



THE FEDERATION OF ZIONIST YOUTH
(FZY) SAFEGUARDING & CHILD
PROTECTION POLICY

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1. Forward

FZY has an essential obligation to create an environment that is both caring and safe. FZY recognises such an environment is essential for educating, empowering and inspiring Jewish youth.

This Safeguarding and Child Protection Policy relates to all aspects of FZY's programmes in the United Kingdom and abroad. The policy applies to all staff, including movement workers, shlichim, and administrative staff, in addition to madrichim, rakazim, rashim or any other volunteer or paid employee at all FZY programmes, or anyone representing FZY in any capacity. It is FZY's intention that all madrichim working with young people are fully aware of their responsibilities within a youth work setting in order to both protect children and young people who engage with FZY's programmes and services; and to provide staff and volunteers with the overarching principles the guide FZY's approach to safeguarding and child protection. FZY has a responsibility to promote the welfare of all children and young people and to keep them safe, and FZY is committed to practice in a way that will protect them.

The safeguarding of children and young people is the duty and responsibility of all FZY staff and volunteers. It is their obligation to adopt the practices and behaviour FZY have set as its standard when carrying out their duties. Furthermore, FZY staff and volunteers must report any abuse or neglect of which they become aware to either FZY's Designated Safeguarding Lead, Executive Director, movement workers, rashim, external authorities responsible for child protection or to the police. Reporting abuse or neglect must happen regardless of whether that abuse or neglect is being perpetrated by staff or volunteers within FZY, or by those outside including those from the child's or young person's family, extended family, their family's extended network or strangers.

FZY recognises the responsibility it has to its staff and volunteers to ensure they have the training and understanding to enable them to fulfil their responsibilities and keep themselves safe. It is FZY's responsibility to keep up to date with changes to the law and changes to conventions in the community around us and to make these changes known to all staff and volunteers. No one can expect staff and volunteers to perform those responsibilities, unless they are understood.

All FZY staff and volunteers must read, understand, accept, be trained on, and sign off on this policy before they can undertake any youth work on behalf of the FZY. It is FZY's duty to ensure that all its staff and volunteers can execute their duties according to FZY's policies and guidelines, and in cooperation with other agencies will provide the necessary training.

Contact Details

Designated Safeguarding Officer (DSO)

Name: Joel Jacobs

Phone: +972 (0)52 603 9127

Email: joelj@fzy.org.il

FZY are committed to reviewing this policy annually.

This policy was last reviewed on 21st July 2021 by Joel Jacobs.

The next review to occur no later than 1st July 2022.

This policy supersedes all previous policies and guidelines

2. Definitions

FZY as an educational Zionist youth movement uses Hebrew words throughout its activities in place of their English equivalents. Additionally, throughout FZY's vast history of more than 110 years certain terminology, phrases or abbreviations have become ingrained within FZY's language and culture. Below are some of the key terms, phrases and abbreviations that are used within FZY and will occur throughout this Policy.

2.1 FZY Vocabulary

- 2.1.1 **"FZY"** is an abbreviation for the Federation of Zionist Youth. FZY is a Private Limited Company Limited by guarantee without share capital use of "Limited" exemption. FZY is registered at Companies House, company number 07913090.
- 2.1.2 **"Chanich"** (singular) / **"chanichim"** (plural) will be used as a general term throughout this document to refer to both female (chanicha/singular) and male (chanich/singular) participants at FZY programmes .
- 2.1.3 **"Madrich"** (singular) / **"Madrichim"** (plural) is used as a general term to cover both genders who are either paid or voluntary youth care workers and/or leaders. Their primary roles are youth work and education and the completion of other duties *in loco parentis*. Madrichim are also responsible for elements of the planning of the Programmes.
- 2.1.4 **"Rakaz"** (singular) / **"Rakazim"** (plural) refers to the senior coordinators of all genders who supervise the Madrichim and have greater responsibilities at FZY Programmes.
- 2.1.5 **"Rosh"** (singular) / **"Rashim"** (plural) is the term used for the head of an FZY Programme that supervises the Rakazim and is the person with the overall responsibility for that Programme on the ground.
- 2.1.6 **"Tzevet"** (singular) / **"Tzvatim"** (plural) refers to the staff or a collective group of Madrichim, Rakazim and Rashim who share responsibility for an FZY Programme.
- 2.1.7 **"Kvutsa"** (singular) / **"Kvutsot"** (plural) is a group or team of Chanichim that FZY have designated as such within an FZY Programme.
- 2.1.8 **"Movement Worker"** is a sabbatical employee, usually people that have been Chanichim, Madrichim and Rakazim of FZY Programmes before, who works for FZY often at the conclusion of their university degree.
- 2.1.9 **"Mazkir/a"** is the head of the Movement Worker team who is elected to their sabbatical role as head of the unincorporated association called the Federation of Zionist Youth and is employed by FZY, the Private Limited Company.
- 2.1.10 **"Shaliach"** (singular) / **"Shlichim"** (plural) is an emissary from Israel who works for FZY for a short period, normally between 1-3 years and joins the team of Movement Workers.

- 2.1.11 **“Dugma Ishit”** is a Hebrew term that means leadership by example and is a mantra FZY hold dear for its Madrichim, Rakazim and Rashim.
- 2.1.12 **“Programme”** in this document will refer to every activity, event, seminar, camp, residential experience, tour and/or travel programme that FZY operates.

Other definitions within this document which are not understood should be clarified by any member of staff at FZY.

2.2 Definitions of Abuse and Neglect

The following are the definitions of abuse and neglect as defined in Her Majesty’s Government 2015 document titled ‘Working Together to Safeguard Children’

- 2.2.1 **Abuse:** A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults, or another child or children.
- 2.2.2 **Physical Abuse:** A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.
- 2.2.3 **Emotional Abuse:** The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child’s emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or ‘making fun’ of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child’s developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.
- 2.2.4 **Sexual Abuse:** Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

- 2.2.5 **Neglect:** The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:
- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
 - protect a child from physical and emotional harm or danger;
 - ensure adequate supervision (including the use of inadequate care-givers); or
 - ensure access to appropriate medical care or treatment.
- It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

2.3 Who is defined as a child or young person?

- 2.3.1 In this policy, a child or young person is defined as anyone who has not reached their 18th birthday. FZY are using the definition of a child or young person as determined by UK law, as set out in the UK Children Act, 1989.

3. General Health and Safety Policy & Procedures

FZY is committed to ensuring that the health, safety and welfare of all its participants are overseen whilst in its care. The following section outlines FZY's general policies in safeguarding this need.

