



# Volunteer Kit

## Bracha for Community Work

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

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## **INDEX**

<a href="#">Joining the TBI Volunteer Family</a> .....	3
<a href="#">Benefits of Volunteering at TBI</a> .....	4
<a href="#">Our Mission and Values</a> .....	7
<a href="#">Volunteer Policy</a> .....	8
<a href="#">Volunteer Brit</a> .....	11
<a href="#">Safeguarding our Children Policy</a> .....	13
<a href="#">TBI Volunteering Opportunities</a> .....	27
<a href="#">TBI Groups Clubs and Events</a> .....	29
<a href="#">Position Description – Volunteer Committee Convenor</a>	31
<a href="#">TBI Rabbinic Team and Staff</a> .....	32
<a href="#">TBI Volunteer Incident Report</a> .....	33
<a href="#">Links</a> .....	34

## Joining the TBI Volunteer Family

### Welcome from the President

Volunteering: time willingly given for the common good without financial gain.

TBI is blessed with wonderful volunteers who generously devote their time and skill for the betterment of our community. TBI is our second home where we pray, learn and belong, together, and this is not confined to the physical building. Progressive Judaism takes our ethics and puts them into practice and action.

When our community of volunteers cook and bake for our members and friends it is a living Judaism.

When our community of volunteers make soup and salad for those who are experiencing food insecurity, we nourish our souls.

When we visit the sick – bikur cholim - we act upon and fulfil the mitzvah as appears in our siddur. Our internal spiritually expands to the external world in which we live.

Volunteering Australia provides that *volunteering allows volunteers to give something back to the community. They are motivated to volunteer by a personal belief in a cause or issue and are driven to volunteer to make a difference.* TBI is sustained by our volunteers and volunteering sustains us.

TBI has a multitude of opportunities for your participation, and we look forward to your contribution. Our volunteers are our ambassadors for progressive Judaism.

Being a people of the Book, you may wish to volunteer in our library, book exchange programme or archiving our history. Engaging in our education offerings or teaching English to Israeli school students might resonate. Perhaps your interest is sustainability and how we can improve our environment. Whatever your interest, your energy and enthusiasm ensure we continue with our programmes. Thank you for connecting with us and creating our warm, engaging and inclusive community.

We look forward to welcoming you as a TBI volunteer and appreciate you giving back to our community.

**Michael Lawrence OAM**

## **Welcome from the Rabbi**

Shalom! In the midst of the Book of Exodus in the portion known as Terumah, the Israelites are instructed to bring gifts in support of the work of the Tabernacle.

Predictably, some, possessing greater means, brought more elaborate gifts. Others gave more modest items. All, however, according to the Torah, gave from the goodness of their hearts. (Exodus 25:8)

Ever since that time, our synagogues have been dependent upon the goodness of its members and volunteers. For that reason, it gives me great pleasure to learn of your desire to volunteer at Temple Beth Israel. It is not an exaggeration to say that our ambitious program of services, classes, activities and outreach, are only possible given the personal contribution of time and resources, of mind and heart, by our members and friends.

I hope that your time spent working with and on behalf of the TBI community and our partners, will give you naches; satisfaction and a sense of accomplishment.

I hope, moreover, that we will have many occasions to engage collaboratively in this holy work.

Until then, todah rabbah; thanks for your support.

**Rabbi Gary J Robuck**

## **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. 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 29 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 [Michel.Laloum@tbi.org.au](mailto:Michel.Laloum@tbi.org.au) 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 33).

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 Rabbi Gary Robuck, Cantor Michel Laloum, or Executive Manager Neil Crompton. 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.

## Access codes

**If you have been entrusted with an access code that is unique to you, for security reasons, under no circumstances should this access code be shared.**

## 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 confidentiality and will not divulge any such information without the permission of the person it concerns.**
- I have read and agreed to abide by TBI's Safeguarding ourChildren'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.

.....

**Mobile** .....

**Volunteer's Name**

**Email** .....

.....

**Date** .....

**Volunteer's Signature**

.....

