



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

FZY are committed to reviewing this policy annually. This policy was last reviewed on 15th July 2024 by Joel Jacobs. The next review is to occur no later than 15th July 2025.

This policy supersedes all previous policies and guidelines

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1. Safeguarding Policy Statement

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 its members. The purpose of this policy 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 based on legislation, policy and guidance that seeks to protect children, young people and vulnerable adults.

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 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 are fully aware of their responsibilities within a youth work setting in order to both protect children, young people and vulnerable adults who engage with FZY's Programmes and services; and to provide staff and volunteers with the overarching principles that guide FZY's approach to safeguarding and child protection. FZY has a responsibility to promote the welfare of all young people and to keep them safe, and FZY is committed to practice in a way that will protect them.

The safeguarding of children, young people and vulnerable adults 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, 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 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, be trained on, understand and adhere to this policy before they can undertake any youth work on behalf of 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.

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.

FZY Vocabulary

- **“FZY”** is an abbreviation for the Federation of Zionist Youth UK. 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.
- **“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.
- **“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.
- **“Rakaz”** (singular) / **“Rakazim”** (plural) refers to the senior coordinators of all genders who supervise the Madrichim and have greater responsibilities at FZY Programmes.
- **“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.
- **“Tzevet”** (singular) / **“Tzvatim”** (plural) refers to the staff or a collective group of Madrichim, Rakazim and Rashim who share responsibility for an FZY Programme or FZY as a whole.
- **“Kvutsa”** (singular) / **“Kvutsot”** (plural) is a group or team of Chanichim that FZY have designated as such within an FZY Programme.
- **“Dugma Ishit”** is a Hebrew term that means personal example and is a mantra FZY hold dear for its Madrichim, Rakazim and Rashim.
- **“Programme”** in this document will refer to every activity, event, seminar, camp, residential experience, tour and/or travel programme that FZY operates.
- **“Directors”** refers to the Board of Directors of the Federation of Zionist Youth UK as listed at Companies House.

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

Definition of Safeguarding

The Children Act 1989 ([updated 2004](#)) defined **“safeguarding”** as a means

- to **prevent harm** to a child’s health and/or development
- to **protect children** from abuse and maltreatment
- to ensure children grow up with the provision of **safe** and effective care

- to take action to enable all children and young people to have the **best outcomes**.

Who is defined as a child or young person?

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 set out in the [Working Together to Safeguard Children \(2023\)](#) UK governmental statutory guidance.

Definitions of Abuse towards a Child

According to His Majesty's Government document titled '[Keeping Children Safe in Education 2023](#)' abuse is 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. Harm can include ill treatment that is not physical as well as the impact of witnessing ill treatment of others. This can be particularly relevant, for example, in relation to the impact on children of all forms of domestic abuse. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults or by another child or children.

Four kinds of abuse are defined within the Keeping Children Safe in Education 2023 document. They are:

- Physical Abuse
- Emotional Abuse
- Neglect
- Sexual Abuse

Appendix 1 provides the definitions of these terms which must be read and understood by all staff and volunteers working with children and young people. Please contact the FZY Designated Safeguarding Lead or the Rashim of the Programme you are working / volunteering on if you are unsure.

Who is defined as a Vulnerable Adult?

In this policy, a vulnerable adult is defined as anyone aged 18 or over who are unable to take care of themselves or protect themselves from exploitation as defined by the [Department of Health and the NHS](#).

Definitions of Abuse and Neglect towards a Vulnerable Adult

"Protecting an adult's right to live in safety, free from abuse and neglect. It is about people and organisations working together to prevent and stop both the risks and experience of abuse or neglect, while at the same time making sure that the adult's wellbeing is promoted including, where appropriate, having regard to their views, wishes, feelings and beliefs in deciding on any action. This must recognise that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances." [Care Act \(2014\)](#).

In relation to adult protection there are ten types of abuse defined in the Care and Support statutory guidance as follows:

1. Physical Abuse
2. Domestic violence or abuse

3. Sexual abuse
4. Psychological or emotional
5. Financial or material
6. Modern Slavery
7. Discriminatory
8. Organisational and/or institutional abuse
9. Neglect or act of omission
10. Self-neglect

Further details can be found in appendix 2, which must be read by employees and volunteers working directly with young people. Please contact the FZY Designated Safeguarding Lead or the Rashim of the Programme you are working / volunteering on if you are unsure.

3. Legal Framework

This policy has been drawn up on the basis of several laws and guidance that seek to protect children and young people. See Appendix 3 for a full list of these laws and guidance with links to view these.

4. Key Principles

FZY believes and recognises that:

- The welfare of children and vulnerable adults is paramount as enshrined into law with [The Children Act 1989 \(updated 2004\)](#) and [The Police Act 1997 \(Enhanced Criminal Record Certificates\) \(Protection of Vulnerable Adults\) Regulations 2002](#).
- All children and vulnerable adults, regardless of their age, culture, disability, gender, language, racial heritage, religious beliefs and/or sexual orientation of identity have the right to equal protection from all types of harm and abuse.
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.
- All staff, volunteers and Directors associated with FZY have a responsibility to report concerns to the FZY Designated Safeguarding Lead.

5. Key Processes

FZY will adhere to the following key processes:

- An Enhanced Disclosure and Barring Service check must be conducted on all staff, volunteers and Directors who will be working closely with children and/or vulnerable adults in an FZY

Programme or will otherwise come into contact with children and/or vulnerable adults within an FZY setting.

- All FZY staff, volunteers and Directors must read, be trained on, understand and adhere to this Safeguarding and Child Protection Policy before they can undertake any youth work on behalf of FZY.
- Training based upon these Safeguarding and Child Protection Policies will occur regularly to ensure FZY staff, volunteers and Directors are well prepared to identify young people at-risk and understand the protocols to follow.
- Upon receiving information about a safeguarding incident and/or hearing of a disclosure, FZY staff, volunteers and Directors must immediately pass this information to FZY's Designated Safeguarding Lead, or if they are not immediately available, then to the one of the other FZY safeguarding contacts. A full list of FZY's safeguarding contacts, alongside national and regional agencies can be found in Appendix 5.
- After reporting the disclosure / incident, all FZY staff, volunteers and Directors should submit any concerns through FZY's CPOMS system, or if they do not have access to this, via FZY's ["Cause for Concern" Form](#) (Appendix 4).
- The CPOMS system and the [Cause for Concern Forms](#) are reviewed on an on-going basis by FZY's Designated Safeguarding Lead.
- The progression of all incidents and subsequent actions will be recorded on CPOMS to provide an exhaustive account of FZY's response to all safeguarding concerns which may arise.

6. Key Roles and Responsibilities

Safeguarding and child protection is everyone's responsibility. This policy applies to all staff, volunteers and Directors at FZY and is consistent with UK law and guidance.

All staff, volunteers and Directors

It is expected that all staff, volunteers and Directors will:

- Be provided with a copy of this safeguarding and child protection policy as part of their induction / training period, and thereafter these will be reviewed annually so that they are familiar with the policy.
- Be subject to Safer Recruitment processes and checks, whether they are new staff, volunteers or Directors.
- Be alert to signs and indicators of possible abuse. These are listed, non-exhaustively, in Appendices 2 and 3.
- Record concerns and ensure these have been received by the Designated Safeguarding Lead. Where possible concerns should be submitted through FZY's CPOMS system, or if someone does not have access to this, via FZY's ["Cause for Concern" Form](#).

- Deal with a disclosure of abuse from a child in line with this guidance.
- Be aware of:
 - The role and identity of the Designated Safeguarding Lead.
 - What to do if they identify a safeguarding issue or a child tells them they are being abused or neglected and how to maintain an appropriate level of confidentiality.
 - The signs of different types of abuse and neglect, as well as specific safeguarding issues.
 - The importance of reassuring victims that they are being taken seriously and that they will be supported and kept safe.
 - The fact that children and vulnerable adults can be at risk of harm inside and outside of their home, at school, in FZY Programmes and online.
 - The fact that children who are (or who are perceived to be) lesbian, gay, bi or trans (LGBTQ+) can be targeted by others.
 - What to look for to identify children and vulnerable adults who need help or protection.

Tzevet

The safeguarding of young people is a fundamental requirement of being part of a Tzevet on an FZY Programme. The responsibilities include:

- **Protecting children, young people and vulnerable adults from harm:** This includes physical, emotional, and sexual abuse, neglect, and bullying.
- **Reporting concerns:** Report any safeguarding concerns to the Designated Safeguarding Lead immediately. Contact information for FZY's Designated Safeguarding Lead can be found in Appendix 5.
- **Following policies and procedures:** The Tzevet must adhere to the details as set out in this document and follow the procedures FZY has in place to support safeguarding. These must be followed at all times.
- **Being aware of the signs of abuse:** The Tzevet should be familiar with the signs that a Chanich may be suffering from harm (Appendices 2 and 3) and be able to respond appropriately.
- **Maintaining confidentiality:** Confidentiality about safeguarding concerns must be maintained, but the Madrichim, Rakazim and Rashim must report any concerns immediately to the Designated Safeguarding Lead.
- **Providing a safe environment:** The Tzevet must take reasonable steps to ensure that the programming and their actions do not put Chanichim at risk of harm.
- **Promoting the welfare of Chanichim:** The Tzevet must promote the welfare of children, young people and vulnerable adults in all that they do and be mindful of the impact of their words and actions on them.

- **Keeping up to date with safeguarding training:** Madrichim, Rakazim and Rashim should regularly update their knowledge and skills to ensure they are equipped to respond to safeguarding concerns effectively.

Designated Safeguarding Lead

The Designated Safeguarding Lead takes primary responsibility for safeguarding and child protection. The role of the Designated Safeguarding Lead carries a significant level of responsibility, and they should be allocated the time, funding, training, resources and support they need to carry out the role effectively. The Designated Safeguarding Lead's responsibilities include providing advice and support to other staff, volunteers and Directors on welfare, safeguarding and protection matters for children and vulnerable adults, and contributing to the assessment of young people. In detail:

Management of Referrals

The Designated Safeguarding Lead is expected to refer cases:

- of suspected abuse and neglect to the local authority's social care as required and support staff who make referrals to local authority's social care.
- where a person is dismissed, removed from their role or left due to risk / harm to a child or vulnerable adult to the Disclosure and Barring Service as required.
- where a crime may have been committed to the police as required.

Working with Others

The Designated Safeguarding Lead is expected to:

- act as a source of support, advice and expertise for staff, volunteers and Directors with safeguarding related issues.
- act as the point of contact with FZY's safeguarding partners.
- liaise with the Directors to inform them, where relevant, of issues especially ongoing enquiries with the Multi Agency Safeguarding Hub (MASH), the Local Authority Designated Officer(s) (LADO), police investigations and other involvement from other similar external agencies.
- as required, liaise with the "case manager" and LADO for child protection concerns in cases which concern a staff member.
- liaise with the relevant staff, volunteers, Directors and community partners on matters of safety, safeguarding and welfare (including online and digital safety) so that children's and vulnerable adult's needs are considered holistically.
- promote supportive engagement with parents and/or carers in safeguarding and promoting the welfare of children and vulnerable adults, including where families may be facing challenging circumstances.

Communication, Record Keeping and Review

- When FZY has concerns about a child, the Designated Safeguarding Lead will decide what steps should be taken and should inform the Rashim and other relevant staff / volunteers.

- Child Protection information will be dealt with in a confidential manner. Staff, volunteers and Directors will be informed of relevant details only when the Designated Safeguarding Lead feels that them having knowledge of a situation will improve their ability to deal with a young person and/or their family.
- Child Protection records will be stored securely on CPOMS and access to these records by staff other than by the Designated Safeguarding Lead will be restricted according to permissions.

Executive Director

The Executive Director is responsible for the implementation of this policy, including ensuring that staff (including temporary staff) and volunteers:

- Are informed of FZY's systems which support safeguarding, including this policy, as part of their induction.
- Understand and follow the procedures included in this policy, particularly those concerning referrals of cases of suspected abuse and neglect.
- Communicating this policy to parents / carers when their child joins FZY and via the FZY website.
- Ensuring that the Designated Safeguarding Lead has appropriate time, funding, training and resources, and that there is always adequate cover if the Designated Safeguarding Lead is absent.
- Acting as the 'case manager' in the event of an allegation of abuse made against another member of staff or volunteer, where appropriate.
- Making decisions regarding all low-level concerns.
- Ensuring the relevant staffing ratios are met, where applicable.

Directors

The Board will make sure:

- The Designated Safeguarding Lead has the appropriate status and authority to carry out their job, including time, funding, training, resources and support.
- The Designated Safeguarding Lead has authority for safeguarding, including online safety and understanding the filtering and monitoring systems and processes in place.
- FZY has procedures to manage any safeguarding concerns (no matter how small) or allegations that do not meet the harm threshold (low-level concerns) about staff members (including staff, volunteers and contractors).
- That this policy reflects those children and vulnerable adults with certain medical, psychological, learning or physical health conditions, that may face additional barriers to any abuse or neglect being recognised.

