

HDUK Policy Statement

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1. HEALTH AND SAFETY OF HABONIM DROR MADRICHIM AND CHANICHIM
 - 1.1 It is the policy of Habonim Dror to provide healthy and safe working conditions, equipment and systems of work for all members and Madrichim on any Habonim Dror Event, and to provide appropriate training and information as necessary.
 - 1.2 Habonim Dror takes responsibility for all those who work or volunteer for the organisation. It further ensures that all its workers / volunteers keep to the policies set out in this statement by providing continuous training. .
 - 1.3 Habonim Dror takes overall and final responsibility for this policy and is responsible for maintaining / updating it as required.
 - 1.4 The Rakaz of a Machaneh and Rosh of a Ken hold the responsibility for ensuring the provision of healthy and safe working conditions for madrichim and chanichim.
Responsibility includes:
 - 1.4.1 Informing the proprietors of the specific building (synagogue, school, activity centre etc) which activities will be conducted within their premises.
 - 1.4.2 Ensuring that all activities carried out are within the conditions of the insurance. (Either by the insurance of the proprietor of the building or by the Habonim Dror public liability Insurance.)
 - 1.4.3 Carrying out and recording a risk assessment of the building. (Synagogue, school, activity centre etc).
 - 1.4.4 Designating a first aider for every residential event.
 - 1.4.5 Preparation of a fire emergency procedure and to ensure that all madrichim and chanichim are aware of it and to carry out fire drills at the specific venue.
 - 1.4.6 Recording and reporting all accidents and incidents in accordance with health and safety and data protection regulations.

2. CARE OF CHILDREN

2.1 Ratios

2.1.2 Habonim Dror provides a ratio of at least 1 madrich to 10 chanichim.

2.1.3 All activities will have an absolute minimum of 2 responsible madrichim.

2.1.4 The ratio of madrichim who will be appointed, will take into account the make up of the group e.g. male/female.

2.2 Training

2.2.1 Habonim Dror makes endeavours to train Madrichim in leadership skills and the care and welfare of children.

2.2.2 Habonim Dror will seek appropriate advice from UJIA Jewish Life Education Centre and appropriate sources on welfare training.

2.2.3 Habonim Dror runs a First Aid course, at which attendance is compulsory, for every madrich staffing summer camp.

2.2.4 Habonim Dror runs a Health and Hygeine course, at which attendance is compulsory, for every madrich staffing summer camp.

2.3 Madrichim/Chanichim Relations

2.3.1 Madrichim must not touch chanichim in an aggressive manner.

2.3.2 Madrichim should exercise discretion in their involvement with chanichim and madrichim of the opposite sex.

2.3.3 A Madrich/a should never be alone with a Chanich/a or a Madrich/a under the age of 18.

2.4 Loco Parentis

2.4.1 Madrichim at a residential camp are expected to exercise the same degree of care (of their charges) as would a reasonable, prudent and careful parent.

2.4.2 Habonim Dror provides a "duty of care" to all its chanichim and madrichim.

2.5 Discipline and Punishment

2.5.1 Madrichim must deal with chanichim, who have misbehaved in a calm manner.

2.5.2 Madrichim must take great care in employing proper procedures when disciplining.

2.5.3 Once a madrich feels that they cannot deal with a chanich/a, they should contact the Rosh/Rakaz.

2.5.4 In disciplining chanichim, madrichim must always ensure that another member of the team is present.

2.6 Sleeping in a non-residential building

2.6.1 The Rosh of a Habonim Dror residential activity held in a non-residential building (e.g. sleeping on the floor of a synagogue hall) must ensure that the proprietor of the building is aware of the existence and nature of the activity.

2.7 Detection of Abuse and disclosure

2.7.1 It is the duty of all madrichim to be alert to physical, sexual or emotional abuse or neglect of any chanich with whom we come into contact.

2.7.2 Habonim Dror madrichim must not under any circumstances make any attempt to counsel a chanich, confront parents or keep information to themselves.

2.7.3 Habonim Dror strives to obtain a CRB (Criminal Records Bureau) check for every madrich/a of the movement.

2.8 Confidentiality

2.8.1 Every young person is entitled to confidentiality if they choose to speak to a madrich or volunteer. There will, however, be occasions when confidentiality cannot be maintained as the information disclosed implies that a person is at risk.

2.8.2 A madrich having any concerns that a chanich may be at risk must discreetly record any relevant information received as accurately as possible without delay. They must then immediately inform their Rosh, who will then inform the Movement Workers.

2.8.3 It is the policy of Habonim Dror to pass any such matter to the relevant "authorised" agencies within the Jewish and national communal structures.

2.8.4 The decision to share information about a young person must be taken in the context of what is best for that person and in compliance with current relevant legislation.