3.1 First Aid & Medication

- 3.1.1 In order to administer first aid treatment or provide medical advice, FZY staff or volunteers must be qualified first aiders and must act in accordance with their training.
- 3.1.2 There must be at least one qualified first aider present for all overnight or residential programmes, and for non-residential programmes that have 50 or more children present.
- 3.1.3 No tablets, creams, lotions, plasters or medication of any kind should be kept or administered as first aid to chanichim without parents' agreement.
- 3.1.4 If a chanich brings medication to an FZY programme, written or verbal permission should be obtained from their parent/guardian detailing the appropriate dosage.
- 3.1.5 Records of all cases treated during must be kept in the programme official Health and Safety accident book. At the end of the programme, all accidents recorded must be removed from the book and stored in a limited access folder.
- 3.1.6 First aid boxes should contain only equipment that can be used. It is the responsibility of FZY to ensure that the first aid box is complete.
- 3.1.7 To avoid the spread of infection, disposable gloves should be worn when administering first aid

- 3.1.8 Each tzevet will include one madrich who is responsible for carrying all medication during programmes. This responsibility includes carrying non-prescribed medication and includes keeping any medication in a safe, relevant environment
- 3.1.9 Exceptions to this are outlined in the Terms and Conditions of the programme and relate generally to inhalers for asthma and Epipens (or non-branded equivalents) for allergies

3.2 Accident Procedure

- 1.1.1 There should be an accident book at all FZY programmes, kept in a central location. The first aider/senior tzevet member or movement worker MUST enter all accidents, however minor they seem, in the accident book, date and time of accident or incident must be included
- 1.1.2 All madrichim should be aware of where this book is kept, and each tzevet shall ensure that one madrich is responsible for its upkeep (except where other obligations, i.e. confidentiality) supersede this one
- 1.1.3 Accidents and incidents included in the book (but are not exclusive to):
 - 1.1.3.1 A chanich is bruised or scratched
 - 1.1.3.2 A chanich receives a plaster
 - 1.1.3.3 A chanich is given any medication, including prescribed medication
 - 1.1.3.4 A chanich has an appointment with any medical professional, including nurses, doctors, specialists or mental health professionals
 - 1.1.3.5 A chanich receives first-aid attention
 - 1.1.3.6 A chanich reports any illness, injury or other issue relation to their physical or mental health or their general wellbeing

3.3 Medical / Healthcare Accompanying

- 1.1.4 Guidelines for madrichim accompanying chanichim to visit a qualified medical professional, including (but not exclusive to) at clinics, hospitals, walk-in centres, home-visit doctors ('bikur rofeh'). These guidelines also cover madrichim who accompany chanichim to a mental health professional or social worker or other qualified professional whose role is primarily for the care of young people
- 1.1.5 Madrichim must follow the instructions that are given in all training sessions. These training sessions may include (but are not exclusive to):
 - 1.1.5.1 Keeping accurate records for reference, including medical records, prescriptions and financial receipts and/or other records
 - 1.1.5.2 Use of ambulances and emergency vehicles

- 1.1.5.3 Responsibilities referring to safeguarding the chanich and referring to accompanying the chanich
- 1.1.6 It is important for madrichim to note the following policies and guidelines:
 - 1.1.6.1 Chanichim may not be unaccompanied at any time, except where they may choose to speak in confidence with a medical professional
 - 1.1.6.2 All tzevet-members must be aware of the whereabouts of all other members of their tzevet at all times, for example, if a madrich is accompanying a young person to visit a relevant professional
 - 1.1.6.3 Madrichim may only accompany chanichim via routes and modes of transport which have been accepted by the relevant rakazim and other members of senior staff
 - 1.1.6.4 Madrichim must update the relevant staff in order to receive approval for prescriptions, including receiving parental consent to administer any non-emergency medication
 - 1.1.6.5 Madrichim accompanying chanichim must ensure that they take the relevant medical information, the relevant medication and the relevant insurance information with them and to alert all professionals about any relevant medical information

3.4 Insurance

- 1.1.7 All madrichim/volunteers/staff driving for FZY must be correctly insured. If the driver is driving a vehicle hired under a commercial agreement, then it is the responsibility of the company from which the vehicle is hired to ensure that the insurance is in order. However, it is the movement worker's responsibility to check that the driver meets the appropriate conditions as noted below. FZY must check the driver's license, the vehicle and, where applicable, the MOT of all vehicles
- 1.1.8 If the madrichim/volunteers/staff are driving a private vehicle owned by them, or loaned to them under a private agreement, then it is the responsibility of the FZY employee who is the head of that event to ensure that they are properly insured with fully comprehensive insurance. This is absolutely vital when carrying children/young people as passengers
- 1.1.9 All drivers must have fully comprehensive cover including business usage. All insurance policies contain certain restrictions as to the circumstances for which a driver is insured. For example, many policies cover the driver while using the car for "social, domestic and leisure" use only. This would mean that anyone having an accident while driving for work would not be insured
- 1.1.10 Definitions of work are obviously crucial. Anyone receiving payment for the youth work they do might be said to be working. Even volunteers come into this category. The

answer, as with all queries concerning insurance, is to check with your broker/insurance company and get any confirmation in writing

- 1.1.11 Explain to the insurance company the full circumstances, i.e. who/what you are carrying; when and for what purpose; the fact that no payment is being made by the passengers; how many passengers. If you do such driving regularly e.g. as a movement worker, you should get written confirmation that you are covered for such purposes
- 1.1.12 If one is not covered a special clause may have to be added to the policy and a surcharge may be added to the insurance fee. If most of this driving is done on behalf of FZY, then the movement may contribute towards this surcharge
- 1.1.13 The Executive Director or relevant FZY employee should periodically check and ensure that FZY has fully paid up insurance to cover the following items as appropriate for residential camps/seminars in the UK
 - 1.1.13.1 **Employers Liability Insurance** - This is compulsory for FZY as an employer
 - 1.1.13.2 **Public Liability Insurance** - This covers injury, loss or damage caused to anyone as a result of FZY's negligence. This will extend to claims against us arisen from the actions of volunteers who are working with or for FZY
 - 1.1.13.3 **Personal Accident Insurance** - We need either to obtain such insurance or to inform parents that we do not have such cover and advise them to consider taking it out themselves. Current policy is not to provide this for chanichim.
 - 1.1.13.4 **Tour Operators Insurance** - This is required for programmes outside the UK when FZY is the acting tour operator
- 1.1.14 FZY will only work with companies that all drivers and vehicles have the correct documentation to be licensed to drive