- Act as the 'case manager' in the event that an allegation of abuse is made against the Executive Director, where appropriate.

7. What to do if you suspect abuse

A young person or adult at risk may choose to disclose concerning information to any employee, volunteer or Director, or may be observed carrying out concerning behaviour that raises concerns around possible abuse. It is not the duty of employees, volunteers or Directors to investigate the issue themselves, however it is their responsibility to gather as much information as possible. Where you suspect a child or a vulnerable adult is being abused or there is potential for harm, you should discuss your concerns with the FZY Designated Safeguarding Lead or if they are not immediately available, with one of the other listed FZY safeguarding contacts (see Appendix 5) or the Rashim of the Programme who will decide what action should be taken.

If there is a real concern the Designated Safeguarding Lead will contact Children's Services / Adult services and/or the Police. They will need your support in making the referral to ensure the details are recorded correctly.

If you are not sure or have any concerns, speak to the FZY Designated Safeguarding Lead or if they are not immediately available, with one of the other listed FZY safeguarding contacts or the Rashim of the Programme. Remember that is what they are there for, to deal with any concerns and offer advice and support.

FZY are committed to the following general principle: if in doubt, tell someone else. Concerns about confidentiality should never override concerns about a young person or vulnerable adult.

8. Dealing with a Disclosure

When a child tells a member of the Tzevet about a safeguarding concern, the Madrich / Rakaz / Rosh should follow the following advice:

- Stay calm and be reassuring.
- Find a quiet place to talk.
- Listen, but do not press for information.
- If you are shocked, angered or embarrassed by what is being said, try not to show it.
- Reassure the child. Tell them you are pleased that s/he is speaking to you.
- Do not challenge, confront or criticise the person's information, even if it seems unlikely or if there are obvious errors; they may be unable to give accurate timescales or dates.
- Tell the child that you believe them. Children rarely lie about abuse; but the young person may have tried to tell others and not been heard or believed.

- Encourage the child to talk but do not ask "leading questions", press for information or ask questions that will introduce new words, phrases or concepts into their minds (leading questions). Instead, use open questions or T.E.D questions i.e., Tell me... Explain to me... Describe to me...
- Allow the pace to be dictated by the person making the disclosure without pressing them for specific details. The role of the Madrich, Rakaz or Rosh who is having this information disclosed to is to listen, not to investigate.
- Listen and remember - be aware that the child may retract what they tell you. It is essential to record all you have heard.
- Do not criticise the perpetrator, this may be someone they love or have a close relationship with.
- Check that you have understood correctly what the child is trying to tell you.
- Do not promise confidentiality and never enter into a pact of secrecy with the child. Assure the young person they have done the right thing sharing this, that you will try to help but let the child know that you may have to tell other people in order to do this. State who this will be and why.
- Acknowledge and praise the child for telling you recognising this may have been hard to do. Communicate that the young person has a right to be safe and protected.
- It is important that you do not make promises that you cannot keep.

Following a disclosure, you should immediately inform the Designated Safeguarding Lead, or one of the other safeguarding contacts or Rashim if the Designated Safeguarding Lead is not immediately unavailable. If the situation is a time-sensitive emergency and neither the Designated Safeguarding Leads, FZY's other safeguarding contacts, nor any of the Rashim are available, you should telephone Children's / Adult's Services directly or, if out of hours, the Emergency Duty Social Work team or Police Child Protection Team in the area in which you received the disclosure. Refer to Appendix 5 for the contact details.

Write some notes immediately afterwards (be aware that notetaking during a disclosure may inhibit that disclosure, making it harder for the person to be open and honest); record the date, time, place and context of the disclosure or concern, recording facts and not assumptions or interpretation. Any notes must be added to CPOMS or a ['Cause for Concern' form](#) if you do not have access to CPOMS as soon as practicably possible. Note any non-verbal behaviour and ensure that the language used by the person (do not translate into correct terminology) is recorded.

Staff, volunteers or Directors should not be afraid to interrupt meetings if they need to speak to someone urgently relating to a disclosure. The Designated Safeguarding Lead will then assume responsibility for dealing with the disclosure and decide the correct course of action.

9. Allegation of Abuse involving an Employee, Volunteer or Director

If an FZY employee, volunteer or Director believes that another FZY employee, volunteer or Director has acted inappropriately or broken FZY policies, they have a responsibility to report their concerns immediately to the Designated Safeguarding Lead. Similarly, if a Chanich, parent or other external party makes an allegation of abuse against an FZY employee, volunteer or Director, this too should be reported immediately to the Designated Safeguarding Lead. If the allegation is against the Designated Safeguarding Lead, then this allegation should be reported instead to the Executive Director or the Director chairing FZY's Safeguarding Committee. The person who made the allegation should be assured that it is a serious matter, and it will be followed up with the appropriate person.

The person who made the allegation should be updated as to what action has been taken, though caution should be exercised about giving too in-depth an update. The Designated Safeguarding Lead or Executive Director / Director chairing the Safeguarding Committee (if applicable) will make a referral directly to the Local Authority Designated Officer (LADO) or to adult services, who will advise on the most appropriate course of action. This referral will usually be made immediately but must be made within 24 hours. See Appendix 5 for local safeguarding information and contacts.

10. Involving parents and carers

It is FZY's preference to discuss any safeguarding concerns with parents or carers before approaching other agencies and to seek their consent to make a referral to another agency. The Designated Safeguarding Lead, or other appropriate staff, volunteers or Directors will approach the parents / carers after consultation with the Designated Safeguarding Lead. There may be occasions when FZY will contact another agency before informing parents / carers because it considers that contacting them may increase the risk of significant harm to the young person or someone else or impede on the investigation. An inability to inform the parents / carers should not however delay or prevent a referral being made.

11. Confidentiality and Storing & Sharing Information

The [Data Protection Act \(2018\)](#) does not prevent or limit the sharing of information for the purposes of keeping children safe. FZY recognises that timely information sharing is essential for effective safeguarding. Fears about sharing information must not be allowed to stand in the way of the need to promote the welfare, and protect the safety, of children. Staff, volunteers and Directors should never promise a child that they will not tell anyone about a safeguarding disclosure, as this may not be in the child's best interests.

The following principles apply to FZY's confidentiality agreement:

- Timely information sharing is essential to effective safeguarding.
- The Data Protection Act (2018) does not prevent, or limit, the sharing of information for the purposes of keeping children safe.
- If staff, volunteers or Directors need to share 'special category personal data', the Data Protection Act (2018) contains 'safeguarding of children and individuals at risk' as a processing condition that allows practitioners to share information without consent if:

- it is not possible to gain consent;
 - it cannot be reasonably expected that a practitioner gains consent; or
 - if to gain consent would place a child at risk.
- Staff, volunteers and Directors should never promise a child that they will not tell anyone about a report of abuse, as this may not be in the child's best interests.
 - Regarding anonymity, all staff, volunteers and Directors will:
 - Be aware of anonymity, witness support and the criminal process in general where an allegation of sexual violence or sexual harassment is progressing through the criminal justice system.
 - Do all they reasonably can to protect the anonymity of any person involved in any report of sexual violence or sexual harassment, for example, carefully considering which people on the Tzevet and within FZY should know about the report and any support for the person involved.
 - Consider the potential impact of social media in facilitating the spreading of rumours and exposing victims' identities.
 - The government's [information sharing advice for safeguarding practitioners](#) includes 7 'golden rules' for sharing information, and will support staff, volunteers and Directors who have to make decisions about sharing information.
 - Electronic files relating to Chanichim and the Tzevet must be kept up to date, with the information kept confidential and stored securely. Each person should have their own file, and the records give a comprehensive summary of any concerns and details of how the concern was followed up and resolved. There should be notes of any action taken, decisions reached and the outcome.
 - The file is only accessed by those who need to see it and where the file or content within it is shared, this happens in line with information sharing advice and guidance.
 - We recognise that a lack of information about a person's circumstances can impact on their safety, welfare and success on FZY's Programmes.

12. Safer Recruitment

Given the involvement of young people and vulnerable adults within FZY's Programmes, and given employees, volunteers and Directors will have varying degrees of contact with them, proper consideration needs to be given to the recruitment, selection, induction and training of employees, volunteers and Directors.

FZY implements various safer recruitment practices in line with its safeguarding and other policies. These practices allow FZY to ensure the safety of children, young people and vulnerable adults; identify those who are unsuitable to work with children, young people and vulnerable adults and respond accordingly before and/or following their recruitment. FZY's requirements towards safer recruitment are made clear to applicants as part of the advertisement and recruitment process.

Applicants to become a volunteer, employee or Director will be asked to provide detail of the relevant volunteering and/or employment history including their experience of working with children, young people and/or vulnerable adults. Applicants will also be required to provide

references for FZY to follow up, as well as undertake appropriate identity and enhanced DBS or equivalent checks (e.g. for international applicants).

All leaders and professional staff are required to report any subsequent criminal convictions to their line manager, Executive Director, Designated Safeguarding Lead or the Director chairing FZY's Safeguarding Committee.

13. Additional Associated Safeguarding Policies and Procedures

This safeguarding policy should be read by FZY's staff, volunteers and Directors alongside these additional FZY policies where relevant for the role / job the person is undertaking. If someone is not sure which additional policies they should read, they should confirm with either their line manager, the Executive Director and/or FZY's Designated Safeguarding Lead. Documents which are not listed in the appendices can be shared on request.

- Health & Safety Policy (See Appendix 7)
- Behaviour & Anti-Bullying Policy (See Appendix 8)
- Communications Policy (See Appendix 9)
- Adventure Activities and Transporting Young People Policy (See Appendix 10)
- Volunteer Policy
- HR Policy
- Complaints Procedure
- Whistleblowing Policy
- Data Protection Policy

Appendices

Appendix 1: Recognising Abuse

- **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. Indicators of this are:
 - unexplained recurrent injuries or burns
 - improbable explanations or refusal to explain injuries
 - wearing clothes to cover injuries, even in hot weather
 - absconding
 - fear of medical help or examination
 - self-destructive tendencies
 - aggression towards others
 - fear of physical contact - shrinking back if touched
 - admitting that they are punished, but the punishment is excessive (such as a child being beaten every night to 'make him study')
 - fear of suspected abuser being contacted
 - bruises seen on parts of the body not normally harmed through play, such as in or around the mouth
 - bruises that appear as a small 'grasp' or finger marks to a child's arm or legs
 - injuries that look like they have been caused by a belt or stick
 - bruises that appear to be of different ages (colour) in the same area
 - injuries that appear the same on both sides of the body, legs head or arms
 - injuries that appear as bite marks, especially when the marks appear to be of an adult or an older child (more than 3cm across)

It is a concern when a child is not taken for treatment if they are suffering pain, swelling or discoloration over a bone or joint. Although it may not always be possible to know whether a child has a fractured bone, it is difficult for a parent / carer to be unaware that the child has been hurt. It can be difficult to distinguish between a burn and scald that has been caused accidentally or non-accidentally. As with fractures, all burns and scalds should receive medical attention.

