



Hamerkaz Sydney



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CHILD SAFETY POLICY

Hamerkaz Ltd & Rivkas Library (ACN 67651633359)

Date of approval: 1st February 2022

(1) PUPOSE OF THIS POLICY

At Hamerkaz Ltd & Rivkas Library (we, our, us), we are committed to the safety of children and young people. We are committed to providing an environment which is safe for children and youths, and to ensuring that this is reflected in all aspects of our business operations.

This Child Safety Policy (Policy) sets out the general principles that guide the management of child and youth safety at Hamerkaz Ltd & Rivkas Library.

We have developed this Policy to help our Workers understand and manage child and youth safety, and to set a framework to ensure that we provide a safe environment for children and young people, and that we meet all of our objectives and comply with all of our legal and regulatory obligations in relation to these matters.

(2) STATUS OF THIS POLICY

This Policy does not form part of any contract of employment or any other contract for work or services.

(3) APPLICABLE RULES

(a) We are committed to complying with all applicable laws and regulations as well as codes of practice and other safety guidance in all jurisdictions where we operate. This policy complies with the legislation set out below:

- *Family Law Act 1975 (Commonwealth)*
- *Children and Young Persons (Care and Protection) Act 1998 (NSW)*

(b) This policy may also comply with the following external policies, standards, codes of practice or safety guidance:

Child Safe Standards NSW



(4) NATIONAL PRINCIPLES FOR CHILD SAFE ORGANISATIONS

(a) We support the *National Principles for Child Safe Organisations* (National Principles) and will endeavour to embrace them at our Organisation. This policy aligns with the National Principles.

(b) The National Principles require that:

- 1. Child safety and wellbeing is embedded in organisational leadership, governance and culture.*
- 2. Children and young people are informed about their rights, participate in decisions affecting them and are taken seriously.*
- 3. Families and communities are informed and involved in promoting child safety and wellbeing.*
- 4. Equity is upheld and diverse needs respected in policy and practice.*
- 5. People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.*
- 6. Processes to respond to complaints and concerns are child focused.*
- 7. Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.*
- 8. Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.*
- 9. Implementation of the national child safe principles is regularly reviewed and improved.*
- 10. Policies and procedures document how the Organisation is safe for children and young people.*

(5) OUR OTHER POLICIES

In addition to this Child Safety Policy, our Workers are required to be familiar with, and to comply with, all other workplace policies which may apply from time to time, including:

Child Safety Code of Conduct

(6) WHO THIS POLICY APPLIES TO



(a) This Policy applies to any people who perform work for Hamerkaz Ltd & Rivkas Library, including all our directors, managers, board members, employees, contractors, subcontractors, employees of our contractors and subcontractors, apprentices, trainees, volunteers, interns, work experience students, labour hire employees and outworkers and any other people who perform work for or on behalf of our Organisation (Workers).

(b) We are committed to ensuring the safety and wellbeing of all Workers and visitors to our Organisation. However, this Policy specifically addresses our commitment to the safety and wellbeing of youths and children at our Organisation. Throughout this Policy, we use the terms "youth", "young person", "child" and "children" to refer generally to people under 18 years of age.

(c) This Policy applies to all activities in our Organisation which involve children, or which result in or relate to contact with children.

(d) This Policy is intended to help manage the safety and wellbeing of any children that come into contact with our Organisation, whether they are receiving services from us, are the children of someone who is receiving services from us, are the children of our Workers, or come into contact with us in any other way.

(e) We require all Workers to sign a copy of this Policy to agree in writing that they accept and will act in accordance with this Policy.

(7) OUR COMMITMENT TO THE SAFETY OF CHILDREN AND YOUNG PEOPLE

(a) We are committed to the safety of children and young people.

(b) We are committed to providing an environment which is safe for children and youths, and to ensuring that this is reflected in all aspects of our business operations.

(c) We value and respect children and young people and welcome them regardless of their abilities, age, sex, gender, or social economic or cultural background.

(d) Bullying and harassment will not be tolerated at Hamerkaz Ltd & Rivkas Library.

(e) Safeguarding children from harm and abuse is an essential responsibility for our Organisation. We are committed to ensuring that any child who comes into contact with our Organisation or services is properly safeguarded. Every person under this policy must ensure that they play an active role in ensuring that children are properly safeguarded.

(f) We believe that no child or young person should experience abuse or harm and we are committed to the protection of children and young people. This policy



is intended to provide guidance and overarching principles to those who represent us as volunteers or staff, to guide our approach to child protection and safeguarding.

(g) It is our intention that a child safe culture should be embedded in all levels of our Organisation, including but not limited to our leadership and governance as well as amongst all of our other Workers.

(h) When dealing with concerns about a child's safety or wellbeing, we are guided by a consideration of what is in the best interests of the child.