3.5 Medical Forms

- 1.1.15 All participants are required to complete a medical form before attending any tour/residential camp or seminar in the UK and abroad
- 1.1.16 This procedure will be organised by the administrative team at FZY's Office
- 1.1.17 The FZY employee for the given residential seminar/event is responsible for ensuring that copies of all medical forms are taken to all events

4. Mental Health, Wellbeing & Diversity

FZY is dedicated to ensuring that difference and diversity are respected within our organization and that persons with psychological and mental health considerations are included. The following section outlines the gamut of wellbeing needs which we are committed to preserving. This section will also look at how we aim to preserve the wellbeing of our madrichim/leaders/staff

4.1 Safeguarding Policies

The purpose of this policy statement is to protect chanichim who take part in FZY programmes. It also serves to provide madrichim with the overarching principles that guide our approach to child protection. This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children

1.1.18 Madrichim must fulfil their safeguarding requirements as set out by FZY. These may include, but are not exclusive to:

1.1.18.1 Completing a check with the Disclosure and Barring Service (DBS)

1.1.18.2 Madrichim must be aware of the following definitions of key terms as part of their responsibility to safeguard chanichim on programmes:

1.1.19 Madrichim must communicate any concerns which are not in relation to abuse and/or neglect but which may be relevant to the chanich's ability to take part fully and healthily in their FZY programme to the relevant rakaz

1.1.20 Madrichim can clarify the correct recipient of this information with FZY's designated safeguarding officer

4.2 Responding to Disclosure of above issues

1.1.21 Confidentiality: Never guarantee Confidentiality:

1.1.21.1 If a young person is going to tell you something of a serious nature you may have to refer the information on to someone else. If you offer confidentiality and the young person goes on to tell you something that leads you to believe they are at risk, you have placed yourself, and the movement, in an impossible position. If you then talk to somebody, you have broken the confidence that you promised. If you keep it to yourself, you would be in a morally indefensible position and could be in contravention of the law.

1.1.22 When a young person discloses to you, stay calm and be reassuring. Tell the person:

1.1.22.1 That you are glad that they told you

1.1.22.2 That you believe what you are being told (young people rarely lie about abuse)

1.1.22.3 That you know it is not the young person's fault

1.1.22.4 That you are ready to listen but do not press the young person for information

1.1.22.5 That you will do your best to protect and support the young person

4.3 Dealing with Disclosure through action

1.1.23 Madrichim should avoid the following:

- 1.1.23.1 Displays of shock or disbelief
- 1.1.23.2 Asking leading questions
- 1.1.24 Write down the exact information the chanich has told you. Do not write down your interpretation
- 1.1.25 As you are responsible for the safety of the chanich it could be illegal to not report certain matters. In a case of doubt you should immediately contact the Rosh or designated person in the social welfare ladder of the camp/seminar/tour. They will then contact the designated safeguarding lead, who in turn will contact the necessary agencies. FZY will explain the structure of welfare and discipline to the madrichim in the few days prior to an event

4.4 Working with Young People with Disabilities

Concerning difference, special needs and abilities, the aim of the policy which FZY upholds is:

- 1.1.26 To promote an atmosphere which values all young people
- 1.1.27 To ensure that all members and staff are made aware of the rights of all members
- 1.1.28 To ensure that all programmes of activities are relevant, flexible and accessible to young people with special needs as much as possible
- 1.1.29 To ensure that the integration of people with special needs is planned and monitored and where appropriate this should be done in conjunction with other relevant agencies
- 1.1.30 AREAS OF SPECIAL INTEREST MAY INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:
 - 1.1.30.1 Admission/Access: FZY is committed to working towards full access in terms of staffing levels and reducing the physical constraints where and as soon as is practically possible
 - 1.1.30.2 Procedures: All referrals for integrating a young person with special needs will initially be made to the Head Office
- 1.1.31 Before the camp/seminar an initial meeting involving a movement worker, parent/guardian, child and any other relevant agencies will occur before any decisions are taken
- 1.1.32 Prior to the commencement of the programme, the group will assess the needs of the individual and note those needs. The roles and levels of support committed by each member of the group will be recorded at the meeting
- 1.1.33 FZY movement workers will decide whether it is able to meet the needs of the individual and find him/her an appropriate activity. After informing the parent/guardian the group will be told of the decision

- 1.1.34 Should the movement workers take the decision to accept the individual concerned, the roles and levels of support and supervision will be decided by relevant parties. This procedure will be confirmed in writing

4.5 Anti-Bullying & Anti-Discrimination Policy Statement

1.1.35 FZY's anti-bullying expectations:

- 1.1.35.1 It is important to ensure that all young people attending residential seminars/camps/ tours are aware that FZY takes bullying seriously and to be aware of what the possible outcomes are if they are found to be bullying
- 1.1.35.2 All participants will be sent rules prior to an event taking place. An explanation of the rules will be given by the rashim at the start of an event
- 1.1.35.3 All young people taking part in any residential camp/seminar/ tour in the UK or abroad run by FZY have the right to enjoy their time with the organisation in an environment which is free from intimidation and any form of bullying whether physical, emotional or psychological
- 1.1.35.4 FZY will not tolerate any forms of bullying. All incidents of bullying will be dealt with seriously and may result in the exclusion from activities and/or events for the person concerned

1.1.36 FZY will adhere to the following:

- 1.1.36.1 FZY will provide an environment which values all people and will ensure that all leaders understand that "dugma ishit" is essential to our work
- 1.1.36.2 FZY will provide young people with an opportunity to explore Jewish values that relate to this issue: For example "lashon Hara" (the evil of wounding by words)
- 1.1.36.3 FZY must ensure that all staff and members are aware, understand and agree to abide by of our policy and procedure regarding issues of bullying

1.1.37 Anti-Discrimination Definition:

- 1.1.37.1 FZY defines discrimination as an incident that is perceived to be discriminatory by the victim or any other person
- 1.1.37.2 Discrimination happens when someone is treated less favourably because of their race, gender, sexual orientation, age, religion / belief or disability (known as direct discrimination), or when a policy, practice or process puts someone at an unfair disadvantage (known as indirect discrimination)
- 1.1.37.3 Discrimination may be seen, although not limited to, incidents of:
- 1.1.37.3.1 Verbal or Physical threats
 - 1.1.37.3.2 Insulting, abusive, embarrassing or patronising behaviour or comments
 - 1.1.37.3.3 Humiliating, intimidating, demeaning and/or persistent criticism