- **Emotional Abuse:** the persistent emotional maltreatment of a child such as to cause severe and 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 11 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 from participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), 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, although it may occur alone. Indicators of this are:
 - very low self-esteem, often with an inability to accept praise or trust in adults
 - excessive clinging and attention seeking behaviour
 - over-anxious – being excessively 'watchful' (hyper vigilant), constantly checking or being over-anxious to please

- withdrawn / socially isolated
 - physical, mental and emotional development lags
 - sudden speech disorders
 - continual self-depreciation ('I'm stupid, ugly, worthless' etc.)
 - overreaction to mistakes
 - extreme fear of any new situation
 - inappropriate response to pain ('I deserve this')
 - neurotic behaviour (rocking, hair twisting, self-mutilation)
 - extremes of passivity or aggression
- **Sexual Abuse:** involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving 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. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children. Indicators of this are:
 - being overly affectionate or knowledgeable in a sexual way inappropriate to their age, or acting out precocious sexual behaviour with others
 - medical problems such as chronic itching, pain in the genitals, venereal diseases
 - other extreme reactions, such as depression, self-harm, suicide attempts, running away, overdoses, anorexia
 - personality changes such as becoming insecure or clinging
 - regressing to younger behaviour patterns such as thumb sucking or bringing out discarded cuddly toys
 - sudden loss of appetite or compulsive eating
 - being isolated or withdrawn
 - inability to concentrate
 - lack of trust or fear of someone they know well, such as not wanting to be alone with a specific person
 - starting to wet themselves again, day or night / nightmares
 - become worried about clothing being removed
 - suddenly drawing sexually explicit pictures
 - trying to be 'ultra-good' or perfect; oversensitive or overreacting to criticism
 - reluctance to go home
 - **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, for example, 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 caregivers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs. Indicators of this are:
 - constant hunger and complaints of tiredness
 - poor personal hygiene
 - poor state of clothing

- untreated medical problems
- no social relationships
- compulsive scavenging
- destructive tendencies
- below average weight / height
- reluctance to go home, particularly at weekends / holiday

Typical vulnerabilities in children prior to abuse and recognising abuse (this is not exhaustive)

- living in a chaotic or dysfunctional household (including parental substance use, domestic violence, parental mental health issues, parental criminality)
- history of abuse (including familial child sexual abuse, risk of forced marriage, risk of 'honour'-based violence, physical and emotional abuse and neglect)
- recent bereavement or loss
- gang association either through relatives, peers or intimate relationships
- attending school and/or friends with young people who are sexually exploited
- learning disabilities
- unsure about their sexual orientation or unable to disclose sexual orientation to their families
- homeless
- lacking friends from the same age group
- living in a neighbourhood with many gangs
- living in residential care
- living in a hostel, bed and breakfast accommodation or a foyer
- low self-esteem or self-confidence
- young carer
- isolated, with little or no friendship or peer group

A child may be subjected to a combination of different kinds of abuse. It is also possible that a child may show no outward signs of abuse and hide what is happening from everyone. Many learn to 'manage' their problems, making it hard for others to help. We may observe behaviours / physical presentations that cause concern. However, it is important to remember that the causes of these may not be abuse, but due to other issues such as bereavement, homesickness, etc. Information related to events of this nature should be logged onto a [Cause for Concern form](#) (Appendix 4). As a result, staff and volunteers should be cautious before assuming abuse is the cause. Staff and

volunteers should ensure that they discuss their concerns with FZY's Designated Safeguarding Lead for advice.

Safeguarding issues

In addition to these four types of abuse, there are safeguarding issues that can put children and young people at risk of harm. Behaviours linked to issues such as drug taking, alcohol abuse, deliberately missing education and sexting (also known as youth produced sexual imagery) put children in danger.

- **Self-injury and Self Harm**

Self-injury can take many different forms but in general terms is the act of deliberately causing harm to oneself either by causing a physical injury or by putting oneself in dangerous situations and/or self-neglect. Self-injury is generally a coping mechanism; there can be many reasons why a person chooses to self-injure, but it is important that staff and volunteers consider the possibility of a link between self-injury and trauma/abuse. When dealing with self-injury and self-harm staff and volunteers should:

- Show that they care about the person behind the self-injury.
- Show concern for the injuries themselves and ensure any needed first aid is provided.
- Make it clear it is OK to talk about.
- Acknowledge how scary the thought of not self-harming may be.
- Explore what are their support networks.
- Report to Designated Safeguarding Leads and seek further advice.

- **Peer on Peer abuse**

All staff and volunteers need to be aware that children can abuse other children (often referred to as peer-on-peer abuse). This is most likely to include, but may not be limited to:

- Bullying (including cyberbullying).
- Physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm.
- Sexual violence, such as rape, assault by penetration and sexual assault.
- Sexual harassment, such as sexual comments, remarks, jokes and online sexual harassment, which may be stand-alone or part of a broader pattern of abuse.
- Upskirting, which typically involves taking a picture under a person's clothing without them knowing, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm. It is now a criminal offence.
- Sexting (also known as youth produced sexual imagery).
- Initiation/hazing type violence and rituals.

- **Sexual harassment**

When referring to sexual harassment we mean 'unwanted conduct of a sexual nature' that can occur online and offline. When we reference sexual harassment, we do so in the context of child-on-child sexual harassment. Sexual harassment is likely to: violate a child's dignity, and/or make them feel intimidated, degraded or humiliated and/or create a hostile, offensive or sexualised environment.

Whilst not intended to be an exhaustive list, sexual harassment can include:

- Sexual comments, such as: telling sexual stories, making lewd comments, making sexual remarks about clothes and appearance and calling someone sexualised names.
- Sexual “jokes” or taunting.
- Physical behaviour, such as: deliberately brushing against someone, interfering with someone’s clothes (schools and colleges should be considering when any of this crosses a line into sexual violence - it is important to talk to and consider the experience of the victim) and displaying pictures, photos or drawings of a sexual nature.
- Online sexual harassment.

This may be standalone, or part of a wider pattern of sexual harassment and/or sexual violence. It may include:

- Non-consensual sharing of sexual images and videos.
- Sexualised online bullying.
- Unwanted sexual comments and messages, including on social media.
- Sexual exploitation.
- Coercion and threats.
- Upskirting.
- Pulling down shorts or pants as a joke.

- **Serious violence and gangs related behaviour**

All staff and volunteers should be aware of indicators, which may signal that children and young people are at risk from, or are involved with serious violent crime, gang related behaviour or associations. It’s not illegal for a young person to be in a gang as there are different types of “gangs” and not all “gangs are dangerous. However, some children and young people that are involved with gangs may need help and support as the gang membership can be linked to illegal activity, particularly organised criminal gangs that are involved in trafficking, drug dealing and serious violence. Young people might be victims of violence or pressured into doing things like stealing or carrying drugs or weapons.

Indicators may include a change in friendships or relationships with older individuals or groups, signs of self-harm or a significant change in wellbeing, or signs of assault or unexplained injuries. Unexplained gifts or new possessions could also indicate that children have been approached by, or are involved with, individuals associated with criminal networks or gangs.

A child or young person might be recruited into a gang because of where they live or because of who their family is. They might join because they don’t see another option or because they feel like they need protection. Children and young people may become involved in gangs for many reasons, including:

- Peer pressure and wanting to fit in with their friends.
- They feel respected and important.
- They feel protected from other gangs or bullies.
- They want to make money and are promised rewards.
- They want to gain status and feel powerful.
- They have been excluded from school and feel they don’t have a future or any other option.
- To support their family.

Organised criminal gangs groom children and young people because they are less suspicious and are given lighter sentences than adults.

Studies show that a child or young person is more at risk of being recruited if:

- They have been excluded from school.
- They have special educational needs.
- There are problems at home like neglect, domestic abuse or sexual abuse.
- They have problems with their mental health.
- They live in existing gang territory.

All staff and volunteers must be aware of the associated risks and report any concerns to the Designated Safeguarding Lead.

- **Child Criminal Exploitation: County Lines**

Criminal exploitation of children is a geographically widespread form of harm that is a typical feature of county lines criminal activity, drug networks or gangs that groom and exploit children and young people to carry drugs and money from urban areas to suburban and rural areas, market and seaside towns. Key to identifying potential involvement in county lines are when a child or young person goes missing regularly, when the victim may have been trafficked for the purpose of transporting drugs.

Like other forms of abuse and exploitation, county lines exploitation:

- Can affect any child or young person (male or female) and/or adult at risk under the age of 18 years.
- Can affect any adult at risk.
- Can still be exploitation even if the activity appears consensual.
- Can involve force and/or enticement-based methods of compliance and is often accompanied by violence or threats of violence.
- Can be perpetrated by individuals or groups, males or females, and young people or adults.
- Is typified by some form of power imbalance in favour of those perpetrating the exploitation. Whilst age may be the most obvious, this power imbalance can also be due to a range of other factors including gender, cognitive ability, physical strength, status, and access to economic or other resources.

- **Child Sexual Exploitation**

Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity in exchange for something the victim needs or wants, and/or for the financial advantage or increased status of the perpetrator or facilitator.

The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

Like all forms of child sexual abuse, child sexual exploitation:

- Can affect any child or young person (male or female) under the age of 18 years, including 16 and 17-year-olds who can legally consent to have sex.
- Can still be abused even if the sexual activity appears consensual.

- Children with learning disabilities are more vulnerable to sexual exploitation than other children.
- Can include both contact (penetrative and non-penetrative acts) and non-contact sexual activity.
- Can take place in person or via technology, or a combination of both.
- Can involve force and/or enticement-based methods of compliance and may, or may not, be accompanied by violence or threats of violence.
- May occur without the child or young person's immediate knowledge (e.g. through others copying videos or images they have created and posted on social media).
- Can be perpetrated by individuals or groups, males or females, and children or adults. The abuse can be a one-off occurrence or a series of incidents over time, and range from opportunistic to complex organised abuse.
- Is typified by some form of power imbalance in favour of those perpetrating the abuse. Whilst age may be the most obvious, this power imbalance can also be due to a range of other factors including gender, sexual identity, cognitive ability, physical strength, status, and access to economic or other resources.

Some of the following signs may be indicators of child sexual exploitation:

- Children who appear with unexplained gifts or new possessions and/or money.
- Children who associate with other young people involved in exploitation.
- Children who have older boyfriends or girlfriends.
- Children who suffer from sexually transmitted infections or become pregnant.
- Children who suffer from changes in emotional well-being.
- Children who misuse drugs and alcohol.
- Children who go missing for periods of time or regularly come home late.

Research highlights that children and young people who identify as lesbian, gay, bisexual, transgender, questioning, plus (LGBTQ+) face numerous factors that may result in them being vulnerable to, or victims of, child sexual exploitation.

Young people identifying as LGBTQ+ often experience additional challenges as a result of their sexual orientation or gender identity or questioning process. Given that, in some parts of society, there is still a lack of acceptance and understanding. Children and young people who identify as anything other than heterosexual, often feel limited or constrained in their ability to explore their identity or gain appropriate information and advice as their heterosexual or heteronormative peers. That is not to say that young people who identify as LGBTQ+ are more at risk of child sexual exploitation, or that they are abused through child sexual exploitation because of their sexuality or gender identity, however they may face additional vulnerabilities, barriers to disclosure and a lack of access to appropriate advice and support.

- **Child Trafficking**

Child trafficking is a very serious issue which can have a devastating and lasting impact on its victims. Children can be trafficked into, within and out of the UK. Trafficking of persons means the recruitment, transportation, transfer, harbouring or receipt of persons, by means of the threat or use of force or other forms of coercion, of abduction, of fraud, of deception, of the abuse of power or of a position of vulnerability or of the giving or receiving of payments or benefits to achieve the consent of a person having control over another person, for the purpose of exploitation. Exploitation shall include, at a minimum, the exploitation of

the prostitution of others or other forms of sexual exploitation, forced labour or services, slavery or practices similar to slavery, servitude or the removal of organs.

- **Female genital mutilation (FGM)**

Includes all procedures involving the partial or total removal of the female external genitalia or other injury to the female genital organs for non-medical reasons. FGM is also sometimes known as 'female genital cutting' or 'female circumcision'. However, circumcision is not an appropriate term. Communities tend to use local names for referring to this practice including 'sunna'. FGM is illegal in the UK, a form of child abuse and a grave violation of the human rights of girls and women with long-lasting harmful consequences.

- **Forced marriage**

Forced Marriage is where one or both people do not (or in cases of people with learning disabilities, cannot) consent to the marriage and pressure or abuse is used. The pressure put on people to marry against their will can be physical (including threats, actual physical violence and sexual violence) or emotional and psychological (for example, when someone is made to feel like they're bringing shame on their family). Financial abuse can also be a factor.

- **So-called 'honour-based' violence**

So-called 'honour-based' violence (HBV) encompasses incidents or crimes which have been committed to protect or defend the honour of the family and/or the community, including female genital mutilation (FGM), forced marriage, and practices such as breast ironing. Abuse committed in the context of preserving "honour" often involves a wider network of family or community pressure and can include multiple perpetrators. It is important to be aware of this dynamic and additional risk factors when deciding what form of safeguarding action to take. All forms of HBV are abuse (regardless of the motivation) and should be handled and escalated as such. Staff and volunteers need to be alert to the possibility of a child/young person being at risk of HBV, or already having suffered HBV.

- **Faith abuse**

Faith abuse includes: belief in concepts of witchcraft and spirit possession, demons or the devil acting through children or 'leading them astray' (traditionally seen in some Christian beliefs), the evil eye or djinns (traditionally known in some Islamic faith contexts) and dakini (in the Hindu context); ritual or muti-murders where the killing of children is believed to bring supernatural benefits or the use of their body parts is believed to produce potent magical remedies; and use of belief in magic or witchcraft to create fear in children / vulnerable adults to make them more compliant when they are being trafficked for domestic slavery or sexual exploitation. This is not an exhaustive list and there will be other examples where children / vulnerable adults have been harmed when adults think that their actions have brought bad fortune, such as telephoning a wrong number which is believed by some to allow malevolent spirits to enter the home.

- **Extremism and Radicalism**

Extremism is defined in the [national Counter-Terrorism Strategy \(CONTEST\)](#) as the '*use or threat of serious violence against a person or serious damage to property where that action is: i) designed to influence the government or an international governmental organisation or to intimidate the public or a section of the public; and ii) for the purpose of advancing a political, religious, racial or ideological cause.*

According to [Counter Terrorism Policing](#), radicalisation is defined as *'the process by which a person comes to support terrorism and extremist ideologies'*.