(i) We strive to:

- ensure that our Workers have the knowledge, skills and awareness to keep children safe
- ensure that any of our Workers who work with children have the necessary skills, attributes, experience and qualifications to uphold this Policy and provide the support and supervision that children require
- ensure that any children who come into contact with our Organisation and who have concerns about their safety or need assistance know where to go and who to talk to
- ensure that any children who come into contact with our Organisation and who have concerns about their safety feel comfortable seeking assistance
- maintain the safety and security of any of our facilities or environments which may be accessed by children (including any online facilities or environments, websites or platforms)
- promote a workplace which values diversity and inclusion
- where appropriate, involve children and their families in decisions that affect them
- promote a culture of child safety at all levels in our Organisation
- take any allegations or complaints in relation to child safety seriously, and respond promptly and appropriately
- report any allegations or concerns to relevant authorities whenever appropriate or necessary

(8) OUR COMMITMENT TO SUPPORTING THE DIVERSE AND UNIQUE IDENTITIES OF CHILDREN AND YOUNG PEOPLE



- (a) We are committed to providing a culturally safe environment in which the diverse and unique identities and experiences of Aboriginal children and young people are respected and valued.
- (b) We actively encourage and support children's abilities to express their culture and exercise their cultural rights.
- (c) We have embedded strategies within our organisation that equip all members to acknowledge and appreciate the strengths and importance of Aboriginal culture to the wellbeing and safety of Aboriginal children and young people.
- (d) We adopt measures to ensure that racism is identified, confronted, and not tolerated within our organisation. Any instances of racism are addressed with appropriate consequences.
- (e) We actively support and facilitate the participation and inclusion of Aboriginal children, young people, and their families within our organisation.
- (f) All of our policies, procedures, systems, and processes work together to create a culturally safe and inclusive environment that meets the needs of Aboriginal children, young people, and their families.
- (g) Our Workers must encourage and support children to freely express their culture and enjoy their cultural rights.
- (h) Workers must actively support and facilitate the participation and inclusion of Aboriginal children and their families within our Organisation.
- (i) Racism is strictly prohibited within our Organisation. If racism occurs, we will respond as follows:

Response to Racism at Hamerkaz Sydney

Hamerkaz Sydney is committed to fostering a safe, inclusive, and respectful environment for all members of the community. We have a zero-tolerance policy towards racism, discrimination, or any form of hateful behaviour. Our approach to addressing incidents of racism includes prevention, immediate response, and consequences for perpetrators.

1. Prevention & Education

We actively promote cultural respect and inclusivity in all our programs. Staff, volunteers, and educators receive training on recognising and addressing discrimination.

Our programs incorporate Jewish values of respect, kindness, and unity, encouraging children and families to engage positively with one another.

2. Immediate Response to Racism

If an incident of racism occurs within our organisation—whether among staff, volunteers, participants, or visitors—we take the following steps:



Address the Incident Immediately – A senior staff member or facilitator will intervene to stop the behaviour and ensure the safety and wellbeing of those affected.

Provide Support to the Affected Individual(s) – Any victim of racism will be offered appropriate support, ensuring they feel heard and valued.

Investigate the Incident – A formal review will be conducted to assess the nature of the behaviour, involving discussions with those involved.

Document and Report – The incident will be documented, and depending on its severity, it may be escalated to external authorities or community leaders.

3. Consequences for Perpetrators

Hamerkaz Sydney enforces clear consequences for any individual responsible for racist behaviour, based on the severity of the incident:

First Offence (Verbal Warning & Education) – If the behaviour is deemed unintentional or due to ignorance, the individual will receive a formal warning and education on respectful conduct.

Repeated or Severe Offences (Formal Actions) – If the behaviour persists or is particularly harmful, consequences may include:

Temporary or permanent exclusion from our programs and activities.

Removal from volunteer or teaching roles if applicable.

Referral to external authorities or community organisations if the offence requires further action.

Commitment to a Respectful Community

We are dedicated to maintaining an inclusive, respectful, and welcoming environment where all individuals, regardless of background, feel safe, valued, and free from discrimination. By implementing clear policies and swiftly addressing any incidents of racism, we ensure that Hamerkaz Sydney remains a place of learning, connection, and cultural pride for all members of the Jewish community.

(j) Our leadership has a responsibility to help everyone involved with our Organisation to acknowledge and appreciate the strengths of Aboriginal culture and to understand its importance to the wellbeing and safety of Aboriginal children and young people.

(9) CODE OF CONDUCT

(a) We have a code of conduct for working with children and young people, as set out below ("Code of Conduct"). We expect all Workers to understand this Code of Conduct, and ask a Responsible Person if they need more information or have any questions.

(b) Caring for children and young people brings additional responsibilities for our Workers. All Workers are responsible for promoting and protecting the safety and wellbeing of children and young people by:



- sticking to the organisation's child safe policy at all times and taking all reasonable steps to ensure the safety and protection of children and young people
- treating everyone including those of different race, ethnicity, gender, gender identity, sexual orientation, age, social class, physical ability or attributes and religious beliefs with respect and honesty and ensure equity is upheld
- being a positive role model to children and young people in all conduct with them
- setting clear boundaries about appropriate behaviour between yourself and children and young people – boundaries help everyone to understand their roles
- listening and responding appropriately to the views and concerns of children and young people
- being alert to bullying behaviours and responding promptly and appropriately
- ensuring another adult is always present or in sight when conducting one to one consulting, coaching, instruction or other activity
- being alert to children and young people who have been harmed, or may be at risk of harm and reporting this quickly to the Child Abuse Report Line (13 14 78)
- responding quickly, fairly and transparently to any complaints made by a child, young person or their parent/guardian
- encouraging children and young people to 'have a say' on issues that are important to them.