- 1.1.37.3.4 Open hostility
- 1.1.37.3.5 Isolation or exclusion from normal schedule, conversations or social events
- 1.1.37.3.6 Publishing, circulating or displaying pornographic, racist, sexually suggestive or otherwise offensive pictures or other materials
- 1.1.37.3.7 Unwanted physical contact, ranging from an invasion of space to a serious assault, and suggestive comments or body language
- 1.1.37.3.8 Alleged discrimination in the failure to provide a service
- 1.1.37.3.9 Discriminatory graffiti

4.6 Guidelines for dealing with Bullying and/or Discrimination

- 1.1.38 If someone reports bullying and/or discrimination to a madrich, that madrich must report it to the Rosh of camp/seminar/tour or the designated person. The rashim of the camp/seminar/tour will determine what action is necessary
- 1.1.39 When meeting with the person accused of bullying, it is important that the behaviour is challenged and not the individual. Before any decision is taken, the Rosh needs to discuss the matter with the Mazkir and Executive Director
- 1.1.40 The person making the complaint should be spoken to and any necessary welfare support shall be given. If appropriate, both parties should then be brought together to facilitate reconciliation

4.7 Sexual Harassment Policy

- 1.1.41 A person employed by or volunteering for FZY must not engage in any of these acts of sexual harassment, including, but not limited to:
 - 1.1.41.1 Written forms:
 - 1.1.41.1.1 Obscene letters, notes, invitations – handwritten or over electronic devices including social media
 - 1.1.41.2 Verbal forms
 - 1.1.41.2.1 Derogatory comments, slurs, jokes or epithets
 - 1.1.41.2.2 Remarks of a sexual nature about a person’s clothing or body or remarks about sexual activity or speculations about previous sexual experiences
 - 1.1.41.2.3 Continued expression of sexual interest after being informed that the interest is unwelcome
 - 1.1.41.2.4 Making reprisals, threats of reprisals or implied threats of reprisal following a rebuff of harassing behaviour
 - 1.1.41.3 Physical forms
 - 1.1.41.3.1 Assault, unwelcome touching, impending or blocking movements
 - 1.1.41.3.2 Unnecessary touching, patting, hugging or brushing against a person’s body
 - 1.1.41.4 Visual forms

- 1.1.41.4.1 Leering, gestures, display of sexually offensive objects, pictures, cartoons or posters

4.8 Overall Wellbeing for Chanichim

- 1.1.42 FZY is responsible for the protection of the physical and mental health and wellbeing of chanichim during their programmes
- 1.1.43 FZY will provide madrichim with relevant and in some instances confidential information about chanichim during their programmes
- 1.1.44 This information will include a list of medication that can be given where prior consent has already been granted, a list of allergies and phobias, a list of relevant medical conditions, and a list of prescribed medication
- 1.1.45 In some cases, FZY may also provide madrichim with Support Plans, which may be confidential, which may outline specific guidance to support the wellbeing of individual chanichim
- 1.1.46 FZY will ensure that chanichim are aware of their responsibilities and expectations with regards to their physical and mental health and general wellbeing
- 1.1.47 A non-exclusive list of ideas for madrichim to maintain general wellbeing may include the following:
 - 1.1.47.1 Madrichim may encourage chanichim to take an additional piece of fruit at breakfast and keep it with them in their bags during the day
 - 1.1.47.2 Madrichim may decide as a tzevet to enforce an early curfew when the chanichim seem tired
 - 1.1.47.3 Madrichim may decide as a tzevet that a chanich may miss certain activities
 - 1.1.47.4 Madrichim may encourage chanichim to sleep during long journeys

4.9 Overall Wellbeing for Madrichim

- 1.1.48 The general policy of FZY is that madrichim are responsible for their own physical and mental health and wellbeing for the duration of the programme
- 1.1.49 Madrichim must disclose at least three months in advance of the start of the programme any information which may impact their ability to perform any of the roles which are required of them on programmes. Madrichim must disclose appropriate details of any condition which may have a moderate to severe impact on their ability to perform their role

- 1.1.50 FZY will seek to provide all reasonable adjustments and support to ensure that madrichim can fulfil their roles adequately without harming their own physical and mental health and wellbeing
- 1.1.51 Madrichim are responsible for seeking support for their health and wellbeing during the programme. They may do this by a number of courses of action, which include (but are not exclusive to):
 - 1.1.51.1 Alerting their Rakaz and seeking their advice
 - 1.1.51.2 Alerting another Rakaz and seeking their advice
 - 1.1.51.3 Alerting the Tour Director
 - 1.1.51.4 Discussing their health with their tzevet and arranging an appropriate time to seek professional support (e.g. attending a clinic)
 - 1.1.51.5 Drawing upon their own resources where these exist (e.g. personal doctors and or mental health professionals)
- 1.1.52 Madrichim are encouraged to arrange appropriate times to ensure that they sleep, eat and rest sufficiently in order to be able to fulfil their role
- 1.1.53 Madrichim are encouraged to ensure that rest is taken both before and after programmes, as the experience may be physically demanding
- 1.1.54 Madrichim shall not share details about their own physical or mental health and wellbeing with any chanichim during or after programmes

5. Behaviour

The following section covers a wide range of FZY expectations regarding conduct, dress, communication and general behaviour for all FZY staff, volunteers and participants whilst on our programmes

5.1 Code of Conduct for Young people

Participants on all FZY events are expected to adhere to the following code of conduct. Failure to do so may result in exclusion from the event and future activities.

- 1.1.55 FZY EXPECTATIONS:
 - 1.1.55.1 Do not display any behaviour or language which could be considered as disrespectful
 - 1.1.55.2 Do not bully any member of the Movement
 - 1.1.55.3 Do behave in a responsible manner towards fellow participants, leaders and property

1.1.55.4 Do treat the Movement's and the site's equipment carefully

1.1.55.5 Do abide by the Movement's policy on drugs and alcohol, which is:

1.1.55.5.1 The use of drugs (illegal substances) or the inappropriate use of legal substances or the consumption of alcohol is strictly banned. Any participant who uses illegal drugs, misuses legal drugs or alcohol will be immediately dismissed from the programmes and sent home. FZY will not be responsible for any costs incurred as a result of this.

