

LUBAVITCH RUSSIAN CENTRE INC

Safeguarding Policy Statement

1. All people, regardless of their age, gender, race, religious beliefs, disability, sexual orientation, or family or social background, have equal rights to protection from abuse, neglect or exploitation.
2. LUBAVITCH RUSSIAN CENTRE INC ('LRC') is committed to promoting and protecting the welfare and human rights of people that interact with, or are affected by, LRC's work - particularly those that may be at risk of abuse, neglect or exploitation.
3. All staff, volunteers, partners and third parties of LRC share responsibility for protecting everyone from abuse, neglect or exploitation. Beyond this, particular people have specific responsibilities, and they must carry out their duties without exception.
4. LRC has a process for managing incidents that must be followed when one arises as set out below.

Purpose

5. The purpose of this policy is to:
 - a. Help protect people that interact with, or are affected by, LRC;
 - b. Define the key terms LRC uses when talking about protecting people or safeguarding;
 - c. Set out and develop the way LRC manages safeguarding risks;
 - d. Set out the specific roles and responsibilities of persons working in and with LRC;
 - e. Facilitate the safe management of incidents; and
 - f. To support a positive and effective internal culture ensuring safeguarding of children and vulnerable people is considered in all aspects of LRC's activities.

Definitions

6. 'Safeguarding' means protecting the welfare and human rights of people that interact with, or are affected by, the LRC, particularly those that might be at risk of abuse, neglect or exploitation. This refers to any responsibility or measure undertaken to protect a person from harm.
7. 'Abuse, neglect or exploitation' means all forms of physical and mental abuse, exploitation, coercion or ill-treatment. This might include, for example:
 - a. Sexual harassment, bullying or abuse;
 - b. Sexual criminal offences (as defined by the Crimes Act 1900 (NSW));
 - c. Threats of, or actual violence, verbal, emotional or social abuse;
 - d. Cultural or identity abuse, such as racial, sexual or gender-based discrimination or hate crime;

- e. Coercion and exploitation of vulnerable people; and
 - f. Abuse of power by those in a position of power at LRC.
8. 'Reasonable grounds to suspect' is a situation where a person has some information that leads them to reasonably believe that abuse, neglect or exploitation has taken place, is taking place, or may take place. Questions that may help a person to determine whether they have 'reasonable grounds to suspect' might include:
- a. Could you explain to another person why you suspect something? This helps to make sure that your suspicion is based on information, even if you have no proof.
 - b. Would an objective other person, with the same information as you, come to the same conclusion? This helps to make sure that your suspicion is as objective as possible.

Roles and responsibilities

9. While the responsibility to protect people is shared by all who work at or with LRC, some individuals have specific obligations with which they must comply.
10. The directors of the LRC are responsible for:
- a. Protecting all people that interact with, or are affected by, the LRC;
 - b. Ensuring that there are appropriate and effective ways for the LRC to do this; and
 - c. Ensuring that the LRC observes all relevant laws relating to safeguarding.
11. The Chief Executive Officer of the LRC must:
- a. Ensure the LRC has effective and appropriate ways to manage safeguarding and legal compliance;
 - b. (If necessary) Ensure the appointment of a Safeguarding Manager with appropriate skills and competency;
 - c. Ensure that, within LRC's approach, reasonable steps are taken to protect people; and
 - d. Ensure that reports to external parties are made where required.
12. The Safeguarding Manager of the LRC is. This person should be suitably trained and experience must:
- a. Manage reports of abuse, neglect or exploitation;
 - b. Ensure that all staff, contractors, and volunteers are aware of relevant laws, policies and procedures, and the LRC's Code of Conduct;
 - c. Ensure that all staff, contractors and volunteers are aware of their obligations to report suspected incidents of abuse, neglect or exploitation;
 - d. Manage reports of abuse, neglect or exploitation; and
 - e. Provide support for staff, contractors and volunteers in undertaking their responsibilities.
13. All Managers of the LRC must:
- a. Promote a positive culture towards safeguarding;
 - b. Implement this policy in their area of responsibility;
 - c. Ensure that the risks of incidents have been considered in their area of responsibility;
 - d. Ensure that there are appropriate controls in place to prevent, detect and respond to incidents;
 - e. Facilitate the reporting of any suspected abuse, neglect or exploitation; and