**Rabbinic Team Member /Coordinator Name**

.....

**Date** .....

**Rabbinic Team Member /Coordinator Signature**

## DISCLOSURE

I acknowledge that TBI has a responsibility at all times to act in the best interests of the people who are to benefit from my actions as a volunteer. For this purpose, TBI requires that I disclose any issues relevant to me which may impact on either:

- My ability to provide volunteer services or
- TBI as a result of my providing volunteer services

On this basis

I have no matters to disclose

Or

I disclose the following

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I acknowledge that TBI may, after giving due consideration to the above Disclosure, elect to preclude me from volunteering for one or more services.

.....

**Prospective Volunteer's Name**

.....

**Prospective Volunteer's Signature**

.....

**Date**

.....

**Coordinator's Name**

.....

**Coordinator's Signature**

.....

**Date**

TBI acknowledges that this Disclosure may contain information which is private and confidential to the volunteer. This Disclosure will be made available to, and will be held in confidence by, the Rabbinic Team - who will also consider the contents of the Disclosure and the impact (if any) which may have on the ability of the volunteer to provide services to and/or on behalf of TBI.

## Safeguarding our Children Policy (Summary)

### Introduction

This summary provides a snapshot of TBI's Safeguarding our Children Policy (**Policy**) and should not be taken as replacing the Policy. The full Policy can be found on TBI's website and governs all TBI staff, volunteers, guests and visitors.

All TBI volunteers who engage in child related work (which includes any contact with a child) are required to:

- (a) read the Policy and provide written confirmation to TBI that they have read, understood and agree to abide by the Policy; and
- (b) hold a valid Working With Children Check (**WWCC**).

TBI has zero tolerance for any breach of the Policy or any inappropriate conduct relating to the care and safety of our children. This is a collective responsibility of our community.

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 or recognitions
- any other form of discipline that TBI considers reasonable and appropriate

### Protecting Our Community

Whilst the Policy refers to children, the guidelines equally apply to all vulnerable persons. TBI takes seriously its responsibility to create a safe and caring environment as it recognizes this is essential for educating, empowering and impassioning our children.

### Duty of 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 offense for any person that owes a child a duty of care to fail to comply with this obligation.

## IDENTIFYING 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. Examples of different types of abuse and neglect are as follows:

TYPE OF ABUSE	DESCRIPTION/EXAMPLE
<b>Sexual Abuse (non-contact)</b>	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
<b>Sexual Abuse (contact)</b>	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
<i>Physical Abuse</i>	physical punishment
	physically aggressive treatment of a child
	shoving, hitting, slapping, shaking, throwing, punching, biting, burning and kicking.
	Injuries that include bruises, cuts, burns or fractures.
<i>Emotional or Psychological Abuse</i>	Rejecting a child
	Threatening
	Humiliating

	Terrorising
	Belittling
	Name calling
	Putdowns
<i>Neglect</i>	failure to provide a child with the basic necessities of life such as food, clothing, shelter, medical attention or supervision

## REPORTING CONCERNS

### Making a Report

If a person believes an instance of abuse, neglect or inappropriate behaviour has occurred, the following steps should be taken:

Step	Description
1	<p>The reporter should make comprehensive notes that are dated and include the following information:</p> <ul style="list-style-type: none"> <li>• Description of the concerns (e.g. physical injuries, student behaviour)</li> <li>• Source of those concerns (e.g. observation, report from child or another person)</li> <li>• Actions taken as a result of the concerns (e.g. report to DH&amp;HS Child Protection)</li> </ul>
2	<p>The reporter should immediately discuss any concerns about the safety and wellbeing of a child with a member of the TBI leadership team (i.e. relevant supervisor, Board President or Board Member) <b>and</b> a member of the Rabbinic team (i.e. Rabbis or Cantors). The reporter should also make their own assessment about whether they must or may make a report about the child to the relevant agency.</p>
3	<p>The reporter should gather the relevant information necessary to make the report. This should include the following information:</p> <ul style="list-style-type: none"> <li>• Full name, date of birth, and residential address of the child</li> <li>• Details of the concerns and the reasons for those concerns</li> <li>• The reporter's involvement with the child</li> <li>• Details of any other agencies who may be involved with the child.</li> </ul>
4	<p>Make a report to the relevant agency.</p>