1.1.56 PARTICIPANT EXPECTATIONS:

1.1.56.1 To be treated respectfully and fairly

1.1.56.2 To have an organised programme of activities for the duration of camp/seminar/tour

1.1.56.3 To be in a safe environment

1.1.56.4 Staff to take any complaints made by participants seriously and respond to them appropriately

5.2 Complaints Procedures for Participants

1.1.57 If any participant feels that they have been the subject of discrimination or abuse, by a paid member of staff or volunteer leader, they have the right to submit a formal letter of complaint.

1.1.58 Letters should be addressed to the Mazkir at 25 The Burroughs, Hendon, London NW4 4AR.

1.1.59 All complaints will be dealt with seriously and promptly

1.1.60 You will be responded to within ten working days

1.2 Appropriate Dress and Nudity

1.2.1 Madrichim are expected to dress appropriately at all times on the programmes

1.2.2 Madrichim must wear a t-shirt at all times, including while swimming or in water

1.2.3 Chanichim should also be encouraged to wear a t-shirt at all times, including while swimming or in water

1.2.4 This reduces the risk of sun-burn as well as ensures that chanichim do not feel pressured into any partial nudity with which they may not be comfortable.

5.3 Appropriate Relationships between Madrichim and Chanichim

This section includes guidance in relation to the language and behaviour used by Madrichim. Madrichim should be aware that they are in a position of authority and of comparative power

compared to their chanichim. The guidance and related procedures in this section ensure that madrichim are aware of the boundaries that must be maintained between madrichim and chanichim in order to protect all parties and in order to ensure that all parties can be safe, compliant, and can be able to complete their relevant roles on their programmes

- 1.2.5 Madrichim should not enter any bedroom, dormitory, tent or equivalent without first knocking or otherwise announcing their intention to enter
- 1.2.6 No private meeting should take place between madrichim and chanichim
- 1.2.7 If it is deemed appropriate and necessary by a Rakaz for such meeting to take place, it is forbidden to be in a room/area alone without the knowledge of the rest of the Tzevet
- 1.2.8 The door should not be closed
- 1.2.9 Any physical intimacy of a romantic or sexual nature is forbidden between staff/madrichim and chanichim
- 1.2.10 No conversation between madrichim and chanichim should be interpreted as romantic, flirtatious or sexual – this includes any comments that are perceived to be in jest
- 1.2.11 Madrichim should refrain from engaging in any inappropriate conversation with chanichim. Inappropriate conversation includes, but is not exclusive to:
 - 1.2.11.1 Gossip about other chanichim, madrichim or other staff on the programme
 - 1.2.11.2 General gossip about other individuals
 - 1.2.11.3 Boasting
 - 1.2.11.4 Conversations that inappropriately address:
 - 1.2.11.5 Money
 - 1.2.11.6 Sex and/or sexual acts
 - 1.2.11.7 The madrich or chanich's own personal life, except where the chanich offers this information to a madrich without prompting
 - 1.2.11.8 Illicit substances, or the use, misuse or abuse of legal drugs, alcohol, tobacco, e-cigarettes and other related paraphernalia
- 1.2.12 This guidance continues to apply after FZY programmes have ended and refers both to offline and online activity
- 1.2.13 Madrichim shall not invite chanichim to personal events after the commencement of the programme
- 1.2.14 Madrichim shall not arrange to meet up with chanichim after the commencement of a programme, except at an environment, event or programme facilitated by FZY

5.4 Discipline

This section outlines how madrichim should approach disciplinary issues on FZY programmes

- 1.2.15 Madrichim must read and understand the Code of Conduct for, attached as an appendix to this document
- 1.2.16 Madrichim must ensure that chanichim understand all of the rules of the programme from the onset of the programme
- 1.2.17 Madrichim must seek to clarify with the relevant Rakaz or staff-member any questions or concerns that they may have about the Code of Conduct or the enforcement thereof
- 1.2.18 The ultimate priority of FZY is the safety of the chanichim and madrichim. Threats to safety include, but are not exclusive to:
 - 1.2.18.1 Abuse or misuse of banned substances, prescription medication, alcohol, tobacco or other similar items and substances as set out in the Code of Conduct
 - 1.2.18.2 Threatening, violent, bullying or intimidating behaviour
 - 1.2.18.3 Behaviour which creates a negative group dynamic and which can lead to exclusion
 - 1.2.18.4 Behaviour which undermines the authority of madrichim, thus making madrichim less able to carry out their roles and responsibilities in loco parentis
- 1.2.19 Disciplinary actions shall be carried out in accordance with training delivered to madrichim
- 1.2.20 Disciplinary actions shall be recorded in writing by the Tzevet and communicated with the relevant Rakaz and/or staff
- 1.2.21 Disciplinary actions should be consistently applied
- 1.2.22 Madrichim shall not make exemptions to particular chanichim, except where this may be a reasonable adjustment so that a chanich may take part in the programme
- 1.2.23 Disciplinary decisions shall be made by agreement in a Tzevet wherever possible and always require the approval of the Rakaz
- 1.2.24 Disciplinary decisions must always be made to ensure the safety and overall effectivity of the programme, protecting all individuals from any potential harms

5.5 Communication

- 1.2.25 Communicating with Parents
 - 1.2.25.1 Madrichim must not communicate with parents or guardians of chanichim

- 1.2.25.2 Madrichim are usually responsible for a large number of chanichim, therefore they do not have the resources or time to manage the concerns or queries of the parents and/or guardians of chanichim
- 1.2.25.3 Madrichim should decline any opportunity to speak with parents using the following suggested formula: “Thanks very much for trying to talk to me. It is not within my remit to talk directly with parents/guardians [as appropriate]. If you could please call the FZY Office in London, they will be more than happy to assist you.”
- 1.2.25.4 Should parents/guardians of Chanichim present further difficulties or continue to attempt contact with Madrichim, Madrichim may say: “I am going to have to hang up now and I will pass on your details for the FZY Office to be in touch.”

1.2.26 Using Inclusive Language

This piece of guidance serves to ensure that madrichim are aware of the language that they use around chanichim. Madrichim should be aware that this guidance can also be used as an educational tool with young people. This guidance focuses on the way in which we achieve an inclusive atmosphere for those who identify as LGBT+. There is also a section about the use of language surrounding mental health.

