



Chabad Youth Safeguarding Children and Young People Governance Framework

1. Purpose

At Chabad Youth, Safeguarding Children and Young People is our highest priority, we are committed to the rights of all children and young people to feel safe and be safe when participating in our organisation’s activities, services, and programs.

This policy forms part of our zero-tolerance towards abuse and neglect of children and young people. Chabad Youth is dedicated to ensuring that a culture of safeguarding children and young people is embedded in every aspect of Chabad Youth governance, strategy, and operations. Accordingly, we have developed this Safeguarding Children and Young People Governance Framework to provide clear guidelines for how we will govern a strong and consistent Safeguarding culture within our organisation.

This Safeguarding Children and Young People Governance Framework is endorsed and approved by Chabad Youth’s Board of Directors.

2. Scope

The Safeguarding Children and Young People Governance Framework applies to all Chabad Youth personnel including Board Directors, Permanent and Casual Staff, Volunteers, Students, and Patrons as well as contractors and visitors to our organisation and/or events hosted by our organisation.

The Chabad Youth Safeguarding Children and Young People Governance Framework applies to both physical and online environments.

3. Responsibilities

The Chabad Youth Safeguarding Children and Young People Governance Framework outlines the governance mechanisms that oversee the implementation and monitoring of Chabad Youth Child Safeguarding policies and procedures.

Chabad Youth acknowledges that Safeguarding children and young people is everyone’s responsibility and requires all personnel to adopt appropriate safeguarding practice and behaviour. Safeguarding children and young people policies and procedures are embedded across all Chabad Youth operational activities and services.





It is recognised that not all personnel as part of their role will have contact with children and adults who may be at risk of harm, abuse, or neglect, but our responsibilities both corporately and individually means that all personnel (including staff, volunteers, elected members, contractors and partner agencies) must understand and be clear on their responsibilities and how to act if required to do so.

<p>Board of Directors</p>	<p>Drive a positive Safeguarding culture and ensure that all safeguarding legislative and compliance requirements are met.</p> <p>Provide strategic support and guidance of Safeguarding initiatives to ensure that all members of the organisation empower Children and Young People to feel safe and be safe.</p> <p>Review and endorse key Safeguarding Policies</p> <p>Ensure Safeguarding is embedded in business and strategic planning processes.</p> <p>Ensure that Safeguarding forms a critical function of the Boards risk management process and that reasonable steps are taken to manage the risk of causing harm to children and young people.</p> <p>Conduct regular reviews of Safeguarding data analysis to inform continuous improvement strategies.</p>
<p>Board of Directors</p>	<p>Act as a Safeguarding advocate within the Board/Management Committee/Council.</p> <p>Act as the Board's representative on the Safeguarding Committee and perform the role of conduit between the Safeguarding Children and Young People Committee and the Board Management Committee/Council.</p>
<p>Chief Executive Officer</p>	<p>Promote a positive culture towards Safeguarding Children and Young People</p> <p>Ensure adequate resources and support as determined by the Board of Directors is made available to enable to effectively deliver upon the Safeguarding Strategy.</p> <p>Ensure that reports of child abuse and/or neglect are investigated fairly,</p>

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	<p>following due process in a timely manner. Ensure that appropriate communication and engagement strategies are implemented to engage children, young people and families in decisions that affect them.</p>
Chabad Youth Leadership Team	<p>Oversee and monitor the Safeguarding Children and Young People policies, procedures, and practices. Coordinate best practice opportunities, data, and learnings to continuously improve our organisations approach to Safeguarding Children and Young People Regularly review all Safeguarding policies, procedures and practices.</p>
Chabad Youth Leadership Team	<p>Provide operational Safeguarding children and Young People leadership to embed Safeguarding Policy and relevant Safeguarding Law. Act as the organisations 'go-to person' for Safeguarding Children and Young People information and resources.</p>
Chabad Youth Leadership Team	<p>Implement Safeguarding Children and Young People policies and practices in their area of responsibility. Ensure that there are appropriate controls in place to prevent, detect and respond to incidents.</p>
Chabad Youth Leadership Team	<p>Ensure that the basic principles of safeguarding remain a regular feature within their service area's agenda. Guide staff to know who to talk to and what to do should they have a concern regarding the safety of children and young people.</p>
All Personnel	<p>Commit to creating safe cultures, operations and environments for all Children and Young People. Adhere faithfully to all Safeguarding Children and Young People policies and procedures. Speak up when they see something, hear something, or feel something that worries or concerns them.</p>
Contractors/Partner Agencies/ Visitors/ Community Volunteers	<p>Commit to adhering to the Safeguarding Children and Young People Policies and Procedures. Report any suspicion that an incident may have taken place, is taking place,</p>

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or could take place.

