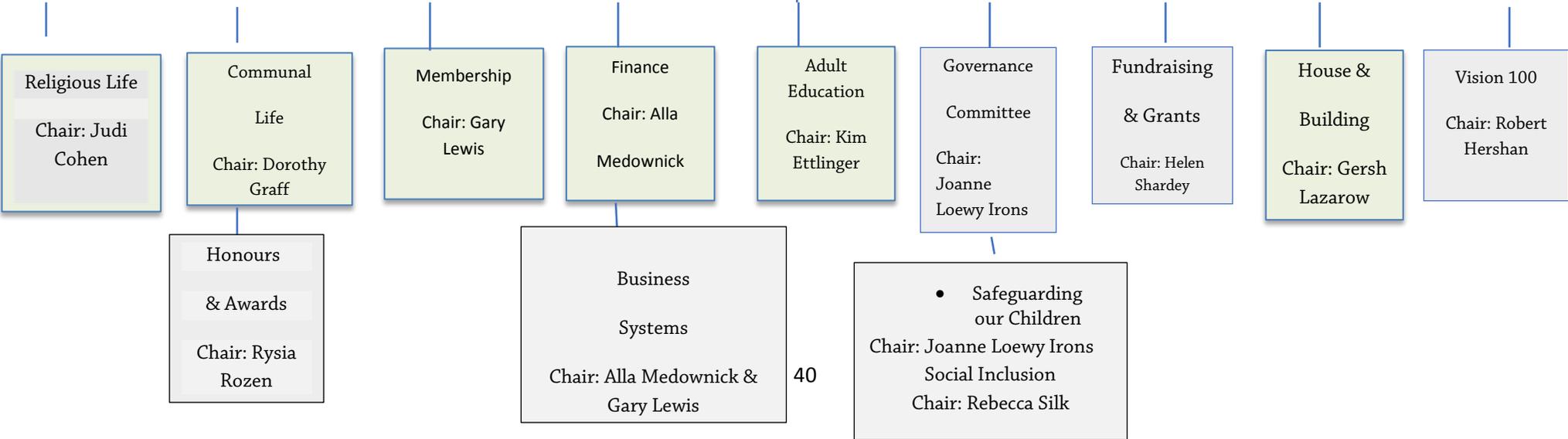
TBI Board of Governance 2019

President
Rebecca Silk

Board of Governance (meets monthly)
Robert Hershan, Judi Cohen, Rebecca Silk, Joanne Loewy Irons, Alla Medownick, Dorothy Graff, John Hillel, Helen Shardey, Gary Lewis,
Nichola Strauch, Craig Levin, Simon Langer, Charles Shaw, Jodi Sanders

Ex officio
Rabbi Gersh Lazarow, Rabbi Kim Ettlinger, Cantor Michel Laloum

Executive (meets fortnightly)
Rebecca Silk, Robert Hershan, Judi Cohen, Gary Lewis, Alla Medownick, Joanne Loewy Irons



Position Description – Volunteer Committee Convenor

Temple Beth Israel (TBI) is a Progressive Jewish congregation with over 2200 members. We provide a spiritual community through a contemporary approach to Jewish practice and a commitment to Jewish tradition and culture. As well as the synagogue, TBI provides learning programs for people of all ages and an ever-growing number of opportunities for volunteers. TBI has links with the Progressive Jewish Cultural Fund, the Council for Jewish Education in Schools, Progressive Judaism Victoria and the Union for Progressive Judaism. In the general community, TBI interacts and actively participates with many religious, health, educational, and social service organisations.

Organisation Structure

The role of Cantor is responsible for all volunteering at TBI and, as such, Volunteer Committee Convenors are encouraged to refer to the person in that position for guidance and advice.

Overview

The Volunteer Committee Convenor role is pivotal to the committee/group they represent.