- 1.2.26.1 Madrichim should understand what inclusivity is and ensure that all chanichim are included on programmes. Madrichim should also be aware of language that is not inclusive
- 1.2.26.2 “Inclusivity is about doing what we can to create an environment where everyone feels comfortable and we include those who may previously have been overlooked.”
- 1.2.26.3 “Non-inclusive language” refers to language that people may use and find acceptable but which others may find offensive. Examples include, but are not exclusive to:
- 1.2.26.4 Referring to something as ‘gay’ with a general pejorative/negative meaning, or using ‘gay’ as a slur
- 1.2.26.5 Referring to someone as a ‘pussy’ to denote a general weakness
- 1.2.26.6 Telling someone to ‘grow some balls’ or to ‘man up’
- 1.2.26.7 Using as a slur words that may cause offence or be inaccurate, including ‘psycho’, ‘lunatic’, ‘nutter’, ‘maniac’ and ‘mental’
- 1.2.26.8 Where possible, madrichim should attempt to use gendered language at all times. For example, madrichim should not ask for some ‘boys’ to help load the coach; instead, madrichim should use the words ‘people’ or ‘chanichim’
- 1.2.26.9 Madrichim should encourage chanichim to consider their own use of language

- 1.2.26.10 Madrichim should be cautious of the language they use with the intention to not offend others
 - 1.2.26.11 Madrichim should be active when they hear chanichim use exclusive or otherwise non-inclusive language
 - 1.2.26.12 Madrichim should be sensitive towards the identities of others (including chanichim)
- 1.2.27 Social Media, Online Communication, Telephone Communication and Social Media Boundaries
- 1.2.27.1 Madrichim may only have contact with their chanichim on social media using the following guidelines, except where madrichim have an appropriate pre-existing relationship with chanichim
 - 1.2.27.2 An appropriate pre-existing relationship would be defined as close family friends or as direct or extended family
 - 1.2.27.3 Madrichim may not “follow” or “request to follow” or “add as a friend” or complete an equivalent process with any chanichim on Facebook, Instagram, Snapchat and other methods of social media
 - 1.2.27.4 Madrichim may not be “friends” with chanichim on Snapchat or similar apps alike that include momentary viewing and posts that automatically delete after a set period of time
 - 1.2.27.5 Madrichim may accept “friend” requests or “follow” requests or equivalent from chanichim on Instagram, Facebook or Twitter after the commencement of the FZY programme, provided the following conditions are satisfied:
 - 1.2.27.6 Chanichim should be able to see only a restricted sample of content, not including:
 - 1.2.27.7 Any photographs or videos which show any full or partial nudity
 - 1.2.27.8 Any photographs or other content which includes or references swearing, sex and sexuality, details of madrichim’s private life, sexual comments, bullying, alcohol, illicit substance abuse, smoking, e-cigarettes (or equivalent)
 - 1.2.27.9 All conversations, communications and other interactions should be in line with the above guidance and policies in relation to personal privacy and boundaries
 - 1.2.27.10 No private messaging is allowed between madrichim and chanichim, except when madrichim respond directly to a question posed by chanichim or when madrichim are recruiting directly for an FZY event or programme
 - 1.2.27.11 Madrichim cannot exchange personal phone numbers or email addresses; neither can they enter a conversation written, verbal or otherwise, with their chanichim via telephone or via WhatsApp or equivalent instant messaging applications

- 1.2.27.12 All these policies are relevant for official FZY accounts and private accounts of FZY madrichim/staff. The one sole exception are official FZY accounts set up by the Head Office, as an example FZY North, do not have to have their profile set to limited profile
- 1.2.27.13 Madrichim of long term programming (at least 30 days), even if the residential camp/seminar is shorter than 30 days, can exchange phone numbers, however they must abide by the following guidelines:
 - 1.2.27.13.1 They can only discuss content of an FZY nature
 - 1.2.27.13.2 No swearing is allowed
 - 1.2.27.13.3 No sexual content can be mentioned or alluded to
 - 1.2.27.13.4 There is to be no bullying
 - 1.2.27.13.5 Madrichim cannot invite chanichim to personal events

6. On-Site Specifics

The following section evaluates FZY procedures for organizing residential camps/tours and seminars with young people

6.1 Risk Assessment

- 1.2.28 A risk assessment should be carried out prior to the group's arrival at site, leaving enough time for any required remedial action to be undertaken
- 1.2.29 Movement workers will identify experienced, reliable and trustworthy staff. If it is a mixed group with both male and female young people the staffing must reflect this. All staff must be aware of and trained in their responsibilities and adhere to all organisational and emergency procedures
- 1.2.30 FZY should inform the head of camp/tour/seminar that there is appropriate insurance cover
- 1.2.31 The head of camp/tour/seminar must ensure the correct madrichim/chanichim ratio
- 1.2.32 FZY will obtain consent forms from parents/guardians for any outings
- 1.2.33 Ensure that accurate personal details of all staff and young people are obtained. This should include, names, ages, home addresses, emergency contact numbers, medical and dietary requirements and histories. A copy of this information should be taken on the camp/tour/seminar while the original is held centrally with head office
- 1.2.34 The head of camp/tour/seminar will prepare a written itinerary of the programme to be approved by FZY. All madrichim should receive a copy
- 1.2.35 Parents/Guardians will be provided with a contact name and number and times of departure and return
- 1.2.36 FZY must ensure there are adequate financial arrangements

- 1.2.37 Workers must not take alcohol or any substance that is likely to impair their judgement for the duration of a camp/tour/seminar
- 1.2.38 Ensure that all staff members are aware of their responsibilities, their "duty of care" and the Health & Safety requirements
- 1.2.39 An explanation of the fire procedures and a practice fire drill when required by the site, must be administered within the first 24 hours of any residential camp or seminar in the UK

6.2 Staff Ratios on Residentials, Outings & Events

Below are minimum ratios of madrichim to chanichim for residential camps/seminars in the UK

- 1.2.40 All these ratios are for madrichim/ot chanichim/ot, excluding rashim and cooks. Madrichim/ot must be over 18 in order to be counted within the ratios
- 1.2.41 On all events the ideal ratio is 1:6 i.e. 12 young people to two madrichim. Where this staffing level is not possible the ratio should never exceed 1:8. In some circumstances, ratios would need to be higher, depending on the particular nature of the young people, the activities being done etc.
- 1.2.42 At no time should a madrich under 18 years old be solely responsible for a group of young people on a residential camp/seminar in the UK
- 1.2.43 When on outings that involve walking along roads and large public places even more care needs to be taken. Minimum ratios should be, for all under 16 years old, 1:6. Any one group should not exceed 2 madrichim and 12 chanichim, as the group size becomes unwieldy
- 1.2.44 The allocation of leaders will reflect the gender balance of the group

7. Travel & Excursions

The following section outlines FZY policies on any possible excursions that may occur on a camp/seminar/tour