(c) Workers must not:

- engage in rough physical games
- develop any 'special' relationships with children and young people that could be seen as favouritism such as the offering of gifts or special treatment
- do things of a personal nature that a child or young person can do for themselves, such as toileting or changing clothes
- discriminate against any child or young person because of age, gender, cultural background, religion, vulnerability or sexuality.



(d) Breaches or suspected breaches of the Code of Conduct will be reported as soon as practicable to management either in person, or using the contact details at the end of this Policy.

(e) Breaches or suspected breaches of the Code of Conduct will be taken seriously and dealt with quickly, fairly and transparently.

(f) Any Worker who breaches the Code of Conduct will face disciplinary action and depending on severity of the breach, the Worker may have their employment terminated.

(10) GENERAL WORKER RESPONSIBILITIES

(a) Our Workers must uphold our Organisation's values in accordance with this Policy. Our Workers must demonstrate behaviour which is consistent with this Policy and with our Organisation's values. Our Workers must be proactive about upholding and promoting our values and this Policy, including by doing the following:

- remaining alert and aware of possible safeguarding risks to children
- guarding children against harmful environments with appropriate actions (for example, adequate supervision or ensuring safe environments)
- taking positive steps to maintain the safety and wellbeing of children engaging with our Organisation
- reporting concerns expeditiously and appropriately, in line with child protection procedures
- understanding the duty to report specific concerns (and understanding how this interplays with confidentiality)
- challenging any inappropriate or harmful behaviour of any other adult and reporting this accordingly
- acting appropriately in the presence of children
- not taking any inappropriate risks
- not smoking, drinking or taking any form of illicit substances in the presence of children
- ensuring that any children who come into contact with our Organisation or access our services understand their rights and responsibilities



- communicating with children clearly and respectfully and using language which they can understand and which is appropriate for their age and level of development
- ensuring that any children who come into contact with our Organisation or access our services are supported and get any necessary assistance with exercising their rights and responsibilities

(b) Our Workers are responsible for ensuring that they personally comply with all applicable laws in the state or territory where they are based including any applicable Commonwealth laws.

(11) SPECIFIC RESPONSIBILITIES

The following Workers have the specific responsibilities in relation to child safety and wellbeing as set out below:

Specific Responsibilities in Child Safety:

Hamerkaz Sydney has a clear framework of responsibilities to ensure that all incidents of racism are effectively managed, prevented, and addressed within the organisation. Each key stakeholder has defined roles in upholding a safe, inclusive, and respectful environment.

Board Members

Policy Review & Oversight

Responsible for reviewing and approving policies related to anti-racism, diversity, and inclusion.

Ensure that the organisation’s approach aligns with best practices and community values.

Oversee the implementation and effectiveness of anti-racism measures.

Review serious incidents and determine appropriate organisational responses when required.

CEO

Implementation & Enforcement

Responsible for implementing the anti-racism policy across all programs and operations.

Ensure that all staff, volunteers, and program facilitators are trained in anti-discrimination practices.

Take immediate action in response to any reported incidents, including investigations, documentation, and applying consequences to perpetrators.

Provide support to affected individuals and ensure a safe and inclusive environment.

Report serious cases to the Board for further review if necessary.

Program Coordinators & Staff

Prevention & Monitoring



Educate participants, families, and volunteers on the importance of respect and inclusion.

Act as the first point of contact for any concerns or incidents related to racism.

Document and report incidents to the CEO for appropriate action.

Ensure all programs, events, and activities promote inclusivity and align with organisational values.

Volunteers & Educators

Upholding Organisational Values

Model respectful and inclusive behaviour in all interactions.

Address and report any inappropriate language, behaviour, or discrimination witnessed during programs.

Support children and families by creating an environment where all feel welcome and valued.

Commitment to Accountability

By defining clear responsibilities at all levels of the organisation, Hamerkaz Sydney ensures that anti-racism policies are effectively enforced, creating a safe and inclusive space for all members of our community.

(12) RESPONSIBLE PERSON

Any question, report or concern in relation to the safeguarding of children should be shared with the following person (Responsible Person):

Name: NOACH KONCEPOLSKI

Email: ssa770@gmail.com

Telephone: 0414 302 770

(13) THE RISKS TO CHILDREN

(a) Children can be vulnerable to different forms of abuse and harm. It is important to recognise that abuse and harm of children can cover a wide range of circumstances and behaviours. For example, children can be at risk of:

- physical or emotional abuse
- neglect
- sexual abuse
- female genital mutilation (FGM)
- grooming and exploitation



- trafficking and modern slavery
- exposure to or infliction of domestic abuse
- bullying or cyber bullying
- exposure to other inappropriate content or behaviour, such as violence or criminal behaviour
- self-harm
- physical harm when engaging with activities without adequate supervision

(b) The causal factors of any such harm and/or abuse can also be wide-ranging. For example, children can be placed at risk by family members or by members of the community.