5	<p>Make a written record of the report which includes the following information:</p> <ul style="list-style-type: none"> <li>• The date and time of the report and a summary of what was reported</li> <li>• The name and position of the person who made the report and the person who received the report</li> </ul>
6	<p>Notify a member of the TBI leadership team (i.e. relevant supervisor, Board President or Board Member) and a member of the Rabbinic team (i.e. Rabbis or Cantors).</p>
7	<p>Notify Victoria Police if there is concern that a criminal offense may have been committed.</p>

### Confidentiality of 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 a 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 or have their employment terminated on these grounds.

### Child in need of protection

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.

Examples of when a child may need protection include:

- 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.



- 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.
- if you 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.

## CODE OF CONDUCT

Adults should at all times avoid being alone with a child.

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.

CODE OF CONDUCT –CHILD INTERACTIONS	
Identifying and Minimising Risk	All members of the TBI community are required to conduct themselves in a manner consistent with being a positive role model to children.
	All members of the TBI community are required to follow this Policy and all other policies or directions relating to the safety and security of children;
	All members of the TBI community are required to enter into a <i>brit</i> with TBI, agreeing to act in accordance with this Policy;
	All members of the TBI community are required to promote the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander children (for example, by never questioning an Aboriginal and Torres Strait Islander child’s self-identification);
	All members of the TBI community are required to promote the cultural safety, participation and empowerment of children with culturally and/or linguistically diverse backgrounds (for example, by having zero tolerance of discrimination or questioning the child's self-identification);
	All members of the TBI community are required to immediately raise concerns, issues and problems about a child’s wellbeing and safety with a member of the TBI leadership team (i.e.

	<p>relevant supervisor, Board President or Board Member) and a member of the Rabbinic team.</p>
	<p>All members of the TBI community are required to promoting the safety, participation and empowerment of children with a disability (for example, during personal care activities)</p>
	<p>All members of the TBI community are required to Where the notification is made verbally, the member of the TBI leadership team and the member of the Rabbinic team must correspond in writing, confirming the verbal report received, noting the identity of the reporter, details of the report and the next steps to be taken.</p>
<p>Appropriate Conduct and Behaviour</p>	<p>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.</p>
<p>Appropriate Conduct and Behaviour (Teaching and Tutoring)</p>	<p>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.</p>
	<p>If tutoring occurs offsite, tutors are required to have a parent or guardian present during the tutoring session.</p>
	<p>TBI staff should not provide separate personalised services whether paid or voluntary to a TBI family, for example babysitting or tutoring.</p>
	<p>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.</p>
	<p>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.</p>
	<p>Overnight activities such as the teen Sukkot sleepover are to</p>

<p>Appropriate Conduct and Behaviour (Chaggim and School activities)</p> <p>Appropriate Conduct and Behaviour (Chaggim and School activities)</p>	<p>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.</p>
	<p>Standards of conduct that must be observed by those in a position of authority during overnight activities include:</p> <ul style="list-style-type: none"> <li>● providing children with privacy when bathing and dressing</li> <li>● observing appropriate dress standards when children are present such as no exposure to adult nudity</li> <li>● ensuring the child is not exposed to pornography, sexually explicit material or material classified beyond the child's developmental age</li> <li>● ensuring the child is not left under the supervision or protection of unauthorised persons</li> <li>● ensuring sleeping arrangements do not compromise the safety of children (such as, an adult sharing a bed with a child)</li> <li>● ensuring children are readily able to contact their parent, guardian or another trusted adult if they feel unsafe, uncomfortable or distressed during their stay.</li> </ul>
	<p>Excursions require permission from parent/s or guardian/s and when necessary a responsible adult (non-staff member) to accompany the child.</p>
	<p>Netzer is governed by the Australian Zionist Youth Council Policy unless there is a section of TBI's Policy that is more stringent.</p>
<p>Touching guidelines (Preschool)</p>	<p>Physical contact with students to assist with changing clothes, toileting or to comfort a distressed child.</p> <p>If a student is to be hugged, this should only occur when other students or staff are present.</p> <p>If touch can be replaced by verbal instructions then this should happen.</p> <p>Handshakes, high fives, fist bumps or similar hand to hand contact.</p>
<p>Touching guidelines</p>	<p>Physical contact with students to assist with changing clothes, or to comfort a distressed child.</p>