7.1 Swimming

- 1.2.45 FZY will ensure that swimming is in a safe place i.e. avoid fast flowing rivers, deep lakes etc.
- 1.2.46 At all events where swimming takes place, there must be qualified lifesavers present. Where FZY are attending a commercial provision which provides its own qualified life savers this is sufficient, but there must still be sufficient madrichim present (a ratio of 1:8) who are in the water with the chanichim
- 1.2.47 Where there are no outside life savers present there must be at least one trained life saver with a minimum up to date qualification of a bronze certificate within the team

and that person must be present at all times whenever swimming takes place. Sufficient helpers need to be present

- 1.2.48 FZY should encourage more madrichim to get these qualifications and should provide information on courses that are available and promote and advertise them

7.2 Transport

- 1.2.49 Participants under the age of 18 should not be transported in the vehicle without the accompaniment of a madrich or another representative of FZY
- 1.2.50 Boarding and descending of travelers from the vehicle will only be done at locations intended for that purpose (parking areas, bus stops and the like). In the event that there is no such place, the highest ranking staff person present will ascertain that the vehicle has stopped at a safe place for boarding and descending. This staff person will get off the bus first and check that the descent is safe and only then will s/he allow the rest of the participants to get off/board the vehicle
- 1.2.51 It should be checked that the number of passengers does not exceed the number of suitable seats in the vehicle before leaving
- 1.2.52 No participants should be traveling standing
- 1.2.53 Equipment should not be placed in passageways and especially not near the bus doors
- 1.2.54 After the participants board the bus and before moving, it must be checked that all of the participants are present
- 1.2.55 In the event that FZY staff observes reckless driving or driving that is not in accord with traffic laws, the staff should instruct the driver to stop and should report to the person responsible for the seminar/camp/tour to the Head Office
- 1.2.56 Chanichim are not to be left in the vehicle unaccompanied by a madrich. In the event that there are participants who are not joining an activity, they should be left with a madrich during the wait. The driver will not serve as an escort for this purpose
- 1.2.57 No passengers whom are not known to the madrichim will be allowed to board the transportation
- 1.2.58 On buses on which there are safety belts, all passengers will be instructed to wear safety belts throughout the drive
- 1.2.59 At the conclusion of the drive, the highest ranking staff person present will confirm that the baggage compartment and the passenger compartment are empty and that nothing was left in the vehicle
- 1.2.60 Fuel is not to be filled when chanichim and/or madrichim are aboard the vehicle

7.3 Use of Public Transportation

- 1.2.61 The highest ranking staff person present will attend to the group being concentrated in one place and in an organised and calm fashion while waiting
- 1.2.62 The highest ranking staff person present will ensure a count of the participants
- 1.2.63 The highest ranking staff person present will ensure the participants are briefed regarding the drop off location
- 1.2.64 To the extent possible, a madrich will board first and will seat the participants in their places
- 1.2.65 The highest ranking staff person present will board last and will confirm that all of the participants have boarded
- 1.2.66 Boarding the transport will be done in an organised fashion and under the supervision of the madrichim
- 1.2.67 To the extent possible, the participants will be concentrated in the same area
- 1.2.68 Upon descending from the vehicle, a madrich will descend first and will attend to gathering the participants in one place
- 1.2.69 The highest ranking staff person present will ensure a count of the participants and confirm that everyone has descended from the vehicle

7.4 Planning a Hike or Trip

- 1.2.70 Determining the route of the hike according to:
 - 1.2.70.1 The main subject
 - 1.2.70.2 Age and physical capability of the participants
 - 1.2.70.3 Number of participants
 - 1.2.70.4 The motor vehicle for the hike
 - 1.2.70.5 Adaptation to the season of the year and the hours of daylight
 - 1.2.70.6 "Limited" areas, such as nature reserves, etc.
 - 1.2.70.7 Planning time schedule including travel time, activities, etc.
- 1.2.71 Administrative matters:
 - 1.2.71.1 Planning the quantity of water, refill spots and supply of water to the chanichim

- 1.2.71.2 Communication – working and charged mobile phones (don't forget spare batteries)
- 1.2.71.3 Motor vehicle – ordering an appropriate vehicle suited to the number of participants, the route and defining the standards for the vehicle to the travel company
- 1.2.72 Coordination with service providers (only with those who have business licensing):
 - 1.2.72.1 Meals
 - 1.2.72.2 Sites to be visited
 - 1.2.72.3 Special activities
 - 1.2.72.4 Preparation of a first aid satchel or placing order for a medical escort from outside the organisation
- 1.2.73 Staff placement:
 - 1.2.73.1 Confirm that the number of madrichim is suited to the number of participants
 - 1.2.73.2 Suitability of the tour guide to the route (familiarity with the route and alternatives that have been planned)
 - 1.2.73.3 Professional escorts (lifeguard, climbing/gliding madrich, etc.)
 - 1.2.73.4 Medical escorts if/when needed
 - 1.2.73.5 A preparatory meeting with the madrichim for the trip and the participants
 - 1.2.73.6 Coordinating time schedules and meeting places
 - 1.2.73.7 Updating telephone numbers and means of contact
 - 1.2.73.8 A preparatory discussion with the participants in which the route, the requirements of the participants, the time schedules and the special activities will be presented
 - 1.2.73.9 Review of list of equipment needed for the trip
 - 1.2.73.10 Briefing the madrichim and reviewing all of the details and administrative matters for the trip.

7.5 Hiking

- 1.2.74 Required equipment for participants on routes for field walking: closed hiking shoes and hat

- 1.2.75 The person responsible for the hike will have the medical information about the participants including medication or auxiliary medical equipment, and it is his/her responsibility to confirm that they have the medication or the medical equipment required
- 1.2.76 The quantity of water needed per participant will be determined by the person responsible for the hike in accord with the planned route and the weather conditions
- 1.2.77 The recommended quantity of water in the summer is 3/4 litre for every hour of walking. The group leader must plan the quantity of water that each participant has to carry in accord with the possibilities for refilling water along the route
- 1.2.78 The participants must be encouraged to drink a lot. The person responsible for the hike should not rely on the participants "feeling of thirstiness." It is best to provide participants with unlimited water
- 1.2.79 It should be confirmed that the participants have the amount of water as specified
- 1.2.80 It must be confirmed that the water is taken from faucets intended for drinking
- 1.2.81 It is absolutely forbidden to drink water from field faucets, from fire extinguishers, spring water, from streams and from natural water sources
- 1.2.82 It is recommended to allow participants to refill with cold water
- 1.2.83 A hat should be worn and it is recommended to also wear light clothes that cover the arms and legs
- 1.2.84 The participants should be encouraged to use UV protection cream against the radiation with a SPF factor of at least 15
- 1.2.85 The madrichim must be alert to the appearance of participants who were exposed to the sun and their skin has begun to redden
- 1.2.86 Emphasis should be placed on protection against radiation from the sun in water activities
- 1.2.87 Before starting a hike, a briefing will be given to the chanichim by the person responsible for the hike and will include:
 - 1.2.87.1 A description of the planned route, its length, duration and main character (a cliff walk, urban, etc.)
 - 1.2.87.2 Emphasis on the character of the route in the context of the necessary rules of caution (for example on a rocky route to maintain distances, to refrain from pushing participants and from rolling rocks, etc.)
 - 1.2.87.3 Emphasis on the ability required of the participants to execute the path, such as the level of difficulty, knowing how to swim, etc.