(14) RECRUITMENT

(a) In accordance with applicable legislation, we require that any Workers who work with children or young people have a current, "not prohibited" Working with Children Check in all relevant jurisdictions.

(b) To ensure we engage the most suitable people to work with children and young people we have the following recruitment practices in place:

- our commitment to child safety is included in all job advertisements
- clear position descriptions that include our commitment to child safety and wellbeing
- written applications from applicants
- face-to-face interviews that use behavioural questions to determine the applicant's knowledge of child safeguarding
- at least 2 referee checks and qualification checks.

(15) HOW WE ENSURE STAFF ARE SUITABLE AND SUPPORTED

We strive to ensure that Workers at our Organisation who are working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice. We do this by using the following measures:

Child Safety and Wellbeing Practices at Hamerkaz Sydney
Hamerkaz Sydney is committed to ensuring that all individuals working with children are suitable, qualified, and adhere to best practices in child safety



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and wellbeing. We implement strict screening, training, and oversight measures to create a safe, nurturing, and protective environment for all children involved in our programs.

Screening and Suitability Requirements Working With Children Check (WWCC):

All staff, volunteers, and facilitators must hold a valid WWCC before commencing work with children.
WWCC verification is conducted before employment or engagement in any child-focused activities.
Regular renewals and compliance checks are carried out to ensure ongoing eligibility.
Policy Acknowledgment:

All workers must formally accept and adhere to Hamerkaz Sydney’s Child Safety Policy before commencing work with children.
Clear guidelines are provided to ensure that all individuals understand their responsibilities in maintaining a safe and respectful environment.
Training and Ongoing Support
Child Safety & Wellbeing Training:

Staff and volunteers receive mandatory training on child protection, identifying risks, and appropriate behaviour when working with children.
Workshops and refresher sessions are provided to reinforce child safety practices and strengthen awareness of wellbeing standards.
Supervision and Reporting Mechanisms:

Program coordinators and senior staff actively supervise all child-related activities.
Any concerns regarding child safety are addressed through strict reporting procedures, ensuring incidents are handled swiftly and appropriately.
Commitment to Child Wellbeing
Hamerkaz Sydney ensures that all staff, educators, and volunteers meet the highest child safety standards and receive the necessary support to uphold a culture of trust, security, and wellbeing for all children in our care.

(16) CONFIDENTIALITY AND DATA PROTECTION

All personal information we may process relating to children, shall be processed and stored in accordance with our data protection privacy policy which can be located at: www.hamerkazsydney.com.

(17) RESPONDING TO A CHILD SAFETY CONCERN



(a) We aim to provide accessible and responsive complaints management processes that are focused on the needs of children and young people.

(b) Where a child is at immediate risk of serious harm, any adult present should call 000. Thereafter, the Responsible Person should be contacted as soon as is reasonably practicable.

(c) Where there is a safeguarding concern but no immediate risk of serious harm, the adult who has heard or witnessed this concern should consult with the Responsible Person as soon as practicable and by no later than the end of that same day.

(d) Where any child makes a disclosure relating to harm or abuse to an adult, it is important for that adult to:

- listen calmly and carefully, showing that their their views are taken seriously
- provide an appropriate and honest level of reassurance
- avoid interrogating children and asking probing, intrusive and/or leading questions
- avoid making false promises regarding secrets and confidentiality with the child (because any concern of abuse/harm must be shared with the Responsible Person and any subsequent safeguarding referral)
- make a confidential written record of the discussion either during the discussion or immediately afterwards. The record should include the key details of the disclosure together with any relevant times, dates, places and people concerned. Audio and video recordings of children making disclosures should be avoided
- refer all relevant information to the Responsible Person as soon as practicable afterwards, and by no later than the end of the day

(e) Upon receipt of any safeguarding concern, the Responsible Person shall consult with any other relevant persons and will make any appropriate referrals to the relevant authorities.

(18) REPORTING CONCERNS ABOUT OTHER ADULTS

(a) Where any person has a concern regarding the conduct of an adult connected to the Organisation, which poses or may pose a safeguarding risk to children such as:

- harming a child either physically or emotionally



- exposing a child to behaviour which may cause physical or emotional harm
- engaging in criminal activity concerning a child

this must be raised in the first instance with the Responsible Person (or where this is not appropriate, a different senior member of the Organisation) so that the next appropriate steps may be agreed and actioned. We recognise that there could be circumstances where a person may need to report a matter that has taken place in a setting outside of the person's engagement with the Organisation.

