

BS"D

Yeshiva College Cheder Chabad



Recruitment

Yeshiva College Bondi is a school that offers a Torah-centred curriculum. The recruitment process of the school is centred around the values of the school and the delivery of the curriculum.

All female religious studies teachers are expected to have a minimum qualification of a teachers' seminary. Male religious teachers are expected to have achieved rabbinic ordination.

In addition to the above prospective religious studies teachers are interviewed by the Principal and a representative of the Board to ensure that they share in the values of the school, display integrity and have the correct qualifications and references. They must also pass a working with children check.

In addition the school also employs secular teachers. These teachers must have relevant teaching qualifications from a higher education institution within Australia or as recognized within the National Office of Overseas Skills Recognition (AEI-NOOSR) guidelines. In addition to the above these teachers are interviewed by the Principal and the representative of the Board to ensure that they share in the values of the school, display integrity and have the correct qualifications and references. They must also pass a working with children check.

Dealing with Child Protection Complaints/Issues

1. All Students, Staff, Parents, Volunteers and Bochorim should be confident that complaints will be dealt with fairly and honestly.

All Students, Staff, Parents, Volunteers and Bochorim should be confident in reporting inappropriate behaviour around students/children at the school.

Anyone concerned about the safety or welfare of a student or a child should report their concerns immediately to the Principal of the College who is the Child Safety Contact Person.

2. All complaints should be reported. This should include, but is not limited to:
 - ❖ Disclosure of abuse
 - ❖ Inappropriate behavior around children
 - ❖ Suspicion of abuse or harm to a child/student

All complaints must be reported to the Principal of the College who is the Child Safety Contact Person

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3. The Child Safety Contact Person must complete the following actions:
 - ❖ Listen to the person making the complaint and make a record of the complaint using the Complaint Record Form.
 - ❖ Make a report to the Department of Family and Community Services in the case of an allegation of child abuse. Inform everyone involved in the complaint of the requirement to make this report.
 - ❖ If the complaint involves inappropriate behavior and a breach of the Code of Conduct, the Board of Management will need to action in accordance with the School's internal discipline procedure.

Any person who has reasonable grounds to believe that a child or young person is at risk of significant harm may report it to Department of Family and Community Services. Phone 132 111, this is a 24 hour service.

Working With Children Check Policy (WWC)

All staff, whether teachers or administration, volunteers or bochorim must complete a working with children check. This is a requirement Under Part 2, section 6 of the Child Protection (Working with Children) Act 2012.

- ❖ To comply with legislation anyone requested to get a WWC can go to any Motor Registry and request a check.
- ❖ The check can take between 2 days and 2 weeks, it will be sent to the applicant via email.
- ❖ Once received the applicant should take a copy of the approval and submit it to the General Manager.
- ❖ The General Manager as part of the compliance obligations is responsible for maintaining a WWC checklist for all staff, volunteers and bochorim in the school.
- ❖ The General Manager to comply with legislation should check the registration independently online at www.kidsguardian.nsw.gov.au/check.

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Privacy Considerations

The Yeshiva College fully respects the privacy rights of the students, teachers, volunteers and bochurim.

To this end the school performs the following functions to keep information secure and private:

- ❖ Personal information is collected in a correct manner and only for the purpose it is intended.
- ❖ The College will seek permission from the individual prior to obtaining personal information.
- ❖ All personal information will be stored securely
- ❖ Personal information will only be accessible by the appropriate authorised individuals.

Communication

We will hold regular information / training sessions for staff, volunteers, bochurim and students.

Our policy will be discussed during an induction session for all new staff, volunteers and students.

Children and parents joining Yeshiva College will receive a copy of the Dealing with Complaints Process

Review

The policy and guidelines will be reviewed every two years and incorporate comments and suggestions from the student body, parents, staff and bochurim.