Key Responsibilities

In consensus with their committee:

- Provide clarity on the purpose and functions of the committee
- Agree on the key issues and tasks
- Define clear goals
- Decide the timeframe for completion of the tasks
- Agree on success factors
- Communicate outcomes and recommendations to the Cantor
- Ask for advice and assistance when needed

Required Competencies

- Strong interpersonal skills and the ability to listen to and build relationships with people
- Ability to be a team leader, setting goals where appropriate, clarifying expectations and standards of work, delegating tasks, and ensuring targets are met
- Problem solving skills
- Ability to be a team player within the wider TBI community
- Basic administrative skills
- Willingness to ask for help when required

TBI Rabbinic Team and Office Staff 2019

Office: 9510 1488 (Mon-Thur 9am – 5 pm, Frid 9am – 3 pm)

Pastoral Care: 9039 1818 (24 hours/7 days)

| NAME | TITLE | PHONE TBI DIRECT 9510 1488 FOR OUR RABBINIC TEAM |
|----------------|------------------------------|--|
| Gersh Lazarow | Senior Rabbi and CEO | |
| Kim Ettlinger | Rabbi and Director of Melton | |
| Michel Laloum | Cantor and Pastoral Care | |
| Ari Sharfstein | Song leader | |

| NAME | TITLE | EXTENSION |
|----------------|--|-----------|
| Max Gross | Communications Co ordinator | 811 |
| Ellen Frajman | (Volunteer) Volunteer Co-ordinator- nourish | |
| Chris Gounis | Financial Co ordinator | 807 |
| Jade Karp | B'nei Mitzvah Tutor | 819 |
| Judit Kegly | Admin Assistant, Religious Life and Education | 801 |
| Rhonda Nirens | Admin Assistant, Pastoral Care and Communal life Executive Director, Bet Olam Jewish Funerals | 802 |
| Felicity Perry | Tamid Co ordinator | 819 |
| Jenny Schulman | Executive Assistant to Senior Rabbi and Board | 803 |
| Fiona Zlotnik | Membership and Events Co ordinator | 809 |
| Lloyd Vickers | Caretaker | 820 |
| Ventcho Mitov | Caretaker | 820 |

RESPONSIBILITIES AND OFFICE PROCEDURE - 2019

To assist you in identifying areas of responsibility and to whom to direct a query

Advertising

- Jewish News Max
- Articles Max
- Ads Max

Baby naming

- Bookings Judit /Jenny/Rhonda
- Aliyot Judit/Jenny
- Certificates Rhonda
- Letters Judit

B'nei Mitzvah

- Bookings Rabbi Kim/Jenny
- Correspondence Judit
- Aliyot Judit
- Catering Fiona
- Tutors Rabbi Kim
- Certificates Judit

Calendar bookings

- Operations: Committee/ Board bookings Jenny
- Religious Life : Judit
- Education: Judit
- Programs: Rhonda

Conversion

- Geirut Rabbis
- Certificates Judit

Donations

- Receipts & thank you letters Chris

Facility maintenance

- Liaising with all contractors Rabbi Gersh/Jenny/ Lloyd
- Room set up Lloyd/Ventcho
- Hiring of supplies Lloyd
- General caretaking Lloyd/Ventcho

Facility hiring

- Bookings & communication Jenny
- Calendar management Jenny

Finances

- Accounting & bookkeeping Chris

Fundraising / Appeals (under the auspices of the Fundraising committee)

- Advertising Max
- Events Fiona

Event Management

- Planning, logistics and catering Fiona

Introduction to Judaism Class

- Registration & attendance Rabbis
- Documentation Judit

Kol Yisrael

- Planning & production Max
- Articles Max
- Editing Max

Media

- Social media Rabbi Gersh

Membership (under the auspices of the Membership Committee)

- Enquiries Fiona
- Processing Fiona, Chris

Memorial plaques Jenny

Sick List Updates Rhonda

Services

- Calendar entries Judit
- Kiddushim Fiona
- Run sheets Judit
- Healing listsJudit