(b) Usually, any appropriate steps following a safeguarding referral in respect of an individual connected to the Organisation will include either:

- further initial enquiries
- escalation to the applicable authority for assessment and/or the police for investigation
- instigation of any appropriate disciplinary, formal investigation processes and suspension of any person concerned within the Organisation
- a referral to any relevant regulatory bodies

(c) Any person within the Organisation who has allegations made against them shall be informed properly in a formal meeting of the particulars of the allegations and the relevant next steps which shall be taken. Such a meeting should ordinarily be held by the Responsible Person. On certain occasions, such a meeting may not be convened until this has been approved by any authorities involved (such as the police or the relevant local authority).

(d) Any person from within the Organisation who has allegations made against them shall be treated fairly. All enquires, investigations and decisions taken shall be just and fair, with the safety of any child concerned at the heart of the process.

(e) Any person from within the Organisation who makes an allegation against another person from within the Organisation shall be listened to, taken seriously and shall be treated fairly and justly throughout the process of enquiries, investigations and decision making.

(19) REPORTING AND RESPONDING TO GENERAL COMPLAINTS OR FEEDBACK

(a) Providing opportunities for complaints and feedback ensures that children, young people and their families feel valued and respected and enables us to improve the quality of our service. Children, young people and their families are



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informed that they can provide feedback or make a complaint when they join our organisation.

(b) Compliments, complaints or feedback can be provided verbally or in writing to any Worker or direct to management either by telephone, email or by post, using the following details:

ssa770@gmail.com,

C/O
28 Bon Accord Avenue
Bondi Junction
NSW, 2022, Australia

(c) We will deal with all complaints and feedback received from children, young people or their families promptly, sensitively and fairly. We will:

- listen to the complaint/feedback
- the person receiving the complaint will make a record of it if received verbally
- advise of the time expected for an outcome
- if a Worker receives a complaint, they must forward it to management as soon as possible
- management will respond to the complainant with an outcome within the following timeframe: 7 days
- clearly document and securely store decisions and actions taken in response to complaints and feedback
- make sure that procedural fairness is followed at all times.

(d) If the child, young person or their family is not happy with the outcome from the complaints process they can contact:

- Any person who has reasonable grounds to believe that a child or young person is at risk of significant harm may report to Department of Family and Community Services. Phone 132 111 to report child abuse or neglect (24 hour service).
- Australian Human Rights Commission Online: www.humanrights.gov.au
Tel: 1300 656 419

(20) MANAGING RISKS POSED BY OTHER CHILDREN



(a) It is important for all adults engaged by us to recognise that children can face harm from their peers. This can commonly take the form of bullying. Bullying can be defined as any behaviour which is:

- repeated; and
- has the intention of hurting somebody either physically or emotionally.

(b) Bullying can sometimes be motivated by prejudices based on certain groups, for example gender, race, religion or sexual orientation. Bullying can often include:

- physical harm perpetrated against another child
- name calling and threats
- cyberbullying (threats and abusive comments made via technology)

(c) Any instance of bullying or concern relating to possible bullying between children at any event or activities arranged by us will usually be dealt with by us in the first instance as follows:

Hamerkaz Sydney is committed to providing a safe, respectful, and inclusive environment where all children feel protected and valued. Bullying of any kind is not tolerated, and we take immediate and structured action to address any incidents that arise.

Initial Response to Bullying Incidents

When bullying is reported or observed, the following steps will be taken:

Immediate Intervention

A staff member or facilitator will immediately intervene to stop the behaviour and ensure the safety of the affected child.

Both the victim and the alleged perpetrator will be spoken to separately to understand the situation.

Support for the Child Who Experienced Bullying

The child will be reassured and supported to ensure their emotional and physical wellbeing.

A staff member will listen to their concerns and provide guidance on how to handle similar situations in the future.

Addressing the Behaviour of the Child Engaging in Bullying

The child responsible will be spoken to respectfully but firmly, ensuring they understand the impact of their actions.

They may be required to apologise and make amends where appropriate.

If the behaviour continues, further consequences may apply (e.g., temporary



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suspension from activities).
Informing Parents or Guardians

If necessary, parents/guardians of both parties will be notified of the incident. Staff will work with families to reinforce positive behaviour and conflict resolution strategies.

Monitoring and Follow-Up

Staff will closely observe interactions between the children to ensure the issue does not persist.

Further wellbeing check-ins with the affected child will be conducted.

Ongoing Prevention Strategies

Educating children on kindness, respect, and inclusivity through structured programs.

Encouraging open communication, where children feel safe to report concerns.

Training staff and volunteers on recognising and addressing bullying effectively.

By taking immediate action, providing support, and reinforcing positive behaviour, Hamerkaz Sydney ensures that all children feel safe, respected, and valued within our programs.

(d) Where any behaviour amounting to bullying continues following this, the following steps will be taken:

Response to Persistent Bullying at Hamerkaz Sydney

Hamerkaz Sydney is committed to ensuring a safe, inclusive, and respectful environment for all children. If bullying persists despite initial intervention, the organisation will take further structured actions to prevent harm and reinforce positive behaviour.

Escalated Response to Ongoing Bullying

Formal Review & Investigation

A senior staff member will conduct a formal investigation into the repeated incidents.

Witnesses and affected children will be spoken to separately to gather a clear understanding of the ongoing situation.