14. All Staff and Volunteers the LRC must:

- a. Familiarise themselves with the relevant laws, the Code of Conduct, policies and procedures for safeguarding;
- b. Comply with all requirements;
- c. Report any incident to the appropriate authority when it is reasonable to suspect that a person's safety or welfare is at risk;
- d. Report any suspicion that a person's safety or welfare may be at risk to the appropriate authority; and
- e. Provide an environment that is supportive of everyone's emotional and physical safety.

15. All partners and contractors of the LRC must:

- a. Implement the provisions of this policy and the LRC's procedures in their dealings with the LRC; and
- b. Report any suspicion that an incident may have taken place, is taking place, or could take place.

Managing safeguarding risk

16. The way the LRC manages the risks of safeguarding will be:

- a. Holistic. the LRC and its stakeholders will work to prevent, detect and take action on incidents.
- b. Risk-based and proportionate. the LRC will regularly assess the risks to people in its operations and develop proportionate controls to mitigate those risks.
- c. Lawful. the LRC will ensure that it understands and complies with the law in everything it does, in all jurisdictions in which it works.

17. The LRC will manage the risk of safeguarding by:

- a. Having up-to-date and documented risk assessments;
- b. Maintaining a register of the LRC's legal obligations for safeguarding and workplace health and safety in all the jurisdictions in which it operates;
- c. Having an action plan that sets out how it will manage safeguarding;
- d. Adhering to this Safeguarding Policy and its Code of Conduct;
- e. Doing due diligence checks of staff and volunteers;
- f. Implementing policies, procedures and systems that introduce controls to reduce the likelihood and consequence of incidents;
- g. Conducting awareness-raising for stakeholders on risks, expectations, and individual responsibilities;
- h. Maintaining two reporting processes: a confidential reporting process, and an overt reporting process;
- i. Having an incident response plan; and
- j. Monitoring and reviewing the effectiveness and proportionality of its safeguarding approach.

Managing incidents

18. Harassment, abuse, neglect and exploitation are all serious misconduct and the LRC reserves the right to:
- a. Take disciplinary action against those it believes are responsible, which may include dismissal;
 - b. Take civil legal action; and
 - c. Report the matter to law enforcement.

Reporting suspected incidents

19. All staff and volunteers must, as soon as practicable, report any suspicion that an incident that may involve abuse, neglect or exploitation has taken place, may be taking place, or could take place.
20. They may do this through direct reporting to:
- a. Any director of the LRC;
 - b. The Chief Executive Officer;
 - c. The Safeguarding Manager; or
 - d. Their Manager or Supervisor.
21. If a person wants to report confidentially, including with anonymity, they may use the confidential reporting system, which is to send an email to **governance@chabadofbondi.com** with the title "Confidential Reporting – the LRC".
22. If a person believes that another person is at risk of immediate harm or the victim of a criminal offence, they must dial 000.

Responding to suspected incidents

23. All suspected, perceived, potential or actual incidents will be managed through the incident response plan.

External reporting

24. The LRC will:
- a. Report any suspicion of a criminal offence to the police or the relevant criminal judicial body or other mandatory reporting to government or other body; and
 - b. Meet all donor requirements regarding the reporting of incidents.

Privacy and data protection

25. All personal information considered or recorded will respect the privacy of the individuals involved unless there is a risk to someone's safety. The LRC will protect personal information.
26. The LRC's Privacy Policy applies.

Administration of this policy

27. This Policy will be reviewed every **two years**.

Related policies and procedures

28. Please read this policy in conjunction with the Vulnerable Beneficiary Policy.