<p>(junior school)</p>	<p>If a student is to be hugged, this should only occur when other students or staff are present.</p> <p>If touch can be replaced by verbal instructions then this should happen.</p> <p>Handshakes, high fives, fist bumps or similar hand to hand contact.</p>
<p>Touching guidelines (years 3-4)</p>	<p>Physical contact with students to comfort a distressed child. It is advisable to ask the student beforehand, for example "do you want a hug?"</p> <p>If a student is to be hugged, this should only occur when other students or staff are present.</p> <p>If touch can be replaced by verbal instructions then this should happen.</p> <p>Handshakes, high fives, fist bumps or similar hand to hand contact.</p>
<p>Touching guidelines (years 5-12)</p>	<p>Physical contact with students is not normally required.</p> <p>Handshakes, high fives, fist bumps or similar hand to hand contact.</p>
<p>Unacceptable physical contact</p>	<p>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:</p> <ul style="list-style-type: none"> <li>• includes touching genitals, breasts or buttocks unless it is a medical emergency and such touching is carried out by an appropriate professional</li> <li>• would appear to a reasonable person to have a sexual connotation or purpose</li> <li>• is intended to cause pain or distress to the student or child e.g. physical punishment</li> <li>• is overly physical including roughhousing, tickling or wrestling</li> <li>• is unnecessary for the age, stage or physical needs of the student or child e.g. assisting with toileting or showering when not required</li> <li>• is initiated against the wishes of the student or child, with</li> </ul>

	<p>the exception that such contact is necessary to prevent immediate harm or injury to the child or to another person.</p>
	<p>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.</p>
<p><i>Peer to Peer Relationships</i></p>	<p>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.</p> <p>Unwanted sexual behaviours include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• sexual harassment</li> <li>• sexualised bullying</li> <li>• sexting</li> <li>• unwanted kissing and sexual touching</li> <li>• sexual pressure and coercion</li> <li>• sexual assault, including rape</li> </ul>
<p><i>Bullying</i></p>	<p>All forms of bullying, including, but not limited to, physical, verbal or cyber bullying are unacceptable.</p> <p>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, Cantor or Board Member.</p>
<p><i>Abuse and Assault</i></p>	<p>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.</p>

<p>Photography</p>	<p>TBI acknowledges that images of children can be used inappropriately or illegally.</p> <p>The following rules apply to the taking of images of children by TBI community members:</p> <ul style="list-style-type: none"> <li>• 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</li> <li>• only use appropriate images of a child and ensure that the child is suitably clothed</li> <li>• do not allow the use of camera phones, videos and cameras inside changing areas, showers and toilets</li> <li>• 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</li> <li>• 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</li> <li>• ensure that the photographer/videographer has a copy of TBI's Policy guidelines for photography/videography and abides by them</li> <li>• ensure that any image or video is taken in the presence of other responsible adults</li> <li>• ensure images (digital or hard copy) which unintentionally reveal private body parts are destroyed or deleted.</li> </ul>
<p>Drugs and Alcohol</p>	<p>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.</p>
<p>Transporting</p>	<p>TBI staff and volunteers are discouraged from transporting children, other than their own children, to or from TBI sanctioned events.</p>

<p><b>Children</b></p>	<p>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.</p>
	<p>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.</p>
<p><b>Communications</b></p>	<p>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.</p>
	<p>Personal contact details should not be exchanged or initiated with a student or child.</p>
	<p>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.</p>
	<p>Teachers must only communicate with students via email using TBI email accounts</p>
	<p>Communication between teachers and students should not be made via private email accounts. There must be no secret communications.</p>
	<p>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.</p>
	<p>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.</p>
<p><b>Gift Giving</b></p>	<p>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.</p>

<b>Favouritism</b>	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.
<b>Grooming</b>	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 offense with another person. It is a criminal offense to fail to comply with this obligation.