Involvement of Parents & Guardians

Both the victim's and perpetrator's parents/guardians will be informed of the continued bullying.

A meeting may be arranged to discuss the concerns, reinforce expectations, and develop a plan to prevent further incidents.

Behaviour Management Plan for the Child Engaging in Bullying

The child responsible for bullying will be required to participate in



behavioural intervention measures, such as:

One-on-one coaching on empathy, conflict resolution, and the impact of bullying.

Supervised participation in activities to ensure they demonstrate appropriate behaviour.

If necessary, a written agreement will be made between the child, parents, and organisation outlining expectations and consequences.

Consequences for Continued Bullying

If the behaviour does not improve, the following disciplinary actions may be taken:

Temporary exclusion from specific programs or activities.

Suspension from Hamerkaz Sydney programs for a designated period.

In severe cases, permanent removal from participation may be considered.

Ongoing Monitoring & Support

The child affected by bullying will receive continued support to ensure their wellbeing.

The staff will monitor group dynamics to prevent future incidents and encourage positive social interactions.

Commitment to a Safe Environment

Hamerkaz Sydney remains dedicated to early intervention, structured support, and firm action to ensure that every child feels safe, valued, and respected. Through education, communication, and clear consequences, we will prevent and address bullying effectively within our community.

(e) All steps in relation to the prevention or management of bullying should be taken in consultation with the Responsible Person.

(21) STAFF KNOWLEDGE, SKILLS AND AWARENESS

We have strategies in place to supervise, train and support Workers to understand this Policy, their mandatory reporting obligations, how to build culturally safe environments and their responsibilities to create a child safe and friendly environment. Our strategies include:

Training:

- ensure all Workers read and understand any relevant mandatory information or guidelines as published in their jurisdiction
- complete regular training in relation to child safety
- include child safety as a standing item on meeting agendas

Supervision:



- regular supervision sessions that include a focus on child safety and wellbeing

Support:

- an induction process for all new workers including a copy of this Policy document
- regular performance appraisals that discuss child safeguarding
- appointing a child safety officer who has an educative role within our organisation.

(22) SAFE PHYSICAL AND ONLINE ENVIRONMENTS

We believe in promoting child safety and wellbeing in physical and online environments in order to reduce the risk of harm. We use a variety of measures to ensure that our physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed. This includes:

Hamerkaz Sydney is committed to ensuring the safety and wellbeing of all children in both physical and online spaces. We take proactive measures through risk assessments, staff training, supervision, and clear policies to create a secure learning environment.

1. Child Safety in Physical Environments
Comprehensive Risk Assessments

Before any event, program, or activity, a risk assessment is conducted to identify potential hazards and implement safety measures.

Regular site inspections ensure that venues, classrooms, and outdoor spaces are secure and child-friendly.

Safe Child Interactions & Supervision

All staff and volunteers working with children must hold a valid Working With Children Check (WWCC) and adhere to child safety policies.

Children are never left unsupervised, and staff maintain appropriate adult-to-child ratios.

One-on-one interactions between adults and children are avoided unless in an open, visible space or with another adult present.

Emergency Preparedness & First Aid

Staff are trained in emergency response, first aid, and child protection protocols.

Emergency contact procedures are in place for accidents, incidents, or child



welfare concerns.

2. Child Safety in Online Environments Safe Digital Engagement Policies

Online interactions, such as virtual learning sessions, adhere to strict child safety guidelines.

Private messaging between staff and children is prohibited—all communications occur in group settings with parental oversight.

Cyber Safety & Digital Risk Assessments

Online learning platforms and digital resources are carefully reviewed for security and suitability.

Risk assessments are conducted for all online activities to prevent exposure to inappropriate content or cyber risks.

Parental Involvement & Digital Literacy

Parents are provided with guidance on cyber safety and how to monitor their children's online engagement.

Children are educated about safe online behaviour, including privacy, appropriate communication, and recognising risks.

Commitment to a Safe & Supportive Environment

By implementing strict safety policies, conducting risk assessments, ensuring supervision, and promoting digital literacy, Hamerkaz Sydney ensures that children can learn, grow, and engage in a safe and secure environment—both in person and online.

(23) EVENTS AND ACTIVITIES

Responsibilities and Planning

(a) Typically, we may arrange the following types of events and/or activities which could involve children:

Hamerkaz Sydney provides a wide range of educational, cultural, and community-based activities designed to engage children in Jewish learning and traditions. These programs ensure meaningful participation, fostering Jewish identity, literacy, and cultural understanding in a safe and inclusive environment.

1. Hebrew School & Bar Mitzvah Preparation

Weekly Hebrew Classes: Children learn Hebrew reading, writing, and comprehension, developing language skills essential for Jewish education.

Bar & Bat Mitzvah Preparation: Includes Torah reading, Jewish customs, and ethical teachings to prepare children for this significant milestone.

Jewish Literacy & Heritage Learning: Exploring Jewish traditions, history, and values through interactive lessons and storytelling.



