

# BJE

## CHILD SAFE CODE OF CONDUCT

2026

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## Statement of Commitment to Child Safety

At the NSW Board of Jewish Education (BJE), we commit to the safety and wellbeing of every child and young person (under 18 years old) in our care. Every child has the right to be safe and feel safe at BJE. We are committed to diversity and welcome all Jewish children and young people regardless of their abilities, sex, gender, or cultural background. Our SRE program in NSW public schools welcomes all children of any or no faith, with the consent of their parents.

To keep children safe, we commit to:

- implementing the 10 Child Safe Standards
- providing a safe and supportive environment
- making sure the experiences of children are free from any form of harmful conduct, including child abuse and neglect
- encouraging and supporting children to share any concerns they may have
- making sure children know who to approach if they feel unsafe or have any concerns they would like to discuss
- implementing child focused complaints policies and processes.

To make sure adults<sup>1</sup> uphold our commitment to creating a child-safe environment for children and young people, we commit to:

- sharing important safeguarding information with them, including around the 10 Child Safe Standards, our Child Safe Policy, Child Protection Policy, and Child Safe Code of Conduct, so they can recognise and support our child safe practices, and make sure we remain accountable
- making sure that when family and community members interact with our organisation that they support our commitment to creating a child safe environment and that their behaviour aligns with our child safe practices.

As a child safe organisation, we commit to:

- educating every adult involved in our service about what it means to be a child safe organisation that consistently works to implement and embed the 10 Child Safe Standards, and create, maintain and improve its child safe practices
- making sure everyone involved in the service knows how to appropriately respond to complaints, allegations, disclosures and breaches to our Child Safe Code of Conduct
- welcoming feedback to continuously improve our child safe policies, procedures and practices.

BJE reviews its Statement of Commitment to Child Safety every two years.

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<sup>1</sup> An adult is any person 18 years or over engaged to work in, or who provides services to the NSW Board of Jewish Education 'BJE' and its students. This applies, but is not limited to, all BJE Board Members, employees, volunteers, alumni, parents and guardians, partner organisations, affiliates, contractors and consultants.

## **Child Safe Code of Conduct**

### **1. Introduction and purpose**

This Code of Conduct establishes expectations for the behaviour of adults working or volunteering for BJE in their interactions with children. This is crucial in helping to prevent children from being harmed and protecting both students and staff. This Code of Conduct does not provide an exhaustive list of what adults should and should not do in every aspect of their engagement with BJE. Instead, it outlines general expectations of the standards of behaviours required, which have the effect of directions to those engaged with BJE.

This Code of Conduct identifies positive child-safe behaviours that we expect all BJE adults to support and uphold. It also identifies behaviours that we consider unacceptable. Engaging in inappropriate behaviour is a breach of this Code of Conduct. It may result in internal managerial or disciplinary action and external reporting to statutory agencies where relevant (see Child Protection Policy).

This Code of Conduct reflects BJE's commitment to provide:

- an open, welcoming, and safe environment for everyone participating in BJE's educational and social programs.
- high-quality education and related programs for students
- staff and volunteers with expectations and regular training on Child Safe Policies and Procedures.

This Code of Conduct requires all employees, volunteers, and adults to:

- demonstrate the highest standards of ethics and professional behaviour when dealing with children and young people.
- share a common responsibility to maintain BJE's reputation for integrity in relation to child protection matters and be accountable for actions and decisions.
- Conduct yourself, both personally and professionally, in a manner that upholds the values, ethos and reputation of BJE.

### **2. Scope**

This Child Safe Code of Conduct applies to all persons who work, volunteer or provide services to the BJE and its students, whether employed on an ongoing, temporary or casual basis. All staff and volunteers are responsible for promoting the safety, wellbeing and empowerment of children. This includes understanding and responding to children's diverse needs, cultural considerations and respecting and valuing children's views and voices.

### **3. Mission and values in relation to students**

BJE empowers every Jewish child attending a non-Jewish Day School to connect, build Jewish friendship networks, learn through formal and informal experiences, and engage with and actively contribute to Jewish life, Jewish community organisations, and broader society.

#### **4. Acceptable and unacceptable behaviours in our organisation**

**I will:**

##### **Respect and Empower Children**

- Treat all children with respect, uphold their rights, and prioritise their safety and wellbeing.
- Listen to and value children's views and voices, responding to their ideas and opinions with respect.
- Respond to children's concerns with seriousness, empathy, and appropriate action.
- Communicate kindly and age-appropriately with all children.