2.8.5 Any personal information gained through a madrich/chanich relationship will be treated in confidence except in the following circumstances:

2.8.5.1 With the express permission of the chanich.

2.8.5.2 If the young person is imminently intent on causing injury to themselves or to others.

2.8.5.3 Where the young person is considered 'at risk' from injury or abuse by others.

2.8.6 The disclosure of such information must override the confidential relationship between chanich and madrich, and the madrich is obliged to pass on the information to the Rosh Machaneh immediately who will then inform the Movement Workers. This information must not be discussed with anyone else. Discretion is of the utmost importance.

2.8.7 A disclosure conversation should not be initiated by a madrich/a.

2.8.8 Any attempt to engage the chanich in further discussion may be interpreted, in the long term, as being the first stage of the formal process of disclosure. This may consequently put the chanich at risk if not handled properly. If disclosed to by a chanich, a madrich must:

2.8.8.1 Reassure the chanich that their statement is believed

2.8.8.2 Listen but not ask any questions.

2.8.8.3 Inform the chanich that the information must be passed on.

- 2.8.9 The madrich may want to continue to befriend and listen to the chanich, however, they must not make any attempt to encourage the chanich to provide further information.
- 2.8.10 There may always be the possibility that a chanich will not want to continue to discuss any matter if they are aware that the information will be passed on. This will be subject to the chanich's decision. It does, however, remain the duty of the madrich to report the initial disclosure. All such conversations should be discreetly recorded in as much detail as possible as soon as possible after the event.
- 2.8.11 If a madrich has concern regarding the behaviour of another madrich, they must immediately inform their Rosh Machaneh who will then pass it on to the Movement Workers.

3. THE BEHAVIOUR EXPECTED OF PARTICIPANTS OF HABONIM DROR ACTIVITIES

3.1 Behaviour, Discipline and Exclusion

- 3.1.1 Unreasonable behaviour and disobedience that is the cause of disruption and upset on events will not be tolerated by Habonim Dror.
- 3.1.2 The Rosh/Rakaz of a Machaneh or a Ken has the authority to discipline a child who behaves in a manner which he/she feels is unreasonable or disruptive.
- 3.1.3 The Rosh/Rakaz, after consultation with the Movement Workers, reserves the right to exclude any child who is considered unsuitable for camp or other activities, with no refund.
- 3.1.4 Being sent home from any Habonim Dror event may affect the chances of a chanich being accepted onto future programmes or activities.
- 3.1.5 A Madrich should not discipline without first consulting the Rosh.
- 3.1.6 In the event that a child is asked to leave a programme or activity, it will be the responsibility of the parent/guardian to collect or arrange for the collection of their child, at their own expense.

3.2 Bullying

- 3.2.1 Habonim Dror defines bullying as any act, whether of a verbal or physical nature, or any behaviour by an individual or group, which causes anxiety or spoils the enjoyment of others.
- 3.2.2 Bullying is not tolerated at any Habonim Dror activity or camp and may be reason to contact parents, send a child home, or exclude a child from an activity.
- 3.2.3 It is the responsibility of the Rosh/Rakaz to deem whether an act should be labelled as "bullying".

3.3 Damage to property

- 3.3.1 Any child who willfully damages the property of Habonim Dror, or that of a fellow participant, or any other property (e.g. a school used for a weekend or synagogue used for a Ken meeting), will be charged in full for any costs incurred. Should the individual not be traced, the costs may be defrayed between the relevant group of individuals.
- 3.3.2 Habonim Dror takes no responsibility for any items that become damaged or lost at a camp or activity.

3.4 Alcohol, Smoking and Drugs

- 3.4.1 Smoking is forbidden at all Habonim Dror activities for children under the age of 16.
- 3.4.2 Any child who is found smoking or in the possession of cigarettes will be punished accordingly.
- 3.4.3 Special arrangements are made for madrichim over the age of 16 who wish to smoke at a Habonim Dror event. They must do so only in the specially designated areas.

- 3.4.4 Alcohol and drugs are forbidden at all Habonim Dror camps and events. Any participant found possessing alcohol or any illegal drugs, or under the influence of such substances will be excluded from the activity with immediate effect.
- 3.4.5 The consumption of stimulant drinks and tablets (e.g. Red Bull and Pro Plus) is not allowed at any Habonim Dror event or camp, by any Chanich/a or Madricha/a. Any participant found in possession of any of these items will have them confiscated and be disciplined at the discretion of the Rakaz/Rosh.

3.5 Mobile Phones

- 3.5.1 Chanichim are not allowed to bring with them mobile phones to any residential camp.
- 3.5.2 Any participant found bringing a mobile phone to a residential camp will have it confiscated and be disciplined at the discretion of the Rosh.
- 3.5.3 Habonim Dror takes no responsibility for mobile phones taken to camp and not handed in.