2. Community & Festival Events

Holiday Celebrations: Engaging children in hands-on activities related to Jewish festivals such as Chanukah menorah lighting, Passover model Seders, and Purim carnivals.

Workshops & Cultural Experiences: Interactive learning through mezuzah placements, lulav and etrog shaking, shofar-blowing demonstrations, and challah baking.

Youth Social & Leadership Programs: Encouraging teamwork, leadership, and community engagement through structured activities.

3. Home Visitations & Personalised Education

Mobile Learning & Resource Delivery: Bringing Jewish books, educational kits, and festival packs to families in remote areas.

One-on-One & Small Group Learning: Providing personalised Hebrew and Jewish education sessions tailored to the child's needs.

Family-Based Learning Experiences: Teaching Jewish traditions within the home setting, ensuring practical, hands-on education for children and their families.

4. Experiential & Informal Jewish Education

Storytelling & Reading Circles: Interactive storytelling sessions at Rivka's Library, fostering a love for Jewish literature.

Outdoor & Interactive Learning: Activities like Sukkot experiences in the Mobile Sukkah, allowing children to participate in mitzvot in real-life settings.

Art & Music Programs: Creative expression through Jewish-themed crafts, music, and drama workshops.

Commitment to Child Engagement & Safety

Each activity is carefully designed to be age-appropriate, educational, and engaging, ensuring that children develop a strong Jewish identity in a supportive, enriching, and safe environment.

(b) The Responsible Person shall hold ultimate responsibility for the safety and appropriateness of the event. They may however appoint a delegate for some responsibilities the purpose of a specific event.

(c) Although the Responsible Person and any appointed delegates will hold ultimate responsibility for overseeing the safety for events and activities, all individuals under this policy must also play an active role in ensuring the safety of children at all times.

(d) Appropriate background checking shall be undertaken for any adult engaged by us in connection with an event or activity involving children, wherever this is required by law (see the relevant section above).

(e) For certain types of events or activities, we may issue an additional code of conduct, policy, or some specific other requirements which is specific to that occasion. Any such additional documentation will be made available to all those concerned (staff members, parents, guardians etc.) in advance. They should be read carefully and adhered to.



Venues

(a) The location for any events or activities which are held by us shall be risk assessed properly in reference to the suitability and safety for children. Fire and safety procedures and precautions shall be made clear to all those involved.

First Aid

(a) A first aid kit is located in the following location:

Underneath the library cabinet in the Rivkas Library van

(b) If an ambulance is required, call 000. Please notify a manager or supervisor if an ambulance has been called.

(c) Any accident or injury concerning a child should be brought to the attention of the nearest first aider and should thereafter be formally reported to the Responsible Person.

(a) Where we hold any events or activities whereby a child attends alongside their parent or guardian, parents and guardians should ensure that children are properly supervised.

(24) MANAGING BEHAVIOUR OF CHILDREN GENERALLY

(a) Whenever any adult engaged by us is faced with challenging or inappropriate behaviour from a child or with conflict between children, they must:

- treat each child fairly and equally
- approach the situation in a calm and neutral manner
- only ever use physical restraint/intervention in order to protect the immediate safety of a person, for example to prevent an injury or harm either to the child or others
- wherever it is justified to physically restrain a child or to physically intervene, the amount of force used should be kept to the absolute minimum taking into account the risk posed
- make a written record of the incident and ensure this is reported appropriately to the Responsible Person

(25) PHOTOGRAPHY



Our Photographs

(a) On some occasions, we may take photographs featuring children. We recognise that photography of children carries risks, such as:

- the potential for images to be re-used, shared or adapted in a damaging or inappropriate manner
- the general risk of sharing images and the impact this could have on child's public image as they grow older

(b) In view of these risks, we will:

- always ask for written permission from a child and their parent/guardian before taking and sharing any image of them
- always ensure that a child and their parent/guardian are properly informed how an image will be used and shared
- always ensure that a child's identity is protected as far as is possible within any published material
- ask that parents, guardians, children and any other person connected to them who may wish to share any of our published images which features other children to refrain from doing so unless they have the permission of the other children and their parent/guardian
- always store photos in accordance with our data protection policy.

Members of the Public

(a) We do also recognise that members of the public may take photographs when they are attending our premises, events or activities.

(b) We ask that any parents, guardians and other members of the public take the following into consideration when taking photos at our premises, events or activities:

- images of other children should not be shared on social media without the permission of any children who feature in the images (where ascertainable), together with the permission of the children's parent/guardian
- images which are shared on social media should be shared cautiously, with the appropriate privacy and security settings in place.



(26) REVIEWING OUR CHILD SAFE POLICIES AND PRACTICES

We regularly review our child safe policies and practices so that we can continue to improve them. In particular, we do the following:

Hamerkaz Sydney is committed to ongoing reflection and improvement of its child safety and wellbeing policies. The Board regularly reviews policies to ensure they align with best practices and legal requirements. The CEO oversees implementation, ensuring compliance and effectiveness. Feedback from staff, parents, and children is actively sought to identify areas for improvement. Annual training and refresher courses for educators and volunteers reinforce safety protocols. Risk assessments are conducted before all activities to address potential concerns. Through continuous evaluation, community input, and policy refinement, Hamerkaz Sydney maintains a safe, supportive, and inclusive environment for all children.