See (Appendix 2) Safeguarding Children and Young People Key Role Tasks

4. Communication and Training

The Chabad Youth Safeguarding Children and Young People Governance Framework forms an integral part of the Chabad Youth Safeguarding Children and Young People Strategy. The Framework will be included in the safeguarding children and young people induction materials for all new staff and made available via the Chabad Youth intranet to existing staff. Existing staff will also be provided with Safeguarding 'refresher' training annually. Changes to Safeguarding Children and Young People Governance Framework will be communicated as soon as practicably possible to all staff and volunteers via electronic means.

All staff will receive safeguarding children and young people training on an annual basis.

5. Breaches of the Safeguarding Children and Young People Governance Framework

If any personnel of Chabad Youth is found to be in breach of the Safeguarding Children and Young People Governance Framework appropriate action will be taken up to, and if appropriate, including summary dismissal. Any breaches of law either by Chabad Youth personnel or anyone other than Chabad Youth personnel will be reported to Australian Police and all partnership compliance regulations will be met.

6. Monitoring and Review

The Chabad Youth Board of Governance delegates the authority to monitor the Safeguarding Children and Young People Governance Framework to the Chabad Youth Leadership team in consultation with the Safeguarding Children and Young People Committee Chair. The Chabad Youth Leadership team must provide regular reports to the Governance Board regarding the performance of the Safeguarding Children and Young People Governance Framework. The Safeguarding Children and Young People Framework will be reviewed by the Chabad Youth Leadership team annually in consultation with the Safeguarding Children and Young People Committee Chair, the Safeguarding Lead, and members of the Executive Team.

Chabad Youth acknowledges the importance of children and young people and their families' voices and will make reasonable and appropriate efforts to provide opportunities for their voices to be included in the Safeguarding Children and Young People Governance review process.

7. Definitions

Safeguarding Children and Young People Governance Framework	The Chabad Youth Safeguarding Children and Young People Governance Framework has been developed so that all Chabad Youth Personnel share the responsibility for
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National Child Safe Principles	keeping Children and Young People safe
	The National Principles, based on the Royal Commission's Child Safe Standards, are endorsed by the Council of Australian Governments (COAG). They drive the implementation of a Child safe culture across multiple sectors providing services to Children and Young People.
Child Abuse	All forms of physical and/or emotional ill- treatment, sexual abuse, neglect or negligent treatment or commercial or other exploitation, resulting in actual or potential harm to the Child's or Young Person's health, survival, development or dignity in the context of a relationship with a person of responsibility, trust or power.
Volunteer	A person who is neither employed by Chabad Youth nor legally obliged to work for WV, but who on free will and without expectation of payment or other remuneration, contributes their time, skill, knowledge, efforts and expertise to Chabad Youthwork.
Contractor	Chabad Youth regularly contracts with non-employee individuals and organisations to perform services for Chabad Youth. These non-employee individuals and organisations may also be referred to as 'independent contractors', 'consultants,' or 'vendors', and are referred to in this document as 'Contractors'.
Partner Organisation	A partner organisation, for safeguarding children and young people purposes, is a Non-Governmental Organisation, Community-Based Organisation, for-profit enterprise, or other entity implementing a programme or activity on behalf or in collaboration with Chabad Youth and which has a written agreement with Chabad Youth . The partner organisation may or may not receive funding from Chabad Youth.

8. Related Policies and Documents

- Chabad Youth Children and Young People Safeguarding Policy and associated procedures

Chabad Youth Chabad Youth Code of Conduct

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9. Related Frameworks and Legislation

The Chabad Youth guidelines comply with relevant legislation including.