##### **Act with Integrity and Accountability**

- Act as a positive role model, ensuring children's needs are central to all decisions and actions.
- Adhere to BJE's child-safe policies, procedures, and practices at all times.
- Commit to reflecting on one's professional conduct and the practices of BJE.
- Keep accurate records of concerns or complaints about harm to or neglect of children and young people.
- Carefully manage and declare to BJE, relationships with a child or their family that have arisen outside of the professional context and keep these personal relationships separate from the workplace relationship.
- Use BJE's electronic mail facilities appropriately and for professional purposes only.
- Ensure I am familiar with and adhere to the policies and procedures of the local schools I am working at.

##### **Ensure Safe Environments**

- Take all reasonable steps to ensure the safety, welfare and wellbeing of children and young people, protect them from harm or abuse, and promptly report any concerns or allegations. This includes in online environments (e.g. social media).
- Follow BJE's risk management policies and procedures.
- Undertake a risk assessment prior to a camp or excursion in accordance with Section 5 below.
- Ensure another adult is present or within sight during one-on-one interactions with children, and only proceed with prior consent from the CEO, parent, and child.
- Follow correct procedures when a child discloses harm or abuse.
- Promote inclusive and safe environments for all children, including those with diverse needs, backgrounds, and abilities.
- Maintain an appropriate standard of behaviour for an educational environment that does not condone offensive, disrespectful or inappropriate behaviour from others, including language use and telling of jokes and stories.

##### **Maintain Legal and Ethical Standards**

- Maintain a current Working With Children Check (WWCC) and comply with all

legal obligations.

- Inform BJE of any reckless driving charge and avoid transporting children alone.
- Securely manage and dispose of personal records in line with privacy requirements.
- Respect the privacy of children and families, keeping all personal and child safety information confidential and on a needs-to-know basis only for work-related purposes.
- I will store and delete any images and videos of children taken for work purposes in accordance with BJE's Privacy Policy.
- Notify BJE if a student is seeking to establish an overly familiar or personal relationship with me.

### **Support and Collaborate**

- Participate in all child-safe training provided by BJE.
- Welcome and involve families and carers in decisions about child safety.
- Ensure safe transport arrangements, including the presence of two adults or an approved alternative with parental and organisational agreement.

### **I will not:**

#### **Neglect Duty of Care**

- Fail to adequately supervise a child or leave a child unattended in any setting where I have a duty of care.
- Correct or discipline a child in an unreasonable, inappropriate, or improper manner.

#### **Engage in Inappropriate Relationships or Contact**

- Develop special, selective or overly personal relationships with a child or their family that are or could be interpreted as favouritism, such as offering gifts or special treatment.
- Engage in one-on-one contact with a student without prior expressed approval from BJE or the active participation of another adult, including:
  - Assisting with personal tasks that children can do themselves (e.g., toileting, changing clothes)
  - Accompanying a student alone in a vehicle
  - Visiting a student's home when they are alone
  - Inviting or allowing a student to visit your home
  - Socialising with students
  - Tutoring a student privately
  - Babysitting students<sup>2</sup>
- Encourage or allow a child to communicate on a private basis that lacks openness and transparency (by telephone or email, online, or on social media).
- Invite students or accept their invitations to join social networking sites.
- Participating in the lives of children outside the service without a valid reason

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<sup>2</sup> Babysitting outside the organisation will only be approved in exceptional circumstances when the child and their family or carer is known to have a pre-existing relationship with the staff member or volunteer outside the organisation.

- Crossing professional boundaries with the children in our care
- Spending time alone with children
- Being 'child-centric', which means showing a preference for associating and spending time with children rather than adults.
- Have a romantic or sexual relationship with a child or young person.
- Take photographs or videos of children for purposes other than in the professional context.

### **Participate in or Enable Harmful Behaviour**

- Condone or participate in unsafe, harmful, or abusive behaviour towards children, including psychological, emotional, physical, or sexual abuse, grooming, ill-treatment or neglect.
- Engage in unauthorised contact or grooming behaviour with a student or their close contacts for the purpose of facilitating sexual activity.
- Engage in unwarranted or inappropriate touching of a child, including corporal punishment, or threats to use corporal punishment.
- Share details of sexual experiences or pornography with a child.
- Give students drugs, alcohol, or tobacco products or encourage or condone their use.

### **Use Harmful or Offensive Communication**

- Act or communicate in ways that may cause a child to reasonably fear unjustified force.
- Behave in a manner that may cause psychological harm to a child, such as persistent criticism, belittling, discriminatory language, or humiliation.
- Use offensive or inappropriate language, or tell unacceptable stories or jokes.

### **Breach Confidentiality or Legal Obligations**

- Share videos or images of children without appropriate consent, including on social media.
- Fail to report known harm or abuse to police or relevant authorities.
- Guarantee confidentiality if the matter under discussion requires reporting.