The following are examples of recognised offences in relation to terrorism, extremism and radicalisation:

- Murder or soliciting murder.
- Committing, preparing or instigating acts of terrorism.
- Incitement to commit acts of terrorism overseas.
- Encouragement of terrorism.
- Inciting racial or religious hatred or hatred because of sexual orientation.
- Inviting support for a proscribed organisation.
- Terrorist financing offences.
- Dissemination of terrorist publications.
- Offences of encouragement and dissemination using the internet.

Whatever the form of abuse or neglect, the needs of children must come first when determining what action to take.

- **Domestic abuse**

The cross-government definition of domestic violence and abuse is: *'Any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality'*. The abuse can encompass but is not limited to:

- Psychological.
- Physical.
- Sexual.
- Financial.
- Emotional.

Exposure to domestic abuse and/or violence can have a serious, long lasting emotional and psychological impact on children, young people and vulnerable adults. In some cases, a child may blame themselves for the abuse or may have had to leave the family home as a result. Domestic abuse affecting young people can also occur within their personal relationships, as well as in the context of their home life.

- **Child to Parent Violence**

Child to Parent Violence or Adolescent to Parent Violence and Abuse is any behaviour used by a young person to control, dominate or coerce parents. It is intended to threaten and intimidate and puts family safety at risk. Whilst it is normal for adolescents to demonstrate healthy anger, conflict and frustration during their transition from childhood to adulthood, anger should not be confused with violence. Violence is about a range of behaviours including non-physical acts aimed at achieving ongoing control over another person by instilling fear.

- **Children Missing from Home**

Children who go missing from home are vulnerable to abuse and violence and need to be safeguarded. Children go missing for a number of reasons, but in general, the factors preceding missing episodes are:

- Arguments and conflicts.
- Poor family relationships.

- Abuse and neglect.
 - Boundaries and control.
 - Immediate risks.
 - No means of support or legitimate income leading to high-risk activities.
 - Becoming a victim of abuse.
 - Missing out on schooling and education.
 - Increased vulnerability.
- **Children and young people with a disability or additional health needs**
 This is a particularly vulnerable group as signs of abuse and neglect may be masked or misinterpreted as being due to underlying impairments. Young people with disabilities are much more likely than non-disabled children to experience abuse as they:
 - Have fewer outside contacts than other young people.
 - May receive personal care, possibly from several carers.
 - Have limited capacity to resist or avoid abuse.
 - Have communication difficulties that may make it difficult to tell others what is happening.
 - May be inhibited about complaining because of a fear of losing services.
 - May be especially vulnerable to bullying and intimidation and /or, abuse by their peers.
 - **Private Fostering**
 Private fostering occurs when a child under the age of 16 (under 18, if disabled) is provided with care and accommodation by a person who is not a parent, person with parental responsibility for them or a relative in their own home. A child is not privately fostered if the person caring for and accommodating them has done so for less than 28 days and does not intend to do so for longer. Such arrangements may come to the attention of staff and volunteers through the normal course of their interaction, and promotion of learning activities, with children.

Appendix 2: Vulnerable Adults

The [Care Acts 2014](#) makes it clear that specific adult safeguarding duties apply to any adult who:

- Has care and support needs, whether they are in receipt of support or not; and
- Is experiencing, or is at risk of, abuse or neglect; and
- Is unable to protect themselves because of their care and support needs.

An adult with care and support needs may be:

- A person with a physical disability, is neurodivergent or has a sensory impairment.
- Someone with mental health needs, or a mental illness such as a personality disorder.
- A person with a long-term health condition.
- Someone who misuses substances or alcohol to the extent that it affects their ability to manage day-to-day living.

This is not an exhaustive list. Types of abuse for vulnerable adults:

- **Physical abuse**
Including assault, hitting, slapping, pushing and misuse of medication, restraint or inappropriate physical sanctions.
- **Domestic violence or abuse**
This is an incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse by someone who is, or has been, an intimate partner or family member.
- **Sexual abuse**
Any form of sexual activity that the adult does not want and or have not considered, including:
 - A sexual relationship instigated by those in a position of trust.
 - Rape.
 - Indecent exposure.
 - Sexual harassment.
 - Inappropriate looking or touching.
 - Sexual teasing or innuendo.
 - Sexual photography.
 - Subjection to pornography or witnessing sexual acts.
 - Indecent exposure and sexual assault.
 - Sexual acts to which the adult has not consented or was pressured into consenting.
- **Psychological or emotional abuse**
This abuse may involve the use of:
 - Intimidation.
 - Indifference.
 - Hostility.

- Rejection.
 - Threats of harm or abandonment.
 - Humiliation.
 - Verbal abuse such as shouting, swearing or the use of discriminatory and/or oppressive language.
 - A deprivation of contact.
 - Blaming, controlling, coercion.
 - Harassment.
 - Cyber bullying.
 - Isolation.
- **Financial or material abuse**
Including:
 - Theft.
 - Fraud.
 - Internet scamming.
 - Coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.
- **Modern slavery**
Encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.
- **Discriminatory abuse**
Abuse can be experienced as harassment, insults or similar actions due to race, religion, gender, gender identity, age, disability, sexual orientation.
- **Organisational or institutional abuse**
This includes neglect and poor care practice within an institution or specific care setting such as a residential care home, or in relation to care provided in one's own home. This may range from one-off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation. This may include:
 - Ignoring medical, emotional or physical care needs.
 - Failure to provide access to appropriate health, care and support or educational services.
 - The withholding of the necessities of life, such as medication and adequate nutrition.
 - Wilful failure to intervene or failing to consider the implications of non-intervention in behaviours which are dangerous to them or others.
 - Failure to use agreed risk management procedures.
- **Neglect, self-neglect and/or acts of omission**
This includes ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating. This covers a wide range of behaviour:

- Neglecting to care for one's personal hygiene health or surroundings resulting in a risk that impacts on the adult's wellbeing.
 - Hoarding.
- **Non-recent historic abuse**
 Non-recent child abuse, sometimes called historical abuse, is when an adult was abused as a child or young person under the age of 18. Non-recent historic abuse refers to one of three situations:
 - An adult making an allegation of abuse when they were under 18 years of age, that occurred at least 1 year before it was reported.
 - A child making an allegation of abuse that occurred at least 1 year before it was reported.
 - Someone reports an allegation, on behalf of someone else, relating to an offence committed over a year ago.

Such disclosures can occur after long periods of time as the complainant may now feel comfortable that they are no longer at risk, have the confidence to make an allegation that will be believed, become aware that there have been other reports, or feel they need closure to move on. Whatever the motive, and however long ago the allegation, action must be taken because:

- The alleged abuse may not have been an isolated incident.
- It may be part of a wider abuse situation.
- The person(s) may still be abusing individuals and/or working with children.
- There may be ongoing legal action.

Should an allegation or disclosure be made, it is important to record and report such information as you would if it were a current situation. This includes allegations about staff or volunteers that no longer work/volunteer at FZY and incidents that involved young people that no longer attend FZY.

Appendix 3: Laws and Guidance as a legal framework for this policy

The following laws and guidance were used as a legal framework for this Safeguarding and Child Protection Policy.

- [The Children Act 1989 \(updated 2004\)](#). This is an Act of Parliament of the United Kingdom which is the main source of child welfare law. The Act seeks to ensure that every child is kept safe and protected from harm.
- [Working Together to Safeguard Children \(2023\)](#). This guidance outlines what organisations and agencies must and should do to help, protect and promote the welfare of all children and young people under the age of 18.
- [The Health and Social Care Act \(2008\)](#). This is an Act of Parliament in the UK to make provision about health care and about social care.
- [Care Act \(2014\)](#) is the law that sets out how adult social care should be provided.
- [The Police Act 1997 \(Enhanced Criminal Record Certificates\) \(Protection of Vulnerable Adults\) Regulations 2002](#) is an Act of the UK Parliament which dictates the provision of enhanced criminal record certificates to organisations considering an applicant's suitability for a volunteer or paid role around children and vulnerable adults.
- [Safeguarding Vulnerable Groups Act \(2006\)](#) provides a system for employers to check the suitability of employees or volunteers, to work with children or vulnerable adults. The Act seeks to prevent those deemed unsuitable to work with children and vulnerable adults, from gaining access through work (whether paid or unpaid).
- [Out-of-school settings: voluntary safeguarding code of practice \(updated 2020\)](#) is intended to be a voluntary resource to help providers of out-of-school settings understand best practice for creating a safe environment for the children in their care, and to give parents and carers confidence that their child is in a safe learning environment.
- [Safeguarding and child protection standards of the voluntary and community sector \(2019\)](#) is a set of recommended standards to help voluntary, community and faith organisations keep children and young people up to the age of 18 safe
- [Human Rights Act \(1998\)](#) sets out the fundamental rights and freedoms that everyone in the UK is entitled to.
- [Equality Act \(2010\)](#) helps tackle discrimination and inequality.
- [Data Protection Act \(2018\)](#) controls how personal information is used by organisations, businesses or the government and is the UK's implementation of the General Data Protection Regulation (GDPR).
- [Information sharing advice for safeguarding practitioners](#) is guidance provided by the UK's Department of Education on information sharing for people who provide safeguarding services to children, young people, parents and carers.

Appendix 4: Cause for Concern Form

Following an incident / concern, please speak to the Rashim, the welfare lead at the Programme or the Designated Safeguarding Lead as soon as possible to share the information with them. Then add this information onto the file of the Chanich on FZY's CPOMS. If you do not have access to this, instead complete the Cause for Concern form (see example below) online. The form can be accessed [here](#).

When completing the report it is important to provide a factual overview of the incident/concern.

- Give a full, but to the point, description of what happened or what you are concerned / worried about.
- Only include facts; don't provide opinions.
- The report should be impartial, so write down what you see, what you heard and what you were told. Do not include how you feel.
- Use bullet points and clear straight forward language.
- If something was disclosed to you, it is important to use the language the Chanich used rather than altering the language and terminology.
- Make your report factually accurate, i.e. do not provide an opinion, an interpretation or any assumptions. If there is a good reason to add an opinion, interpretation or assumption in the report, then clearly state that it is one of these things.
- Record everything in chronological order.

Once you have submitted the Cause for Concern form you will receive an automation that your form has been successfully submitted. If you do not receive this confirmation, please inform the Designated Safeguarding Lead that you have submitted a Cause for Concern form but have not received a received confirmation notification.

Below is a copy of the form for your reference to understand what information you will be asked to complete.



Cause for Concern Form


If you do not have access to FZY's CPOMS system, please complete this form after an incident and/or if you have a concern about a young person.

Do you consider this young person to be at immediate risk of harm? *

Please describe in one line what you are concerned about *

Full name of young person *

Date of Birth of young person

Date of Incident

Time of Incident

FZY Programme

Description of Concern*

Please provide an overview of the incident/concern, providing as much factual detail as possible.

For example:

- * Any physical, behavioural or other indicators e.g. bruises, behaviour changes, periods of absence
- * Any information relating to the young person's home life e.g. substance abuse, domestic violence, mental health issues

Anyone else involved

Please provide the names of anyone else involved and their role in the incident/concern, e.g. staff, volunteer, young person, sibling, etc.

Please describe any actions already taken

e.g. spoken to FZY staff and/or Designated Safeguarding Lead, informed parents, school, police or other agencies

Additional information

e.g. preferred name of the young person, people who should not be contacted, next steps (if known), etc.

Name of person submitting this form*

Role of person submitting this form

e.g. Madrich, Rakaz, etc.