- Australian Child Safe Organisations National Principles
- Article 3 of the United Nations Convention on the Rights of the Child

Reference	Date approved	Date last amended	Date of next review	Status
	15/12/22	14/12/22	14/12/23	Endorsed by:Dina Kahn Approved by: Moshe Kahn Yossi Gestetner

Approval and Endorsement from the Director and CIVL Board

This policy has the approval and endorsement of the Chabad Youth Director Moshe Kahn, Yossi Gestetner of the CIVL board, and all division heads. We take seriously our responsibility to deliver a safe environment that is caring, supportive and nurturing. Our directors are committed to ensuring the safety of all children and young people to whom we provide services or who participate in our programs.

Moshe Kahn

Director
Chabad Youth

Yossi Gestetner

CIVL Board

Appendix 1 – Safeguarding Children and Young People Committee Terms of Reference (TOR)

The role of the Chabad Youth leadership team is to:

- Advise the CEO and Executive Team on the most appropriate policy and operational framework for Safeguarding Children and Young People within Chabad Youth
- Promote a consistent approach to Safeguarding children and young people across all Chabad Youth activities and services

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Provide assurance to the Executive Team and Governance Board that Chabad Youth is adhering to the agreed policies, procedures and standards and provide evidence that all compliance measures are being met;

- Ensure that Safeguarding children, young people, and vulnerable adults is embedded in Chabad Youth risk management processes;
- Identify, respond, and escalate, as appropriate, organisational risk within Chabad Youth related to safeguarding;
- Raise the profile of Chabad Youth Safeguarding obligations and activities both internally and externally;
- Foster a culture of Safeguarding continuous improvement and initiate improvements in Chabad Youthwork practices, systems, and procedures to support effective safeguarding practice; and
- Monitor and evaluate Chabad Youth Safeguarding performance and provide robust analysis of performance data.

The responsibilities of the Chabad Youth Leadership team is to:

- Use the Chabad Youth governance structures to ensure that Safeguarding issues are considered and addressed at the appropriate level;
- Ensure that Safeguarding risk management policy and procedures are adhered to and that incidents that contravene the Safeguarding policies and procedures are responded to appropriately;
- Monitor the progress of the Safeguarding Children and Young People Implementation Plan and provide a quarterly progress report to the CEO;
- Support and review the performance of the work of the Safeguarding Children and Young People Lead coordinator in consultation with the CEO;
- Review internal risk assessments and participate in the development and monitoring of the Chabad Youth risk management processes including the risk register;
- Monitor, track progress and regularly review the Safeguarding Children and Young People Implementation Plan. Ensure that children and young people are given opportunities to understand and contribute appropriately to the Chabad Youth safeguarding practices;
- Ensure that appropriate data is collected about Safeguarding children and young people in a way that supports Chabad Youth statutory and regulatory requirements;
- Ensure that appropriate training programs are in place to enable Chabad Youth staff, volunteers, students, contractors, and members to fulfil their duties and responsibilities in relation to Safeguarding;
- Ensure that Chabad Youth regulatory role within multi-agency Safeguarding children and young people procedures is clearly understood internally and externally;
- Support Chabad Youth to engage and openly communicate with families, carers and communities about Chabad Youth Safeguarding approach, including receiving feedback on the effectiveness of the approach;
- Ensure that Chabad Youth responds appropriately, and in a timely manner to changes in relevant Safeguarding legislation; and
- Ensure that constructive links have been maintained with relevant stakeholders and external agencies.

Evaluation of the Chabad youth Leadership team:

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Quality assurance and monitoring confirms a consistent approach within Chabad Youth to the identification, decision-making, recording and management of safeguarding cases;

- Quality assurance and monitoring confirms that the Safeguarding Policy, and associated processes is being implemented consistently internally and externally;
- There is evidence that the Chabad Youth Safeguarding Children and Young people protocols are embedded across all Chabad Youth activities and services through improved child safe practice; and
- Positive feedback from stakeholders regarding Chabad Youth Safeguarding practice, particularly those that are, or represent, the voices of children and young people.

Review of the Chabad Youth Leadership Team

A review of the Chabad Youth leadership team’s function and performance shall be conducted by the CEO no less than once per annum. An annual report regarding the activities and performance of the Chabad Youth leadership team shall be provided to the Chabad Youth Governance Board, or an alternative Board committee as delegated by the Governance Board.

Accountability

The Chabad Youth Leadership team is accountable to the CIVL Board.