TBI Tamid

- Communication Felicity
- Enrolments Felicity
- Scheduling Felicity
- Tutors Felicity

Weddings

- Bookings Rhonda
- Documentation Rhonda
- Aliyot Judit
- Kiddushim Fiona

Weekly newsletter

- Weekly handout sheetMax
- Weekly e-communicationMax/Jenny

ChoirsRhonda

Volunteer queriesRhonda/Ellen

Yahrzeits

- Receipts & thank you letters Chris
- Life cycle letters and call ups Judit

(Appendix 9)

TBI Volunteer Incident Report Form
To be completed by the Committee / Group Volunteer Convenor
In an emergency call 000 or Hatzolah 9527 5111



| | | | | | |
|--|--|---|---------------------------------|------------------------------------|------------------------------------|
| Incident report # (TBI to complete) | | Type of report | <input type="checkbox"/> Injury | <input type="checkbox"/> Incident | <input type="checkbox"/> Near Miss |
| Details of person involved | | | | | |
| Date of occurrence | | Location of Incident | | | |
| Time | | | | | |
| Surname | | Given Name | | Gender | |
| Name of Group | | Group Convenor | | | |
| Date of birth | Contact number | Address | | | |
| <input type="checkbox"/> Volunteer | <input type="checkbox"/> Member of Group | <input type="checkbox"/> Other: | | | |
| Injury details (only to be completed when injury has occurred. In addition complete reverse of form.) | | | | | |
| Nature of injury | Body part(s) affected | | Side of body | Treatment | |
| <input type="checkbox"/> Bite | <input type="checkbox"/> Head | <input type="checkbox"/> Arm <input type="checkbox"/> Elbow | <input type="checkbox"/> Left | <input type="checkbox"/> First aid | |
| <input type="checkbox"/> Bruise | <input type="checkbox"/> Face | <input type="checkbox"/> Wrist | <input type="checkbox"/> Right | <input type="checkbox"/> Doctor | |
| <input type="checkbox"/> Laceration | <input type="checkbox"/> Eye | <input type="checkbox"/> Hand | | <input type="checkbox"/> Hospital | |
| <input type="checkbox"/> Strain | <input type="checkbox"/> Teeth | <input type="checkbox"/> Finger | | <input type="checkbox"/> Physio | |
| <input type="checkbox"/> Burn | <input type="checkbox"/> Neck | <input type="checkbox"/> Leg | | | |
| <input type="checkbox"/> Fracture | <input type="checkbox"/> Shoulder | <input type="checkbox"/> Knee | | | |
| <input type="checkbox"/> Swelling | <input type="checkbox"/> Back | <input type="checkbox"/> Foot | | | |
| <input type="checkbox"/> Other: | <input type="checkbox"/> Rib | <input type="checkbox"/> Abdomen | | <input type="checkbox"/> Other: | |
| | <input type="checkbox"/> Hip | <input type="checkbox"/> Other: | | | |
| Incident / near miss details | | | | | |
| Nature and cause of incident / near miss | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| Name of other person(s) / witness involved | | Phone | Address | | |
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |

| Suggested corrective measures / actions | | | |
|--|-------------|------------------|-------------|
| | | | |
| | Name | Signature | Date |
| Person involved | | | |
| Group Convenor | | | |
| TBI corrective measures / actions | | | |
| | | | |

Completed form to be given to a member of the Rabbinic Team

(Please keep a copy for your records)

Phone: (03) 9510 1488 **Email:** info@tbi.org.au

Post: PO Box 128, St Kilda, 3182

LINKS

<https://www.tbi.org.au/wp-content/uploads/2018/04/Safeguarding-our-Children-Policy-FINAL-updated-March-2019.pdf> Safe guarding our children check

Police Check form

http://www.police.vic.gov.au/content.asp?Document_ID=274