Email address of person submitting the form*

Phone number of the person submitting the form*

Submit

Appendix 5: Important Safeguarding Contacts

Key FZY Personnel

Designated Safeguarding Lead

Joel Jacobs – Executive Director

+972 (0)52 603 9127

joelj@fzy.org.uk

Deputy Designated Safeguarding Lead

Lucy Ross – Mazkira

+44 (0)7531 674 965

lucy@fzy.org.uk

Chair of FZY’s Safeguarding Committee

Dena Shmuel – Non-Executive Director

+44 (0)7736 296 823

dena.addlestone@gmail.com

Local / National Safeguarding Information & Other Contacts

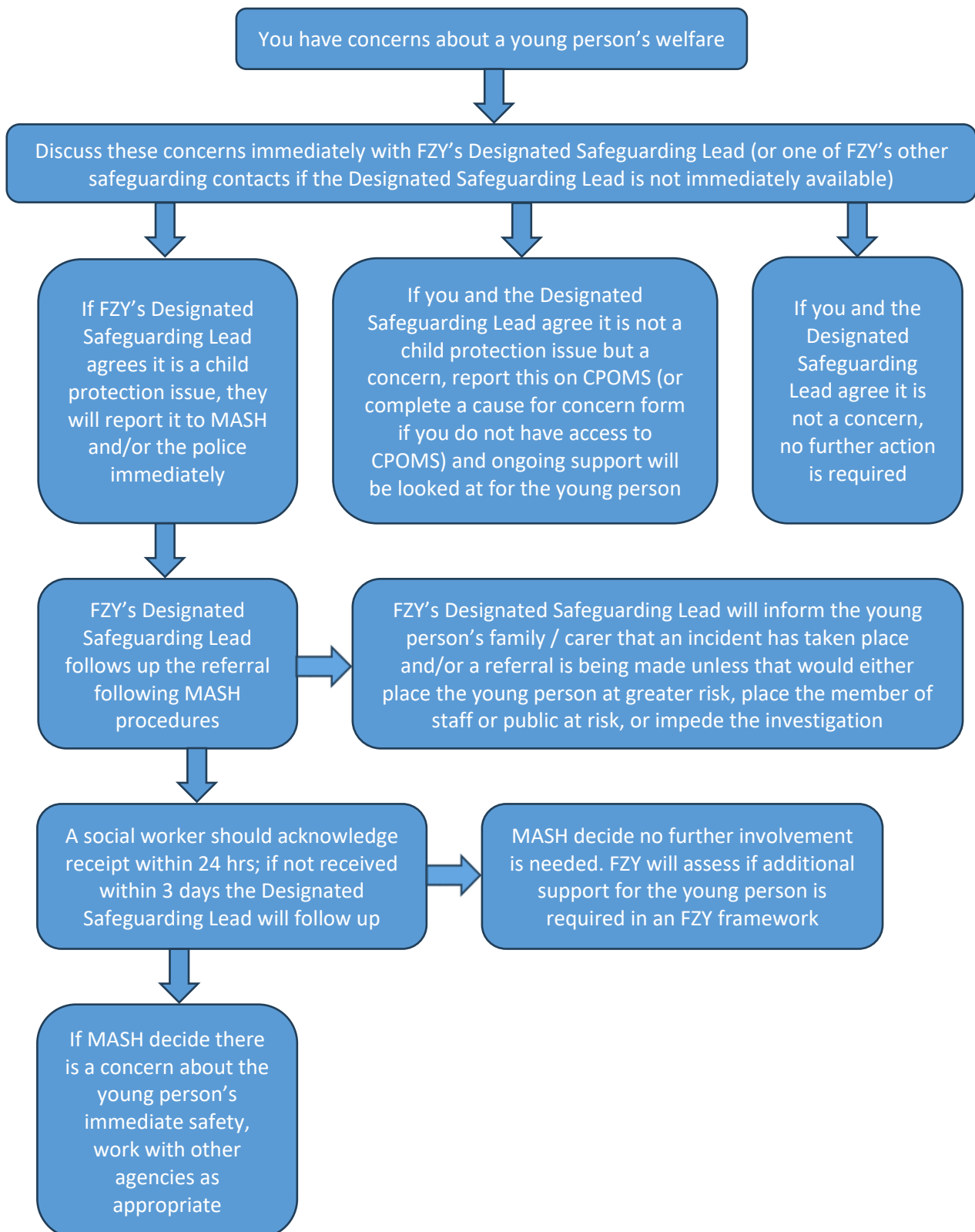
FZY’s Programmes occur throughout the UK and abroad, so it is important to check which is the correct authority when making a referral or report. Where possible, reports should be made in the local authority where the disclosure / incident occurred. Below are contact details for some of the agencies in the most frequently used boroughs where FZY’s Programmes occur.

Harrow Multi Agency Safeguarding Hub (MASH)		
Children’s Access Team	020 8901 2690	Duty.assess@harrow.gov.uk
Adults Safeguarding Contact	020 8901 2680	AHadults@harrow.gov.uk
Children & Family Out of Hours	020 8424 0999	
Harrow Council Local Authority Designated Officer (LADO)		
Rosalind South (LADO)	07871 987 254	
Out of Hours (Monday – Friday, 9am – 5pm)	020 8424 0999	
Barnet Multi Agency Safeguarding Hub (MASH)		
Children’s Access Team	020 8359 4066	mash@barnet.gov.uk
Adults Safeguarding Contact	020 8359 5000	socialcaredirect@barnet.gov.uk
Out of Hours Emergency Duty Team (Monday –Thursday, 9am – 5.15pm & Friday, 9am – 5pm)	020 8359 2000	
Barnet Council Local Authority Designated Officer (LADO)		
LADO	020 8359 4066	LADO@Barnet.gov.uk
Brent Multi Agency Safeguarding Hub (MASH)		
Children’s Access Team	020 8937 4300 (Option 1)	Family.FrontDoor@brent.gov.uk
Adult Safeguarding Team	0208 937 4098 or 0208 937 4099	safeguardingadults@brent.gov.uk
Out of Hours (Monday – Friday, 9am – 5pm)	020 8863 5250	

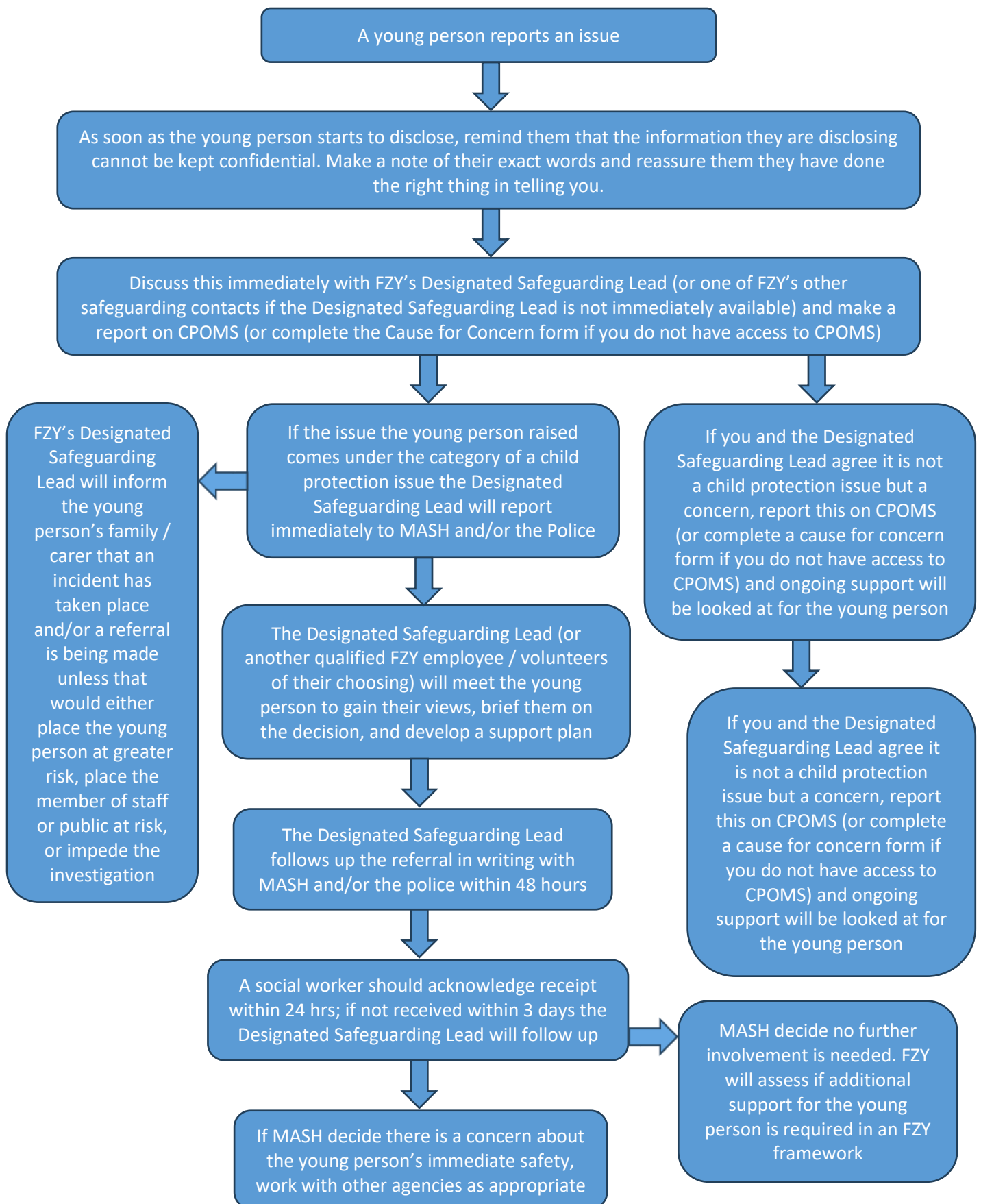
Brent Council Local Authority Designated Officer (LADO)		
LADO	020 8937 4300	
Police		
Emergency Number	999	
Non-Emergency Number	101	
NSPCC		
Helpline	0808 800 5000	help@nspcc.org.uk
Childline		
Counselling service for children	0800 1111	www.childline.org.uk

Appendix 6: Safeguarding Flowcharts

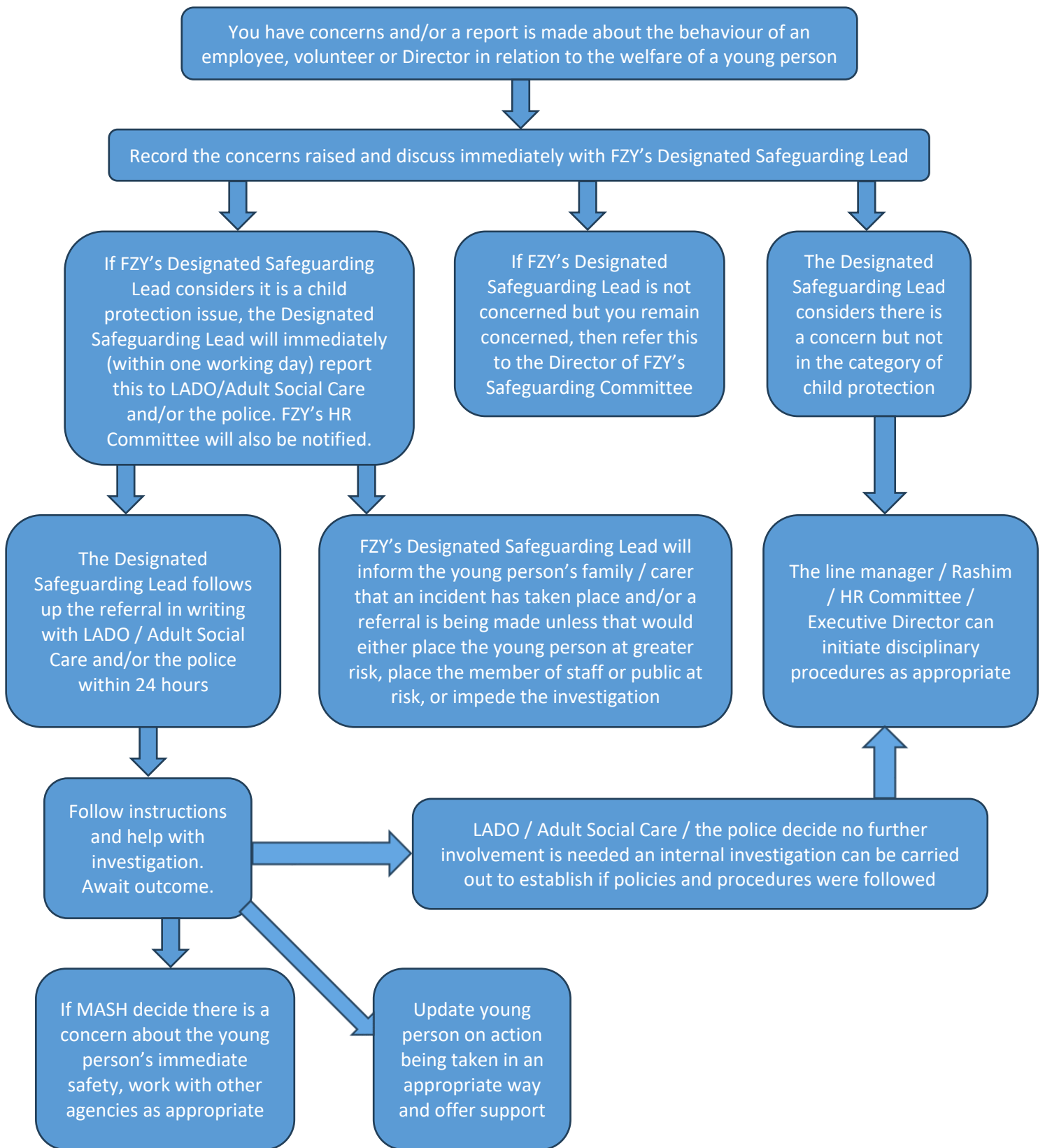
What to do if you suspect or witness the abuse of a young person



What to do if a young person tells you about abuse (disclosure)



What to do if an allegation of abuse involves staff, employees or Directors



Appendix 7: Health and Safety Policy

Policy Statement

Although FZY's ideology and values are central to its existence and what it wants to achieve, none of this can happen if FZY's Chanichim and Tzevet are not safe, well and protected. FZY will take all reasonable steps necessary to provide a healthy and safe environment across all its Programmes and will comply with all statutory obligations as a minimum standard.