## **CODE OF CONDUCT – ONLINE INTERACTIONS**

All TBI members, staff and volunteers should avoid online interactions with a child, unless such online interaction is required as part of a virtual program. Where online interactions are necessary, the following code of conduct must be adhered to.

<b>CODE OF CONDUCT – ONLINE INTERACTIONS</b>	
<b>Avoiding 1 to 1 Interaction</b>	<p>All tutors, teachers, TBI staff and volunteers are to avoid 1to1 interaction with children via live video or audio, where possible.</p> <p>Where 1to1 interaction is not avoidable, the following steps must be taken:</p> <ul style="list-style-type: none"> <li>● Prior to the interaction, there must be written correspondence confirming scheduling and behavioural expectations;</li> <li>● Permission must be given by TBI;</li> <li>● Parent/guardian consent must be obtained, in writing;</li> </ul>



	<ul style="list-style-type: none"> <li>• The TBI representative should ensure there will be a responsible adult at home and within earshot of the child at the time; and</li> <li>• The TBI representative must ensure that a contact person is available in case either participant has concerns during the session.</li> </ul>
<p>Online Teaching and Tutoring</p>	<p>A teacher or tutor is only permitted to tutor a child online when directed to do so by TBI, or otherwise with the permission of TBI and the child's parent/guardian.</p>
	<p>A tutor must be given a TBI email address to use for online child related interactions.</p>
	<p>All online tutoring and teaching sessions or contact must be conducted over Google Meet, Zoom, Microsoft Teams or other platforms as directed by TBI from time to time.</p>
	<p>The tutor must notify the child's parent/guardian of the time and date of the tutoring or teaching session, provide the child's parent/guardian with an invitation to join the online session and encourage them to do so (whether as a virtual attendee, or by sitting next to or near the child during the online interactions).</p>
	<p>TBI's Binah or Tamid Co-ordinator is to be included on the invitation for the online session and may log in to the session at their discretion.</p>
	<p>Where possible, the online session should be recorded and a copy of the recording is to be sent to all invitees, including the tutor, the child, the child's parent/guardian and TBI's Binah or Tamid Co-ordinator.</p>
<p>TBI Programs and Initiatives involving children outside of TBI's congregation</p>	<p>TBI volunteers or staff must be onsite at TBI (or any other location as directed by TBI), and in a group of no less than 2, plus a supervisor, when interacting with children outside of TBI's congregation;</p>
	<p>TBI volunteers or staff must be supervised by the program coordinator, a member of TBI staff or such other person as nominated by TBI from time to time, while interacting with children outside of TBI's congregation;</p>

	<p>Where possible, the children should be in a group environment (such as a classroom) and supervised by the program coordinator in their location;</p>
	<p>If the children are unable to be in a group environment, TBI volunteers can communicate with a child in their home, provided the child's parent and the program coordinator at the child's location has been notified and has consented to such interaction.</p>
<p>Visual Standards</p>	<p>Both the adult and child must be fully dressed in suitable attire, being attire they would ordinarily wear if the interactions were taking place onsite at TBI;</p>
	<p>The adult must not be wearing any clothing or accessories depicting inappropriate content or themes, including but not limited to alcohol, drugs, coarse language or sexual themes;</p>
	<p>The adult must ensure that they are in a quiet space where other voices will not be heard in the background;</p>
	<p>The adult must ensure that no alcohol or pictures or objects depicting alcohol, drugs, coarse language or sexual themes are visible within the screen;</p>
	<p>Where possible, the adult must ensure the interaction takes place against the backdrop of a blank wall, away from all windows, doors and walkways; and</p>
	<p>Where possible, the adult must remove any personal photographs and other personal items from sight.</p>