4. TRANSPORT AND TRIPS

4.1 Private Cars

- 4.1.1 Habonim Dror Madrichim must not take chanichim in their private cars.
- 4.1.2 If it is ever necessary for an outing, parents or madrichim may only do so if they have "*business use*" in their insurance as well as "*social and pleasure use*".
- 4.1.3 Insurance, M.O.T, Licenses and the general state of the car including tyre pressure, mirrors and water, must be checked by the Rosh of the activity and the Movement Workers before any journeys are taken.
- 4.1.4 If a trip in a private car is to be taken, chanichim must sit in the back of the car (space permitting).
- 4.1.5 Madrichim who commit any driving offence (including speeding fines) when on a Habonim Dror event is solely responsible for any penalties or fines resulting from this. This includes rented and hired vehicles.

4.2 Areas of Care

- 4.2.1 Habonim Dror takes responsibility for children on the coach on the way home from camp, until the point of leaving the coach stop with parents/guardians or other nominated person.
- 4.2.2 Habonim Dror takes on the responsibility of caring for children for the time they are in an activity, with constant supervision and strict regulations against leaving the premises during the activities. However, if a chanich/a leaves a Ken meeting without permission of the Rosh, then Habonim Dror does not take responsibility for the child outside the meeting place. The parent / guardian will be contacted in this circumstance.
- 4.2.3 At a Habonim Dror residential camp, no chanich may arrive late, depart early, or travel in any way other than on the transport arranged by Habonim Dror without a letter from their parent requesting permission for this. This will only be allowed provided that the parents personally take the responsibility for this travel, and the Movement Workers and Rosh of the activity agree.

4.3 Shabbat

- 4.3.1 Habonim Dror aims to celebrate Shabbat as a meaningful and culturally relevant day.
- 4.3.2 Shabbat is observed and travel not permitted on Habonim Dror events. However, in exceptional circumstances or where prior permission has been obtained, this may be waived.

5 FIRST AID

- 5.1 First Aid must only be administered by a trained First Aider.
- 5.2 At camp, Habonim Dror is not responsible for any medical condition, either physical or emotional, which has not been disclosed on a participants medical form or is a result of a previous condition not disclosed, in full, prior to the participant's arrival.
- 5.3 Any existing medical condition not declared will be due reason for a child to be returned home immediately from a camp or any Habonim Dror activity.
- 5.4 It is the responsibility of a child's parents/guardian to inform the Rosh of any event where a medical form is not deemed necessary (e.g. Ken) of any condition which may affect their child at that event.
- 5.5 Habonim Dror will not offer over the counter medication to children at Habonim Dror events, except Paracetamol which will be offered subject to parents consent via the medical form.
- 5.6 In the event of a child being seen by an external Doctor or taken to a hospital, Habonim Dror will contact the relevant parent / guardian. All efforts will be made to make contact with the relevant people prior to any treatment being administered.
- 5.7 In the event that we are unable to make contact with any of the supplied emergency contacts, Habonim Dror may have to make, and take, on the spot medical decisions. These decisions will have been consulted with, or advised by, medical consultants.
- 5.8 If a child is admitted to a hospital, it is at the discretion of the Rosh and the Movement Workers to decide at what point the child's parents are required to come to the hospital and take responsibility for their child.

6 DATA PROTECTION

- 6.1 The Madrichim and Movement Workers of Habonim Dror must not give out the home address, e-mail address or phone number of members of Habonim Dror to any other person.
- 6.2 Habonim Dror will not sanction giving lists of the contact details of camp participants and will not give out details over the telephone, or by e-mail.
- 6.3 It is the responsibility of all holders of contact information lists of Habonim Dror members to keep the information confidential.
- 6.4 Subsidy/Scholarship applications are strictly confidential and will only be viewed by the subsidy committee and the administrator.

7 KUPAH

- 7.1 All Habonim Dror events employ a 'kupah' (kitty) among the participants. The function of this device is to ensure that everyone on any event, e.g. Machaneh, is on an equal footing regardless of their financial status.
- 7.2 The principle of kupah is 'put in what you can, take out what you need'. On machaneh and events, kupah supplies sweets and snacks, extra-fun activities, and kit-needs such as toiletries if the chanichim require them.
- 7.3 The kupah is managed by the Rakazim of the event.
- 7.4 Participants will be told a suggested amount to bring, which they can contribute more or less depending on their financial capability.
- 7.5 The amount each participant contributes is confidential, known only by the Rakazim of each event, who collect the money.
- 7.6 Chanichim and Madrichim should not bring to Habonim Dror events any money other than that which they contribute to kupah. Habonim Dror will not be held responsible for any personal money that is lost on camp.
- 7.7 It is forbidden on a Habonim Dror event for any participant to use separate funds, or 'sly money', to buy anything. The use of sly money invalidates the kupah and endangers the atmosphere of equality we strive to create.

8 EQUAL OPPORTUNITIES

- 8.1 Habonim Dror strives to accept all participants where possible.