- 1.2.87.4 Segments of the way in which special alertness has to be demonstrated
- 1.2.87.5 Points on the route that should not be approached (for example: forbidden entry water holes adjacent to the path)
- 1.2.87.6 Setting the order of movement of the groups on the tiyul, setting a coordinated schedule among all of the groups
- 1.2.87.7 A reminder of the rules of movement – the guide is at the head of the group and it is absolutely forbidden to pass him/her; the person bringing up the rear (it is recommended that this be the medical escort) is at the end and the participants are between the guide and the person at the rear while being sure to prevent the severing of contact
- 1.2.87.8 Setting the places of the madrichim in the line of participants, informing the participants where the person responsible for the hike is to be found, as well as the medical escort
- 1.2.87.9 The importance of drinking water on the tiyul, wearing hats and using sun protection cream should be recalled and emphasised
- 1.2.87.10 A participant who loses his/her group will remain where s/he is, and on hot days will seek a nearby shaded spot and will wait for the people looking for him/her to find him/her
- 1.2.87.11 Emphasis on the importance of walking on paths. Absolute forbiddance of shortcuts
- 1.2.87.12 Caution of fire: danger of fires and burns. Lighting fire will be done only with the permission and supervision of the guide
- 1.2.87.13 Participants allergic to bee stings must bring an antihistamine with them
- 1.2.87.14 A participant who leaves the group must coordinate that with the guide and do so with the permission of the person responsible for the hike
- 1.2.88 The tour guide will lead the hike, s/he will determine the path and the pace
- 1.2.89 The participants will not be allowed to deviate from the path or pass the tour guide under any circumstances
- 1.2.90 The tour guide must confirm by means of the rest of the participants that big gaps are not formed between participants, which could result in cutting off part of the group or splitting or losing the way
- 1.2.91 At places where participants might err on the path, the tour guide will stop until all of the participants have gathered
- 1.2.92 Upon arriving at an obstacle (defined as a place constituting a deviation from the walk such as a step, rope, ladder, crossway, etc), the tour guide will stop the participants, and

"will caution, instruct and confirm" – will caution of the danger inherent in the obstacle, will instruct how to proceed and will place a madrich who will confirm compliance with the instructions

- 1.2.93 If it is necessary for the tour guide to wait until all of the participants pass the obstacle, s/he will place a madrich at the head of the line to prevent participants crossing to the continuation of the route
- 1.2.94 Upon completion of passing the obstacle, the madrichim will count the participants
- 1.2.95 The group leader will count the participants from time to time. It is his/her responsibility to count them at the outset of the route, at the conclusion of a break, after passing obstacles, upon departing from places filled with people, upon getting off and on the bus, and at any time that s/he is concerned that a participant might be lost
- 1.2.96 The group leader will also count the madrichim at all times
- 1.2.97 The break during the hike is to be considered as part of the hike, and the awareness of the staff to ensuring the wellbeing of the participants must be maintained
- 1.2.98 The tour guide will determine the place of the break, and ideally, the place should be shaded and far from any places of danger such as roads, cliffs, holes, etc.
- 1.2.99 The group leader will appoint one of the madrichim as a supervisor during the break. This madrich will strictly observe that the participants follow the tour guide's instructions
- 1.2.100 The madrich will brief the participants about the borders of the area of the break, an area which should not be left
- 1.2.101 In the event that there is a nearby danger point, the madrich will warn the participants against approaching it and will place a madrich to prevent participants from approaching the danger spot
- 1.2.102 The madrich will allocate areas in which participants can attend to their bodily needs
- 1.2.103 Prior to leaving the location of the break, the group leader will count that everyone is present

7.6 Urban Areas

- 1.2.104 Urban areas have distinct inherent risks. The group leader must prepare accordingly. On arrival, there will be a briefing of the participants in which emphasis will be placed on the urban area and adherence to the rules of behavior, specified below
- 1.2.105 The major risks are traffic accidents, losing participants in crowded public places, participants leaving the group without permission
- 1.2.106 Walking in urban areas will be on pavements only, and in the event that there is no pavement, walking will be on the right shoulders facing the direction of traffic

- 1.2.107 A madrich will bring up the rear, making sure that participants do not go onto the road, signaling to and warning vehicles approaching from behind
- 1.2.108 Crossing roads will be done at pedestrian crossings, and if there are none, the madrich will gather the participants together at the edge of the road, will place another madrich at a cautionary distance from both sides of the crossing. After they have confirmed that there is no traffic, they will signal to the madrich to instruct them to cross the road quickly
- 1.2.109 On a mandatory organised tour, participants are to be forbidden to leave the group without permission from the madrich
- 1.2.110 If madrichim wish to give chanichim free time in an urban area, it must be under the following regulations:
- 1.2.110.1 An area must be clearly defined by the madrich whereby chanichim must remain inside at all times
 - 1.2.110.2 Madrichim must be posted at the boundaries to the allotted area to ensure chanichim to do not leave
 - 1.2.110.3 There must be a time set for meeting at a clearly designated spot
 - 1.2.110.4 At this same clearly designated spot, madrichim must be present at all times and chanichim must be aware to go there if they are in any distress
 - 1.2.110.5 Emergency phone numbers and contact information must be given to all chanichim before being allowed to disperse
 - 1.2.110.6 Chanichim should be reminded to behave and of the rules of the programme in addition to reminding chanichim not to speak to people they do not know
 - 1.2.110.7 Participants must travel in groups no smaller than 3 people at all times during this free time
- 1.2.111 On every mandatory organised tour, at a crowded place where there is concern for losing participants, the group leader will count the participants