## TBI Volunteering Opportunities

<b>FESTIVALS</b>	
Purim Carnival	Please join us 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 at the end of January.
Sukkot / Simchat Torah / Chanukah Craft Activities	Help with the varied craft activities that are offered to our young congregants.
<b>CHOIRS / CONCERTS / MUSIC</b>	
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 are welcome.
*The TBI Choir / TBI High Holy Day Choir / Kol Simchah Choir	For more information about these choirs please speak with Cantor Michel Laloum.
<b>GENERAL VOLUNTEERING OPPORTUNITIES</b>	
*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 labeled. Our librarian is always looking for more volunteers to help with this huge task.
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.

Proofreaders	Volunteers help ensure that our publications are grammatically correct. They provide a very valuable service
TBI Community Dinners Helpers	TBI Community Dinners organisers are always looking for support with setting tables and organising the evening
<b>PASTORAL CARE</b>	
*Caring Community Circle	Volunteers visit congregants who are either in hospital, in rehab whilst recovering from an operation, or housebound.
*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.

\*Training provided

## TBI Groups, Clubs & Events

<b>EVENTS</b>	
Bubs and Bagels	A unique experience of play, music and engaging interactions designed specifically for parents with children aged 0-3 years and their siblings. Grandparents are 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.
Jews in the News	This is a wonderful group that is usually led by Rabbi Dr. John Levi AC who discusses current events. It is held on the first and third Wednesday of each month at 10.30 am.
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.
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.
<b>GROUPS AND CLUBS</b>	
Archive Group	A small group that meets fortnightly to accumulate and archive TBI historical records and relevant press articles.
Kosher Supper Club	Dining in various kosher restaurants around Melbourne.

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
<b>SOCIAL ACTION</b>	
Click and Connect	Click and Connect is an initiative where Israeli students from underprivileged backgrounds are offered the opportunity to learn English online from volunteers in Australia.
Mitzvah Day	Volunteers organise and participate in various activities associated with Mitzvah Day usually on the 3 <sup>rd</sup> Sunday in November
Nourish	In partnership with The Father Bob Maguire Foundation, the Nourish Program provides meals every Monday evening.
Project Dignity (Refugee project)	Please join our dedicated group who are looking at and participating in aspects of the refugee and asylum seeker crisis. We offer support to refugees and asylum seekers.
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.
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.

Please contact the office for help or information.

## Volunteer Committee Coordinator

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 & Staff**

**Office:** 9510 1488 (Monday-Thursday 9am – 5pm, Friday 9am – 3pm)

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

<b>NAME</b>	<b>TITLE</b>	<b>Phone TBI direct for our Rabbinic Team</b>
Gary Robuck	Rabbi	
Michel Laloum	Cantor and Pastoral Care	0403 144 815 <a href="mailto:michel.laloum@tbi.org.au">michel.laloum@tbi.org.au</a>

<b>NAME</b>	<b>TITLE</b>
Neil Crompton	Executive Manager
Michelle Lavi	Office Manager
Zac Phillips	Religious Life & Membership
Frances Stiglec	Pastoral Care/Volunteer Coordinator
Dom Nelson	Facilities Officer



## 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)		<b>Type of report</b>	<input type="checkbox"/> Injury	<input type="checkbox"/> Incident	<input type="checkbox"/> Near Miss
<b>Details of person involved</b>					
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:	
<b>Injury details (only to be completed when injury has occurred. In addition complete reverse of form.)</b>					
<b>Nature of injury</b>	<b>Body part(s) affected</b>		<b>Side of body</b>	<b>Treatment</b>	
<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:

**Volunteer Brit** [Volunteer's Brit \(Covenant\)](#)

**Working with Children**

<https://www.vic.gov.au/working-with-children-check>

**Police Check Form** [http://www.police.vic.gov.au/content.asp?Document\\_ID=274](http://www.police.vic.gov.au/content.asp?Document_ID=274)

(TBI has been issued a Community Volunteer Fee (CVF) Number **CV4708** which entitles our volunteers to a reduced fee for their Police Check. **Please state this number in your Police Check application.**