Appendix 2 – Safeguarding Children and Young People Key Role Tasks

Governance Board of Directors

Safeguarding Children and Young People Key Tasks:

- Drive a culture of positive Safeguarding Children and Young People practice;
- Hold the CEO accountable for implementing all Chabad Youth policies relating to safeguarding children and young people;
- Receive high-level reports regarding the Chabad Youth safeguarding performance and embed recommendations appropriately into policy review mechanisms;
- Provide oversight of risk and compliance management and allocate resources to ensure effective safeguarding audit and risk compliance measures are met;
- Appoint a Chabad Youth Governance Board Safeguarding Children and Young People Champion who will:
 1. Support Chabad Youth to maintain the safeguarding standards and embed good practice;
 2. Drive the development and implementation of the safeguarding action plan;
 3. Ensure safeguarding is embedded within the work, discussions, and decisions of the Board;
 4. Promote the importance of developing a culture of listening to children and young people within and through Chabad Youth policies, procedures and services;
 5. Provide support, check, and challenge to the Chabad Youth Safeguarding Committee Chair through regular meetings and discussions;
 6. Promote safeguarding at a strategic level to the wider network;
 7. Ensure confidentiality is maintained; and
 8. Promote and demonstrate a culture of diversity and inclusion.



Safeguarding Children and Young People Key tasks:

- Actively promote a positive Safeguarding culture by implementing Safeguarding Policies and Procedures across all Chabad Youth activities and services;
- Hold members of the Executive Team, COO and CFO accountable to adhere to the Chabad Youth safeguarding principles, policies, and procedures;
- Appoint a Chabad Youth Leadership team to be the central contact for all safeguarding matters within Chabad Youth
- Authorise the Safeguarding Children and Young People Implementation Plan and review the plan annually in consultation with the Chair of the Safeguarding Committee and Executive Team;
- Monitor the performance of the Safeguarding Children and Young People Coordinator to ensure Chabad Youth is meeting its strategic commitment and compliance obligations to be a child safe organisation.
- Authorise the Terms of Reference for the Chabad Youth Leadership team and appoint the Committee Chair.
- Authorise and implement the Executive reporting cycle in regard to Children and Young People Safeguarding performance;
- Monitor the risk management and incident reporting mechanisms and implement recommendations to improve safeguarding procedures in Chabad Youth
- Receive and analysis quarterly reports regarding the Chabad Youth safeguarding children and young people performance and make those reports available to the Chabad Youth Audit and Risk Committee and Governance Board.

Safeguarding Children and Young People Coordinator

The Safeguarding Children and Young Person Coordinator will oversee and monitor the fundamental obligation of Chabad Youth to ensure the proper safeguarding of children and young people by focusing on practical steps to further embed the Chabad Youth safeguarding culture by liaising with stakeholders and a range of internal functions to drive compliance and risk mitigation.

Key Tasks:

- Maintain current knowledge and skill in relation to all relevant Child Safe Standards and related compliance instruments and disseminate that knowledge to the appropriate person/s within Chabad Youth in a timely manner;
- Work with the Chabad Youth CEO and Executive Team to support and promote a culture of safeguarding children and young people and drive continuous improvement strategies throughout all Chabad Youth activity areas;
- Lead the promotion of child and young person safety and wellbeing initiatives including by engaging children, young people and families in decision-making processes;
- Responsible for working with the People and Culture department to ensure Chabad Youth personnel have access to and participate in safeguarding children and young



people training, including role specific training, to effectively implement safeguarding children and young people policies and procedures, and embed safeguarding children and young people at the activity level into their everyday practice;

- Provide regular reports to, and support the work of, the Safeguarding Children and Young People Committee including attending meetings as required;
- Perform the role of key contact for complaints regarding child safe practice and follow the child safe complaints process to respond to those complaints;
- Perform the role of key contact for reports regarding potential or actual harm to children and young people and follow the Chabad Youth risk management process and all relevant compliance requirements to respond to such reports;
- Make recommendations to the CEO and Safeguarding Children and Young People Committee Chair regarding gaps and opportunities in organisational safeguarding performance;
- Provide a safeguarding advisory function to all areas of Chabad Youth business units including people and culture, marketing and communications, service delivery;
- Support all directors, staff, volunteers, students, contractors, and members of Chabad Youth to have the necessary knowledge and skill to confidently practice safeguarding children and young people standards;
- Collaborate with local child focused organisations to partner in safeguarding children and young people training and child safe advocacy initiatives; and

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