(27) HOW WE MAKE OUR POLICIES AND PROCEDURES AVAILABLE

(a) We strive to ensure that our child safe policies and procedures (including this Policy) are understood by all Workers and relevant stakeholders.

(b) We strive to ensure that children who engage with our Organisation, as well as their families and relevant community members, are aware of, understand and have confidence in our child safety policies and procedures (including this Policy).

(c) We make our child safe policies and procedures (including this Policy) available to children, young people and their families in the following manner:

Hamerkaz Sydney ensures that its Child Safe Policies and Procedures are easily accessible to children, young people, and families. These policies are publicly available on our website, allowing families to review our commitment to child safety at any time. Additionally, we provide printed copies upon request and share relevant information during enrolments, events, and educational programs. Our staff and volunteers actively communicate safety guidelines to children in an age-appropriate manner, ensuring they understand their rights and who to speak to if they have concerns. By maintaining transparent and accessible policies, we foster a safe and informed community.

(28) FEEDBACK FROM CHILDREN AND YOUNG PEOPLE

We encourage children and young people to participate and provide feedback in the following manner:



Hamerkaz Sydney actively encourages children and young people to participate in shaping and providing feedback on our Child Safe Policy. We create open and supportive discussions in our programs, allowing children to express their thoughts and concerns. Regular feedback sessions are conducted in an age-appropriate manner, ensuring their voices are heard. We also provide anonymous feedback options for those who feel more comfortable sharing privately. Our educators and staff actively listen and incorporate suggestions to improve safety measures. By fostering a culture of respect and communication, we empower children to take an active role in their own wellbeing.

(29) HOW WE INFORM CHILDREN AND YOUNG PEOPLE ABOUT THEIR RIGHTS

(a) We use the following processes to inform children and young people about their rights including their right to safety and the right to be listened to:

Hamerkaz Sydney ensures that children and young people understand their rights to safety, respect, and being heard through age-appropriate discussions, activities, and clear communication. During Hebrew School, events, and home visitations, our educators reinforce children's rights to a safe and inclusive environment. We provide visual resources, posters, and guides to highlight their right to speak up if they feel unsafe. Staff and volunteers are trained to actively listen and encourage open dialogue. Children are informed about trusted adults they can turn to for support, ensuring they feel empowered, valued, and protected within our organisation.

(30) ENGAGING WITH FAMILIES AND COMMUNITIES

(a) We encourage our Workers, when engaging with children, to involve the families of those children whenever it is appropriate, and provided that doing so will not compromise the safety of the child.

(b) When doing this, our Workers should keep in mind that in some cases, children can be placed at risk by family members or by members of the community, so involving the child's family could expose the child to additional risk.

(c) We use the following measures to ensure that we have effective communication and participation strategies for engaging with and responding to the diverse needs of families and communities:

Hamerkaz Sydney actively involves families and the community in child safety matters by maintaining open communication, transparency, and collaboration. We provide regular updates on child safety policies through



our website, emails, and community meetings. Parents are encouraged to participate in discussions, provide feedback, and attend child safety workshops. Our events foster family engagement, ensuring that safety practices are reinforced at home. We work closely with community leaders and educators to uphold the highest standards of child protection. By empowering families with knowledge and resources, we create a collective responsibility to ensure the safety and wellbeing of all children.

(31) RESPECTING EQUITY AND DIVERSITY

We strive to create an environment where children and young people's diverse needs and circumstances are recognised and all children feel safe, welcome and included. We do this by using the following measures:

Hamerkaz Sydney is committed to inclusivity and recognising the diverse needs of all children. We create a welcoming and supportive environment by adapting our programs to accommodate children of all abilities, backgrounds, and learning styles. Our educators receive training in inclusivity and cultural sensitivity, ensuring every child feels valued. We offer flexible learning approaches, including one-on-one support, home visits, and hands-on activities, to cater to different needs. Our programs promote respect and belonging, encouraging children to celebrate their identities while engaging with Jewish education. By fostering acceptance and accessibility, we ensure that every child feels safe and included.

(32) ADMINISTRATION OF THIS POLICY

- (a) This Policy was approved by: Noach Koncepolski
- (b) This Policy was approved on: 1st February 2022
- (c) This Policy is due to be reviewed on: 1st April 2025
- (d) The following person is responsible for leading the review process for this Policy: Noach Koncepolski

(33) FURTHER INFORMATION

We thank you for the time you have taken to review and consider this Policy. If you have further questions or want to discuss any matters in connection with this Policy, please direct all such communication to:

Noach Koncepolski
ssa770@gmail.com



Hamerkaz Sydney



B"H

0414302770

(34) ACKNOWLEDGEMENT

By signing below, you acknowledge having read and understood this Policy, and you agree to comply with this Policy:

.....
Signature

.....
Name

.....
Date