

PROTECTING OUR CHILDREN

Temple Shalom is committed to creating a safe environment for all children who attend Temple activities whether they are held at the Temple or offsite. As a community we have a duty of care to protect the health and wellbeing of our children, therefore this policy applies, without exception, to:

- *all employees of Temple Shalom,*
- *the Board of Management and its committees,*
- *the Guild*
- *Netzer representatives,*
- *volunteers,*
- *congregants, guests and visitors.*

COMMUNITY RESPONSIBILITY

All members of the Temple Shalom community (including guests and visitors) are required:

- *to conduct themselves in a manner consistent with being a positive role model for children,*
- *to treat children with respect,*
- *to identify and minimise the risk of child abuse and act appropriately at all times,*
- *to immediately raise any concerns they may have about a child's wellbeing, with the President, or a member of the Board of Management, in writing,*

BOARD OF MANAGEMENT RESPONSIBILITY

It is the responsibility of the Board of Management:

- *to ensure that appropriate safeguarding procedures are in place and to provide guidance for the Temple Shalom community (including employees, volunteers, parents and visitors) about acceptable and non-acceptable behaviour,*
- *to ensure that this policy is made available through the Temple Shalom website and from the office, upon request,*
- *to ensure that all personnel (voluntary or paid) who may at any time work with children or young people in a Temple Shalom setting, or at an outside setting, hold a current positive notice, Blue Card (See **Queensland's Blue card details below**)*
- *to ensure that any and all allegations or suspicions of inappropriate behaviour are reported, recorded and acted upon in accordance with the obligations set out in this policy and by law. (See **'Procedure to be followed for suspected abuse,' below**)*

QUEENSLAND'S BLUE CARD SYSTEM

The granting of a Queensland blue card is risk managed through an initial assessment, which determines a person's eligibility to work with children, based on known police or disciplinary information.

Blue Card or Blue Card Exemption application forms are obtainable from the website of Commissioner for Children and Young People. There is no charge for volunteer workers. Payment is required by paid employees and this payment will be met by Temple Shalom.

A Blue Card is not required by workers (voluntary or paid) under the age of 18 years.

The Temple Shalom office should be contacted if assistance is required in obtaining a Blue Card or a Blue Card Exemption.

Registered Teachers and Police Officers are not required to hold a Blue Card, but are required to obtain a Blue Card Exemption.

A record will be kept by Temple Shalom of all Blue Card and Exemption holders, noting when these become due and ensuring that they have been renewed.

'Working with Children' check cards issued interstate are not transferable to Queensland. Interstate persons working with Temple Shalom are required to apply for and be granted, a Queensland Blue Card before they are allowed to interact with our children.

Parents of children participating in Temple Shalom activities are not required to hold a Blue Card, provided they are working with children where their child is involved in that activity.

GUIDELINES FOR CHEDER, RELIGIOUS SERVICES AND SOCIAL ACTIVITIES

If children are present then more than one adult must be present during all activities.

All interaction with children must be within the view of, or near, another adult.

Physical contact between a teacher/volunteer and a child may be required in some circumstances (teaching Israeli dancing, cooking, administering first aid etc) but this can only occur with the child's agreement, while other adults or students are present and in physical spaces that are clearly observable at all times.

Under no circumstances should any Temple Shalom community member or visitor have physical contact with a 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 sexual connotations or purpose,*
- *is intended to cause pain or distress eg physical punishment,*
- *is overly physical including roughhousing, tickling or wrestling,*
- *is initiated against the wishes of the child, unless the contact is necessary to prevent immediate harm or injury to the child or to another person.*

Any person who becomes aware of an instance of inappropriate contact with a child must ensure that the Temple Shalom President is informed immediately. (**See 'Procedure to be followed for suspected abuse,' below**)

Bullying, in any form, will not be tolerated. Temple Shalom accepts the Australian National Definition of Bullying for Australian schools. Ie

Bullying is an ongoing misuse of power in relationships through repeated verbal, physical and/or social behaviour that causes physical and/or psychological harm. It can involve an individual or a group misusing their power over one or more persons. Bullying can happen in person or online, and it can be obvious (overt) or hidden (covert).

Bullying of any form or for any reason can have long-term effects on those involved, including bystanders.

Single incidents and conflict or fights between equals, whether in person or online, are not defined as bullying.

Any person who becomes aware of an instance of bullying must ensure that the Temple Shalom President is informed. The Temple Shalom President will ensure that the incident is fully investigated and that all necessary steps taken for the support of the victim and that all legal obligations are fulfilled in a timely manner. The Temple Shalom President will also ensure that whatever remedial actions are required to prevent a repeat of the incident, are put in place.

ADDITIONAL GUIDELINES FOR OVERNIGHT ACTIVITIES (Netzer Camp, Sleepover etc)

In addition to the above guidelines for 'Cheder, Religious Services and Social Activities,' the following guidelines will apply for overnight activities:

- *overnight activities can only occur with the authorisation of the Board of Management and with the written consent of a child's parent or guardian,*
- *children must be provided with privacy for bathing and changing,*
- *adults must observe appropriate dress standards in the presence of children, (ie no exposure to adult nudity)*
- *children must not be exposed to sexually explicit material or material classified beyond the child's developmental age,*
- *children must not be left under the supervision or protection of unauthorised persons,*
- *sleeping arrangements must not compromise the safety of the child.*
- *children must be able to contact their parent, guardian or another trusted adult if they feel unsafe or uncomfortable during their stay.*

PHOTOGRAPHY GUIDELINES

Temple Shalom recognises that images of children can be used inappropriately and/or illegally.

The permission of a child's parent or guardian must be given before a photograph of a child is taken and for the subsequent use of the image.

Any image or video must be taken in the presence of other responsible adults.

Only appropriate images of a child, where the child is suitably clothed, may be used.

When an image of a child is used the image must not be linked to any personal information including surname, residential address, email address or telephone number.

Any photographers at Temple Shalom events where children are present, must have a Blue Card or a Blue Card exemption.

Any images or video taken of children which are later discovered to be unintentionally revealing, must be deleted or destroyed.

PROCEDURE TO BE FOLLOWED FOR SUSPECTED ABUSE

Should anyone suspect that abuse has occurred they must immediately discuss the matter with the President of Temple Shalom, or a member of the Board of Management who will ensure that the President is informed.

If the abuse is physical or sexual, then a report must be sent to Department of Communities and Queensland Police Services. If the abuse is emotional or neglect then a report must be sent to Department of Communities.

Where the suspected abuse is physical, sexual, emotional or neglect It is the President's, or Nominated Delegate's, responsibility to ensure that all appropriate details are recorded, all correct procedures are followed and that a report it is sent to the appropriate agency. The following must be included in the report:

- *full name, date of birth and residential address of the child,*
- *specific details outlining the suspected abuse,*
- *details of the source of the information about the suspected abuse (eg observation, report from the child)*
- *the full name and details of the person who first raised the issue,*
- *if known, details of any other agencies who may be involved with the child*

RECORD KEEPING

The President or Nominated Delegate must keep a copy of the report, the date and time when the report was made, details of the person who received the report and a written, dated, record of any follow up to the report.

This Policy will be reviewed on a yearly basis at the September meeting of the Board of Management