It is the duty of everyone who is part of the FZY Tzevet to take care of their own health and safety and that of others who could be affected by their acts or omissions. In addition, all Directors and those on the FZY Tzevet have a duty to bring to the attention of FZY any failings in the arrangements made for health and safety. FZY's health and safety policy can only be effective if there is commitment by FZY staff, volunteers and Directors.

It is FZY's policy, so far as is reasonably practicable:

- to provide and maintain both equipment and systems of work that are safe and without risks to health.
- to provide such information, instruction, training and supervision as is necessary to ensure the health and safety of Chanichim, Tzevet, Directors and visitors.
- to maintain any place of work, volunteering or activity under the FZY's control in a condition that:
 - provides and maintains means of access to and exit from it that are safe.
 - maintains an environment for Chanichim, Tzevet, Directors and visitors that is safe and risks to health are managed appropriately and is adequate as regards facilities and arrangements for their welfare.
- to provide such protective equipment as is required by risk assessment for health and safety needs.
- to encourage FZY Tzevet and Directors to set high standards of health and safety by Dugma Ishit, in order that there is a mindset which accepts good health and safety practice as normal.
- to monitor the effectiveness of health and safety provisions within FZY, in consultation with appropriate authorities, Directors, staff and volunteers.
- to make sure FZY Directors are given regular Health and Safety updates and have access to this policy at all times.
- to keep the FZY health and safety policy under regular review.

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.

- **“FZY”** is an abbreviation for the Federation of Zionist Youth UK. 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.
- **“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.
- **“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.
- **“Rakaz”** (singular) / **“Rakazim”** (plural) refers to the senior coordinators of all genders who supervise the Madrichim and have greater responsibilities at FZY Programmes.
- **“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.
- **“Tzevet”** (singular) / **“Tzvatim”** (plural) refers to the staff or a collective group of Madrichim, Rakazim and Rashim who share responsibility for an FZY Programme or FZY as a whole.
- **“Kvutsa”** (singular) / **“Kvutsot”** (plural) is a group or team of Chanichim that FZY have designated as such within an FZY Programme.
- **“Dugma Ishit”** is a Hebrew term that means personal example and is a mantra FZY hold dear for its Madrichim, Rakazim and Rashim.
- **“Programme”** in this document will refer to every activity, event, seminar, camp, residential experience, tour and/or travel programme that FZY operates.
- **“Directors”** refers to the Board of Directors of the Federation of Zionist Youth UK as listed at Companies House.
- **“Movement Workers”** refers to the sabbatical movement and shlichim (Israeli emissaries) teams who are responsible for organising and facilitating FZY’s Programmes.

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

Legal Framework

Legislation like [The Health and Safety at Work etc. Act \(1974\)](#) are the primary laws which determine everyone’s health and safety responsibility at work. The Act covers all our possible places of work i.e. the FZY Office(s), home, at FZY Programmes and FZY-related travelling, and aims to minimise every

hazard so that employees, volunteers and the public are protected from dangers arising from FZY's work. If you or FZY neglects their duties, you or FZY could be committing a criminal offence and subject to fines or imprisonment via the [Health & Safety \(Offences\) Act 2008](#).

Key Roles and Responsibilities

Board of Directors

As per the [Management of Health and Safety \(at work\) Regulations 1999](#) FZY has many responsibilities under the laws. FZY's Board has ultimate responsibility for health and safety matters at FZY but will delegate day-to-day responsibility to the Executive Director.

The FZY Board has a duty to take reasonable steps to ensure that chanichim and Tzevet are not exposed to risks to their health and safety. This applies to activities at an FZY Programme, at the FZY office or in another FZY environment. The FZY Board also has a duty to:

- Assess the risks to staff and others affected by FZY's Programmes in order to identify and introduce the health and safety measures necessary to manage those risks.
- Inform staff and the FZY Tzevet about risks and the measures in place to manage them

Executive Director

The Executive Director is responsible for health and safety day-to-day. This involves:

- Implementing the health and safety policy.
- Ensuring the FZY Tzevet is large enough to safely supervise the Chanichim.
- Ensuring the FZY Office and other sites used during an FZY Programme are safe.
- Providing adequate training for FZY staff and volunteers.
- Reporting to the FZY Board on health and safety matters.
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held.
- Ensuring that in their absence, health and safety responsibilities are delegated to another senior member of staff.
- Ensuring all risk assessments are completed and reviewed.
- Set a positive Dugma Ishit.

In the Executive Director's absence, the Mazkir/a assumes the above day-to-day health and safety responsibilities.

Rashim, Rakazim and Movement Workers

Rashim, Rakazim and Movement Workers will:

- Ensure that health and safety is a standard item on the agendas of Programme Tzevet meetings where needed.

- Produce Programme health and safety risk assessments which follow the conventions of FZY's Health and Safety Policy.
- Ensure that the FZY Programme Tzevet are made aware of health and safety information relevant to them.
- Be directly responsible to the Executive Director or the Mazkir/a in their absence to have overall day-to-day responsibility for the implementation and operation of FZY's Health and Safety Policy within their relevant Programmes and areas of responsibility.
- Inform the proprietors of the building/site being used on a Programme of the nature of activities that will be conducted within those premises during the Programme. They must receive approval from the site that these activities can happen safely, whether there are any restrictions on these activities, and that these fall within the insurance of the site.
- Check that all activities carried out are within the Programme they are responsible for are covered by FZY's insurance policies.
- Suspend any activity which is considered to constitute an immediate danger. The circumstances should then be fully investigated and the activity is not allowed to continue until the appropriate remedial actions have been implemented.
- Ensure the policy is implemented properly and that any delegated duties are correctly performed.
- Ensure that all agreed actions are implemented as soon as practicable.
- Set a positive Dugma Ishit.
- Report any problems or improvements to this policy to the Executive Director.

FZY Tzevet

The FZY Tzevet have a duty to take care of Chanichim in the same way that a prudent parent would do so. The FZY Tzevet will:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at FZY.
- Cooperate with FZY on health and safety matters.
- Act in accordance with training and instructions.
- Perform any necessary duty which is required by law.
- Inform the appropriate person (normally a Rakaz or Rosh of a Programme) of any situation representing a serious and immediate danger so that remedial action can be taken.
- Model safe and hygienic practice for Chanichim.

- Set a positive Dugma Ishit.

Chanichim

Although Chanichim are not staff or volunteers of FZY and have no specific responsibilities in legislation, FZY has expectations of appropriate behaviour by them. Chanichim are expected to:

- Comply with FZY's rules and Code of Conduct relating to general behaviour.
- Take note of and comply with information provided for safety with regards activities undertaken.
- In cases of emergency to remain quiet, follow procedures and comply with instructions given by the FZY Tzevet or other authorities.
- Not to misuse anything provided for health and safety purposes.

Security

At the FZY Office

Maccabi GB, FZY's landlords at its office, hold the primary responsibility for the security of the office both in and out of opening hours. They are responsible for visual inspections of the site, and for the fire and other alarm systems. The Executive Director, Mazkir/a and other senior staff where relevant will be the emergency contacts and will respond if needed.

On FZY Programmes

The Rosh of each Programme is responsible for the security of that specific Programme. They are responsible for liaising with the CST if the Programme will be occurring partially or fully within the UK, and/or another Jewish/Israeli security agency such as the security department of JAFI or the Cheder Matzav for Programmes occurring partially or fully outside of the UK.

Based on a risk assessment the Rosh of a Programme will conduct during the preparations of that Programme, which must include consultation with a security organisation as noted above, a full security plan will be drawn up. This security plan must be sent to and approved by the Executive Director in enough time prior to the start of the Programme to allow for any adaptations to be implemented and any infrastructure to be set up. Everyone responsible for any of the elements of the security plan must be shown and trained on this in advance of the Programme commencing.

Basic Fire Procedure

On Discovering a Fire

- Raise the alarm and operate the nearest fire alarm.
- Call 999 from a safe position.
- Help with evacuation of the building if you can.
- Only tackle fires using the correct fire extinguisher provided if you have been trained and feel confident enough, and without taking any personal risks.
- Do not enter smoke filled rooms and never let a fire or smoke get between you and the exit.

- You must NOT attempt firefighting. If you feel that a fire is becoming out of control, get out and leave it to the fire brigade. You are more important than the property.

If a Fire Alarm Sounds:

- Leave the building by the nearest exit immediately, without using lifts.
- Make sure all doors and windows (time permitting) are closed.
- Go to the fire assembly point, where the fire marshal will complete a roll call.
- Do not stop to pick up personal possessions on the way out.
- Do not re-enter the building until given the go-ahead by the fire marshal or fire brigade.

Fire Precautions

Observe good fire precautions at all times, such as:

- Clear escape routes, free from boxes or rubbish.
- Fire doors should be kept closed and not obstructed.
- Do not accumulate waste or rubbish - clear it promptly and don't assume someone else will do it.
- Safely store potential hazardous materials or flammable liquids.
- All electrical equipment is safely connected to the appropriate mains supply.
- Electricity mains or higher voltage equipment should be switched off when not in use.
- Those with physical disabilities are encouraged to take part in all practice fire drills and ensure that there are arrangements for their evacuation in an emergency.
- Remember that faulty equipment and any fire hazard or condition that could be a potential fire hazard should be brought to the attention of your manager.

Practice fire alarms are sounded and a fire practice facilitated towards the start of each FZY Programme assuming this can be facilitated by the site. It is important for people to be familiar with the sound of the alarm and react as they would in a real situation.

Practices of the fire alarm will occur in the FZY office according to the schedule of Maccabi GB. However, if the fire alarm hasn't been tested for at least 3 months, it will be requested of them to do so.

FZY operates a no smoking policy at its office and across all its Programmes. If a bonfire or other activity that requires kindling a fire is wanted by the Rashim of the Programme, then they need to both conduct a risk assessment on this and get this approved by the management of the site, following all the guidelines they have in place for activities such as this.

Good Housekeeping

- A basic requirement for ensuring the health and safety of all people is an organised, tidy environment. It is everyone's responsibility to ensure good housekeeping. This includes Chanichim in addition to FZY Tzevet.
- Hazards can be reduced if floors, passages and stairs are kept clear of goods, obstructions and trailing leads. A rubbish bin, for example, should not be allowed to obstruct an area as it is a potential source of injury and can impede evacuation in the event of a fire.
- It is everyone's responsibility to make sure that wastepaper is thrown into a recycle bin. All rubbish must be cleared away regularly. Broken glass or other sharp objects must be disposed of carefully and never left exposed in a wastepaper bin. Particular attention must also be paid to the storage of paper and other combustible materials.
- Do not overload the top drawers of filing cabinets and desk drawers or open more than one drawer at a time as this may cause the cabinet or drawer to tip over. Bottom drawers of filing cabinets and desk drawers should not be left open as this creates a tripping hazard. No trailing cables and leads from a computer or telephone, for example, which could cause a tripping accident should be present.
- Furniture which is broken or in some other way unsafe must immediately be taken out of use or effectively repaired.
- To gain access to high shelves, secure stools or step ladders should be used. Someone should never climb on boxes or chairs.
- Spilt liquids can cause accidents. Always clear up spillages immediately and use a 'wet floor' sign or something similar to inform others of the potential danger.
- Windows or vision panels in doors should never be obscured. Doing so could cause a collision with someone coming the other way.
- If a potential hazard is noticed, do not assume that someone else is dealing with the problem. Take action by reporting it to a Rakaz, Rosh or Movement Worker.
- On stairways it is important to walk in single file, keeping to the left.
- Whatever the urgency, no one should ever run along corridors.

Lifting Objects

Lifting objects of any size the wrong way can cause serious back injuries and strains. If a person's job involves lifting, they should be trained in proper lifting techniques. Here are guidelines for lifting which FZY Tzevet must always follow to prevent injury.

- Never attempt to lift a weight beyond your own capacity. Always take into consideration the size, shape of the load, the height at which you will have to lift and your own physique. Seek help if the load is too heavy or awkward for to deal with on your own. Make full and appropriate use of the available lifting and handling aids, e.g. trolleys.

- Before lifting, look for protruding sharp edges, notches, grease or anything that may weaken grip or injure a hand. If possible, wear appropriate gloves and avoid the difficulties of handling heavy items in a cramped space. Plan the lift and route to be taken in advance to make sure it is safe to undertake.
- Feet must be adjusted to a comfortable and well-balanced position to provide a firm base for the lift. Tilt the object to test its weight and enable you to reach the bottom corner. At the point of lifting always raise your head first, allowing your legs to take the strain. The whole movement should be a smooth continuous action and you must never lift when your spine is twisted.