## **5. Camps and Excursions**

When organising camps and excursions, extra attention needs to be given to undertaking a risk assessment to identify hazards and risks, including a specific consideration of child safety risks. Please note:

- i. Risk Management Assessments and Insurance arrangements must be completed well before a camp or excursion and must take into account the safeguarding of students.
- ii. The CEO must sign off on all risk assessments one week before a camp or excursion.
- iii. A mobile phone must be taken on all excursions. The employee in charge must ensure they have access to a complete list of student contact numbers during the excursion.
- iv. Parents/careers must consent to a child's attendance at a camp or excursion.

- v. Excursion information must be communicated to parents.
- vi. Medical and dietary information must be collected for all students attending a camp or excursion.
- vii. In activities involving overnight accommodation for boys and girls, both genders should be represented in the group of supervisors.

## 6. Reporting Obligations

All staff, volunteers, and contractors are required and expected to promptly report information about the safety of children without undue delay. Families and community members are also encouraged to raise concerns about the safety of children. This includes information, concerns and complaints regarding:

- the safety, welfare or wellbeing of a child or young person, including problematic behaviours by children and young people
- breaches of this Child Safe Code of Conduct
- inappropriate behaviour by adults engaged by BJE
- allegations of 'reportable conduct' or 'reportable convictions' involving other employees, contractors or volunteers of BJE
- employees self-reporting if
  - charged with or convicted of a serious offence (those punishable by 12 months or more in jail).
  - becoming the subject of an Apprehended Violence Order
  - becoming the subject of an allegation of reportable conduct or conviction, whether or not it relates to your employment at BJE.
  - your Working with Children Check is cancelled or you become a disqualified<sup>3</sup> person from working or volunteering with children.

You must follow all internal and external reporting obligations outlined in our organisation's Child Protection Policy provided to you on the commencement of your employment. Some breaches of this Code of Conduct may also need to be reported to the NSW Police, the Department of Communities and Justice and/or the Office of the Children's Guardian in accordance with relevant legislation.

The Child Safe Policy and Child Protection Policy also outline 'reportable conduct' in more detail. Broadly, 'reportable conduct' refers to employees engaging in:

- (a) any sexual offence, or sexual misconduct, committed against, with, or in the presence of, a child (including a child pornography offence); or
- (b) any assault, ill-treatment or neglect of a child; or
- (c) any behaviour that causes significant emotional psychological harm to a child; or
- (d) an offence under s 43B (failure to protect) or s 316A (failure to report) of the *Crimes Act 1900*.

People employed in child-related work may commit a criminal offence (s 43B) if they fail to reduce or remove the risk of a child becoming a victim of child abuse within an organisation.

It is also a criminal offence (s 316A) for **any adult, including community members**, not to report to the police if they know or believe that a child abuse offence has been committed.

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<sup>3</sup> As defined in the NSW *Child Protection (Working with Children) Act 2012* Section 18

Any concerns must be reported to our CEO, John Hamey. John can be contacted on his mobile: 0426 149 164, or via email: [ceo@bje.nsw.edu.au](mailto:ceo@bje.nsw.edu.au)

## **7. Consequences for Breaching the Code of Conduct**

Staff, contractors and volunteers who breach our Code of Conduct may be subject to disciplinary action. Any such action will depend on the nature of the breach and might include for instance, increased supervision, appointment to an alternative role, suspension or termination from the organisation.

Version	Author	Review By	Approved By
2026	John Hamey, CEO	Halloran Morrisey Group	Board of Directors 18 November 2025

## Appendix - Different types of child harm and abuse

Child abuse takes many forms. It can include psychological, physical and sexual abuse, grooming, misconduct and lack of appropriate care as defined below.

- **Psychological abuse (also known as emotional abuse)**  
This includes bullying, threatening and abusive language, intimidation, shaming and name calling, ignoring and isolating a child, and exposure to domestic and family violence.
- **Physical abuse**  
This includes the use of physical force such as pushing, shoving, punching, slapping, choking and kicking, or threats to use physical force.
- **Sexual abuse**  
This includes the sexual touching of a child, grooming<sup>4</sup>, sexual assault, sexual misconduct, and production, distribution or possession of child abuse material.
- **Neglect**  
This includes failing to provide adequate and proper supervision, nourishment, clothing, shelter, education, or medical care.

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<sup>4</sup> This is a process where a person manipulates a child or group of children and sometimes those looking after them, including parents, carers, teachers and leaders. They do this to establish a position of 'trust' so they can then later sexually abuse the child.