Smoking

It is the policy of FZY that its office and its immediate perimeter is smoke free, including e-cigarettes or vapes. This includes any FZY vehicles or vehicles being rented by FZY.

Tzevet on any of FZY's Programmes are requested not to smoke when in view of Chanichim or visitors and to only use designated smoking areas if the site being used has these. If there are no designated smoking areas, Tzevet are required to leave the site and its perimeter to smoke.

Medical Responsibility and Forms

All Chanichim, or a parent/guardian if the Chanich is under 18, are required to complete a medical form before attending an FZY residential Programme or any other Programme FZY deems it necessary for. It is the responsibility of the FZY administrative team to make these forms available, the responsibility of the Rosh of each Programme to ensure these forms have been completed before accepting a Chanich onto a Programme, and the responsibility of the Chanichim, or a parent/guardian if the Chanich is under 18, to complete the medical form truthfully and in full by the deadline date provided by FZY.

It is the responsibility of a Chanich, or a parent/guardian if the Chanich is under 18, to inform FZY in writing of any condition which may affect the Chanich at a Programme even in cases where a medical form is not requested.

Whilst it is the responsibility of the Chanich, or a parent/guardian if the Chanich is under 18, to have completed a medical form and have this form submitted to FZY, the Rosh of each FZY Programme should ensure that these completed medical forms are available during the Programme to the relevant people within the Tzevet.

Overall Wellbeing for Chanichim

FZY will provide its Tzevet with relevant and at times confidential information about Chanichim during its Programmes. This information may 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. In some cases, FZY may also provide its Tzevet with care plans which may outline specific guidance to support the wellbeing of individual Chanichim.

FZY will ensure that Chanichim are aware of their responsibilities and expectations with regards to their own physical health, mental health and general wellbeing. A non-exclusive list of ideas for the Tzevet to help maintain healthy wellbeing for the chanichim may include the following:

- Encouraging Chanichim to take an additional piece of fruit at breakfast and keep it with them during the day for if they are hungry and want a snack later in the day.

- Enforce an early curfew when the Chanichim seem tired.
- To allow Chanichim to miss certain activities if they are would benefit from a break.
- Encourage Chanichim to sleep during long journeys.

Overall Wellbeing for the Tzevet

The Tzevet must disclose at least three months in advance of the start of a Programme any information which may impact their ability to perform any of the roles which are required of them. The Tzevet must disclose appropriate details of any condition which may have a moderate to severe impact on their ability to perform their role. FZY will seek to provide all reasonable adjustments and support to ensure that the Tzevet can fulfil their roles adequately without harming their own physical health, mental health and wellbeing.

The Tzevet are responsible for seeking support for their health and wellbeing during an FZY Programme. They may do this by several courses of action, which include (but are not exclusive to):

- Alerting a Rakaz, Rosh or Movement Worker and seeking their advice.
- Discussing their health with their Tzevet and arranging an appropriate time to seek professional support (e.g. attending a clinic).
- Drawing upon their own personal resources where these exist (e.g., personal doctors and or mental health professionals).
- Arranging appropriate times to ensure that they sleep, eat and rest sufficiently to be able to fulfil their role in liaison with their Rakaz, Rosh or Movement Worker.
- Ensure that rest is taken both before and after a Programme, as the experience may be physically demanding.

The Tzevet shall not share details about their own physical health, mental health and wellbeing with Chanichim during or after Programmes.

First Aid

The arrangements for first aid provision will be adequate to cope with all foreseeable incidents.

The number of certified first aiders will not, at any time, be less than the number required by the law. The Rosh of each Programme will ensure this is met within the Programme they are responsible for. First aiders must be qualified to the minimum standard of a First Aid at Work certification or an equivalent qualification for non-UK based Programmes.

In order to administer first aid treatment, Tzevet must be qualified first aiders and must act both in accordance with their training and within the guidelines of this policy.

Supplies of first aid material will be held at both at the FZY office and on the premises of all FZY Programmes. The locations of these first aid supplies will be determined by the Rosh of the Programme. These supplied will be prominently marked and all the FZY Tzevet will be advised of their position. The supplies will be checked regularly and any deficiencies made good without delay.

Adequate and appropriate first aid provision will form part of the arrangements for all FZY's Programmes. First aid boxes should contain only equipment that can be used. It is the responsibility of the designated first aider to ensure that the first aid box is complete.

To avoid the spread of infection, disposable gloves should be worn when administering first aid.

A record will be made of each occasion any Chanich, anyone on the FZY Tzevet or any other person receives first aid treatment either as part of an FZY Programme or in the FZY office.

Medication

Any medication that is administered should be, wherever possible and legally allowed, administered by the designated first aider or another member of staff who has a first aid qualification should the designated first aider not be on site or is otherwise unavailable.

No tablets, creams, lotions, plasters or medication of any kind should be administered to Chanichim under the age of 18 without parents' prior agreement. Wherever possible, agreement will be sought from parents for their general approval prior to the Programme commencing so as to not slow down the delivery of the medication when it is required.

If a Chanich brings medication to an FZY Programme, written or verbal permission should be obtained from them, or their parent/guardian if the Chanich is under 18, detailing the appropriate dosage.

The Rosh of each Programme will nominate one member of staff from the Tzevet who is responsible for medication during the Programme. This responsibility includes carrying non-prescribed medication and keeping all medication in a safe environment. Exceptions to this are outlined in the Terms and Conditions of specific Programmes and generally relate to inhalers for asthma, insulin for diabetes, and EpiPens (or non-branded equivalents) for allergies.

Records of all medication given must be added to FZY's CPOMS reporting system. At the end of the Programme, all incidents and files will be archived through the secure CPOMS system unless there are still active cases, at which point they will remain active until such time that the case is closed.

Receiving External Medical Care / Healthcare

Visitation to a qualified medical professional, includes (but is not exclusive to) clinics, hospitals, walk-in centres, home-visit doctors, mental health professionals, social workers, or other qualified professionals whose role is primarily for the care of a Chanich.

FZY will contact the relevant parent/guardian when a Chanich receives external medical care. All efforts will be made to make contact prior to any treatment being administered. However, FZY recognises in emergency situations this may not be possible and any care should not be delayed due to being unable to communicate with a parent/guardian.

In the event that FZY are unable to make contact with the parent(s)/guardian(s) and any of the supplied emergency contacts, FZY may should consent to medical treatment as advised by medical consultants.

If a Chanich is admitted to a hospital, it is at the discretion of the Rosh of the Programme in coordination with the Executive Director to decide at which point the parent(s)/guardian(s) of the

Chanich are required to come to the hospital and take responsibility for their child. In most cases, this will happen as soon as is practicable. Until that time, FZY will remain in loco parentis.

Chanichim under the age of 18 may not be unaccompanied at any time, except where they may choose to speak in confidence with a medical professional.

The Rashim and Rakazim must be always aware of the whereabouts of Madrichim in their Tzevet, for example, if a Madrich is accompanying a Chanich to visit a medical professional.

Madrichim may only accompany Chanichim to a medical professional via routes and modes of transport which have been approved by the relevant Rakazim, Rashim and/or Movement Workers.

Madrichim accompanying Chanichim to a medical professional must:

- update the relevant FZY staff to receive approval for prescriptions, including receiving parental consent to administer any non-emergency medication where needed.
- ensure that they take the relevant medical information, medication and insurance information with them and to alert all medical professionals about any relevant medical information.

Accident and Incident Reporting

It is a legal requirement for all accidents to be reported and investigated. If you have an accident at an FZY Programme or whilst at the FZY office, no matter how trivial it seems, you must report it.

An accident or incident must be reported within 24 hours. If you are unable to do this, it is acceptable for someone else to complete this on your behalf. On receipt of this report, the Rosh of the Programme, or someone appropriate who they delegate to do this on their behalf, will investigate the circumstances of the accident. Corrective action should be taken to prevent a reoccurrence and this corrective action should also be reported.

All relevant people on a Tzevet should be aware of how to access the CPOMS reporting system and be trained on how and when to use it before the start of the Programme.

Accidents

All accidents sustained by Chanichim, FZY Tzevet and visitors on an FZY Programme or in FZY's office which involve injury will be recorded on FZY's CPOMS system. Examples of accidents to include within the CPOMS system include, but is not limited to when a Chanich:

- is bruised or scratched.
- requires and receives first-aid attention.
- breaks a bone.
- has a concussion.

Near Miss Incidents

Any near miss incident, which is an incident with the potential to have caused injury to a person or damage to property, will be recorded on FZY's CPOMS system.

Behaviour Incidents

These include violence, bullying and harassment incidents and will be recorded by the using FZY's CPOMS system. The relevant Rakaz or Rosh will be informed of these incidents who will act on the information as appropriate.

Other Reportable Incidents

In addition to accidents, near miss incidents and behavioural incidents, the FZY Tzevet should report on the CPOMS system anything relating to medical, welfare and safeguarding issues. This can include, but is not limited to a Chanich:

- is given any medication, including prescribed medication.
- has an appointment with any medical professional, including nurses, doctors, specialists or mental health professionals.
- reports any illness, injury or other issue relation to their physical or mental health or their general wellbeing.
- is struggling with their wellbeing, for example feeling anxious, depressed or homesick, or is not eating at mealtimes.
- any disclosure or safeguarding concerns.

Reporting to the Board

The Executive Director will report to the Board, as soon as is reasonably practicable and in any event within 10 days of the incident, accidents that include:

- Death.
- Specified injuries, which include:
 - Fractures, other than to fingers, thumbs and toes.
 - Amputations.
 - Any injury likely to lead to permanent loss of sight or reduction in sight.
 - Any crush injury to the head or torso causing damage to the brain or internal organs.
 - Serious burns (including scalding).
 - Any scalping requiring hospital treatment.
 - Any loss of consciousness caused by head injury or asphyxia.
 - Any other injury which leads to hypothermia or heat induced illness that requires resuscitation or admittance to hospital for more than 24 hours.
 - Injuries where someone is unable to perform their normal duties for more than 7 consecutive days.
 - Where an accident leads to someone being taken to hospital.
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events include, but are not limited to:
 - The accidental release or escape of any substance that may cause a serious injury or damage to health.
 - An electrical short circuit or overload causing a fire or explosion.

Staff Ratios

- Not everyone on the Tzevet is classified as an adult. If young people are helping to supervise younger children only people 18 or over will be classified as an adult when calculating adult to child ratios.
- There is no specific guidance about supervision ratios for organisations like FZY that are not within the education or early years sectors. Should any of FZY's Programmes necessitate a certain ratio of adults to young people, then FZY will commit to having this number of adults present at a minimum.
- FZY Programmes currently only cater for Chanichim who are aged 11 or over. As such, the adult to child ratios that FZY will commit to providing take this into account.
- FZY endeavours to provide a ratio of at least one adult for every eight Chanichim under the age of 18, i.e., for 16 Chanichim there will be two adults.
- Where this staffing level is neither possible nor practical, the ratio should not exceed:
 - 1:10 in high-risk activities, i.e. kayaking, water sports and adventure activities.
 - 1:12 in medium-risk activities, i.e. outings in public places.
 - 1:15 in low-risk activities, i.e. activities contained within a building or other area restricted to FZY and FZY authorised personnel, such as leadership training, camps, coach travel, etc.

Note that certain activities or Programmes may have their own specific supervision ratios.

- Where possible:
 - Two adults should be present at all times.
 - In mixed groups, at least one adult of each sex should be present.

Risk Assessment

FZY seeks to manage effectively the risks associated with its Programmes and day-to-day operations. This is undertaken by the Rosh of each Programme and by the Executive Director for work in the office. The minimum requirements for FZY risk assessments are:

- Identify hazards, i.e. anything that may cause harm.
- Decide who may be harmed, and how.
- Assess the risks and take action.
- Make a record of the findings.
- Review the risk assessment.

Rakazim, Rashim and Movement Workers are responsible for ensuring that the staff and volunteers they work with are appropriately trained and aware of risks that impact on the Programme they are supporting and/or their daily work. New Rakazim, Rashim and Movement Workers should familiarise themselves with the content of this policy and the associated documents and be appropriately trained or qualified.

A risk assessment template can be found in Appendix 1.

Insurance

Although FZY should be acting at all times in the best interests of its Chanichim to ensure their safety and wellbeing, due to legislation and in some cases best practices FZY will take out certain insurance policies to protect itself and its members from a variety of different eventualities.

- It is the responsibility of the Board to determine which insurance policies FZY should hold. Currently FZY have the following insurance policies in place:
 - **Employers Liability Insurance** – This protects FZY from legal claims filed by workers who have experienced a job-related injury or illness.
 - **Public Liability Insurance** – This policy protects FZY if a Chanich or member of the public claims they have been injured, or their property damaged, because of an FZY Programme.
 - **Tour Operators Insurance** – This insurance is designed to defend FZY if it is accused of failing to supply what the customer was expecting, or if something goes wrong on the trip for which the traveller holds FZY responsible.
 - **ATOL License** – This protects FZY’s consumers of its travel abroad Programmes should FZY or one of its key suppliers go bankrupt.
 - **Director and Officer’s Insurance** – This policy protects both the Directors and FZY Tzevet, both paid and voluntary, who help to facilitate FZY Programmes if a lawsuit is brought against them.
 - **Group Business Travel Insurance** – Covering certain cancellation, curtailment and baggage claims on FZY’s travel Programmes.

Appendix 8: Behaviour & Anti-Bullying Policy

Policy Statement

FZY believes in providing a safe and inclusive environment for all its members, Chanichim, Madrichim, staff, volunteers and Directors. To achieve this FZY requires a certain standard of behaviour on all FZY Programmes, so an environment can be produced that is conducive to operate meaningful and safe programming.

The FZY Tzevet and Chanichim should work together to establish and maintain an environment which emphasises positive behaviour, and where care and concern for others are valued. Behaviour management is an integral part of FZY's education which imparts appropriate and relevant social and life skills to all Chanichim. This enables Chanichim to participate fully in the home, school and community life and prepares them for the responsibilities of adult life within society.

We expect Chanichim to be well behaved in and out of an FZY environment. This includes travelling to and from FZY Programmes. Where it is deemed that the behaviour of a Chanich outside of FZY Programming has brought FZY into disrepute, then FZY may implement appropriate sanctions in line with our Behaviour Policy. FZY is an established and respected organisation with the British Jewish community. The high standards that FZY have and continue to set should be present throughout the time Chanichim and Tzevet are in FZY.

Whilst we try to avoid sanctions wherever possible, FZY does reserve the right to take reasonable action in cases of disruptive, anti-social or persistent bad behaviour. FZY reserves the right to exclude any Chanich, Madrich, Rakaz, Rosh, employee, volunteer or Director that they consider unsuitable for the Programme.

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.

FZY Vocabulary

- **"FZY"** is an abbreviation for the Federation of Zionist Youth UK. 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.
- **"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.
- **"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.
- **"Rakaz"** (singular) / **"Rakazim"** (plural) refers to the senior coordinators of all genders who supervise the Madrichim and have greater responsibilities at FZY Programmes.

- **“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.
- **“Tzevet”** (singular) / **“Tzvatim”** (plural) refers to the staff or a collective group of Madrichim, Rakazim and Rashim who share responsibility for an FZY Programme or FZY as a whole.
- **“Kvutsa”** (singular) / **“Kvutsot”** (plural) is a group or team of Chanichim that FZY have designated as such within an FZY Programme.
- **“Dugma Ishit”** is a Hebrew term that means personal example and is a mantra FZY hold dear for its Madrichim, Rakazim and Rashim.
- **“Programme”** in this document will refer to every activity, event, seminar, camp, residential experience, tour and/or travel programme that FZY operates.
- **“Directors”** refers to the Board of Directors of the Federation of Zionist Youth UK as listed at Companies House.
- **“Movement Workers”** refers to the sabbatical movement and shlichim (Israeli emissaries) teams who are responsible for organising and facilitating FZY’s Programmes.

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

Aims of this Policy

FZY aims to:

- promote the highest possible degree of consensus about standards of behaviour among the Tzevet, Chanichim, and parents.
- provide clear guidance to the Tzevet, Chanichim, and parents about standards of behaviour and their application.
- encourage the Tzevet to recognise and praise good behaviour as well as deal with inappropriate behaviour and notify parents of successes and problems.
- develop rewards and sanctions to reinforce positive behaviour and challenge inappropriate behaviour, ensure that rewards and punishments are fairly and consistently applied and that they are appropriate to the situation.
- promote tolerance and consideration for others regardless of race, gender, perceived ability, age, appearance, sexual orientation, or disability and develop appropriate strategies to eradicate bullying.
- ensure the safety and wellbeing of Chanichim, the Tzevet and the public.
- allow Chanichim to develop and demonstrate positive abilities and attitudes.

- teach Chanichim to have self-control, to take responsibility and be accountable for their own actions and to make the distinction between minor and more serious misbehaviour.
- teach Chanichim to take care of and respect their environment and community.
- give Chanichim every opportunity to take responsibilities and to make a full contribution to improving behaviour in FZY.

Key Roles and Responsibilities

Directors

It is the responsibility of the Directors to establish a policy and procedure for behaviour and discipline and to monitor the effects of the procedure.

Rashim, Rakazim and Movement Workers

It is the responsibility of the Rashim, Rakazim and Movement Workers to:

- encourage and foster acceptable standards of behaviour, good personal relationships, and a respect for the individual.
- address promptly any breaches of good conduct and behaviour, using informal procedures where possible but implementing formal procedures where necessary.

Tzevet

It is the responsibility of everyone on the Tzevet to familiarise themselves, and comply, with this policy and procedure in accordance with relevant professional standards. The Tzevet should:

- be punctual for activities.
- ensure that Chanichim enter and leave sessions in an orderly manner.
- display good group and behavioural management.
- establish a stimulating and engaging informal educational environment.
- provide adequate supervision during Programmes.
- be courteous and polite to Chanichim, avoiding the use of sarcasm or scathing remarks.
- praise, encourage and reward Chanichim wherever possible and consequently encourage appropriate behaviour rather than just relying on negative sanctions.
- make it obvious that each Chanich is of equal importance and ensure that praise, rewards, and sanctions are used equitably.
- seek further help and guidance from other members of the Tzevet and regard this as an appropriate strategy rather than an admission of failure.

The Tzevet should recognise that through their own behaviour and manner they will demonstrate and encourage high standards.

Chanichim

It is the responsibility of Chanichim to develop positive relationships at FZY and demonstrate acceptable standards of behaviour, good personal relationships, and a respect for the individual.

Parents

It is the responsibility of parents/guardians to support FZY in encouraging and fostering in their children, acceptable standards of behaviour, good personal relationships, and a respect for the individual.

Promoting Positive Behaviour

FZY promotes the following positive behaviours to Chanichim within FZY Programming:

- That the schedule runs to time with Chanichim.
- That Chanichim engage actively in the activities and programming.
- That Chanichim respond to instructions immediately.
- That Chanichim act with respect when they have something to say and not to talk out of turn or over others.
- That Chanichim actively listen to the speaker.
- That Chanichim always try their hardest; that they engage with FZY's activities rather than stepping back.
- That students conduct themselves with light and honour; that they treat everyone with compassion, respect and kindness.

Code of Conduct

Chanichim on an FZY Programme are required to take full responsibility for themselves and their actions. The following outlines the Programme's Code of Conduct and sets out the expectations and minimum standards of behaviour. It emphasises respect for, and tolerance of, others, as its main concern, though it is also for the protection of the Chanichim. Remember that all Chanichim are always expected to behave appropriately and are also expected to be self-disciplined; if members of the Tzevet need to enforce disciplinary measures, it is essential that the Tzevet are treated with respect. In return, Chanichim have a right to expect that the above will be reciprocated in so far as the Chanich will be treated with respect and fairness.

Be aware of authorities that supersede this statement - most particularly the laws of the UK or the country the Programme is happening in and its law enforcement agencies, and the rules of institutions whose services FZY use.

Upon applying to the Programme, the Chanich and the Parent/Guardian (if the Chanich is under 18) will be required to agree to this Code of Conduct.

Violations of the Code of Conduct may result in dismissal from the Programme, which is at the sole discretion of FZY. In these circumstances, the Chanich and/or Parent/Guardian (if the Chanich is under 18) will be liable for all costs relating to the expulsion and no refund related to the price of the

Programme will be given. If additional costs are incurred, the Parent/Guardian will be required to pay these within one month from dismissal from the Programme.

Please note that FZY reserve the right to reject any applicant from the Programme if any of the behaviour below is displayed prior to the Programme.

Mutual Respect and Group Responsibilities

Chanichim are part of a group. During the Programme Chanichim will be based at educational campuses, activity centres, hostels, hotels and will likely visit other sites. There will always be other people around, who may be families with children of all ages trying to live their daily lives or Chanichim on other Programmes. We expect that Chanichim will always conduct themselves in a manner that is respectful of others.

By signing up for the Programme the Chanich is committing to attend, be involved and participate fully and positively in all aspects of the Programme and group activities. Another expectation of all Chanichim is cooperation with FZY and particularly with, though not limited to, the Madrichim and others on the Tzevet. This can include helping to load buses, appearing at the appointed places on time, accepting responsibilities when so assigned, etc. Failure to cooperate with any and all those on the Tzevet may result in the removal of the Chanich from the Programme.

Looking after the Environment

Chanichim are responsible for maintaining their accommodation which must be left in exactly the same condition as it is found. Any damage resulting in costs caused by Chanichim, including graffiti or other supposed artwork (even if added to graffiti that is already there) and/or incidents requiring additional cleaning will result in a charge to the Chanich and will be treated as a disciplinary issue. In addition, Chanichim have an individual and collective responsibility to maintain all areas of the accommodation in which they are staying and the private transport they use.

Should the Chanich cause wanton damage, the Chanich and/or Parent/Guardian will be liable to cover all direct and/or indirect costs incurred, and to reimburse FZY immediately as required. In cases of reasonable doubt and where the responsible Chanichim decline to come forward and admit their actions, the costs of any damage may be distributed amongst the relevant / all group Chanichim.

Activities

Unless otherwise indicated, all activities are mandatory. Chanichim must contribute to all activities and Programmes to the best of their ability. On occasion there are off-site activities that are part of the Programme.

Alcohol

The purchase, possession or consumption of any alcoholic beverages is illegal and completely forbidden on FZY Programmes. If Chanichim are found in possession of alcohol it will be immediately confiscated. Those caught in possession and/or those found to have purchased or consumed alcohol at any point during the Programme, including during a family visit, should expect to be removed from the Programme. In these cases, the dismissal of the Chanich from the Programme and subsequent return home is at their own expense and without refund, and this decision will be at the sole discretion of FZY. In these circumstances, the Participant and/or Parent/Guardian (if the Participant is under 18) will be liable for all costs relating to the expulsion and no refund relating to the price of the Programme will be given.

If any medical attention required as a direct or indirect result of the consumption of alcohol on an FZY Programme will not be covered by the health insurance provider, the Parent/Guardian will be responsible for all the associated costs of treatment to the Chanich.

Antisocial Behaviour

FZY have a zero-tolerance policy towards anti-social, sexist, racist, homophobic or otherwise negative behaviour. We classify the following as examples of serious anti-social behaviour (this is not an exhaustive list): Bullying, Violence, Racism, Abusive Language, Sexism, Homophobia, Physical, Emotional, Sexual Abuse or Harassment directed towards Chanichim, Tzevet or anyone with whom they come into contact.

Every Chanich on the Programme has an equal right to experience the Programme fully, free from any bullying, ridicule, harassment or abuse of any kind. Any Chanich who mistreats another member of the group will be disciplined in an appropriate manner according to the discipline procedure outlined in this document. In serious cases of anti-social behaviour, a Chanich will be sent home from the Programme at the sole discretion of FZY. In these circumstances, the Chanich and/or Parent/Guardian (if the Participant is under 18) will be liable for all costs relating to the expulsion and no refund related to the price of the Programme will be given.

The social environment created on an FZY Programme is designed to be a safe space for both Chanichim and Tzevet, as well as anyone with whom the group comes into contact with. Below you will find further explanations regarding Sexual Harassment and Bullying, though anti-social behaviour is not limited to these exclusively.

Participants are forbidden from carrying weapons.

Appropriate Clothing

FZY want to create a safe and comfortable atmosphere for its Programmes. FZY believes that the way that people dress affects the atmosphere and the way that they interact with one another. Therefore, FZY expect all Chanichim to avoid wearing the following:

- Hot pants (shorts must be at least halfway between the waist and the knee, or longer)
- Low cut tops (no cleavage should be on show)
- Crop tops (no midriffs should be on show)
- Clothing with an inappropriate design (alcohol, drugs, sexual references, inappropriate language and/or images, etc.)

On hot days, when activities are outside, Chanichim will be expected to wear t-shirts with sleeves that cover their shoulders in order to avoid sunburn. If Chanichim are seen to be dressed inappropriately on a recurring basis it may result in disciplinary action.

Chanichim should not bring expensive or valuable items to the Programme. FZY will accept no responsibility for any loss or damage that occurs to items during their time on the Programme.

Bullying

There is no legal definition for bullying. However, it is usually defined as behaviour by an individual or a group that is repeated and is intended to hurt an individual or a group of people either

physically or emotionally. Bullying is often aimed at certain groups, for example because of their race, religion, gender, sexual orientation or any other aspect of a person including their background, personality, appearance or disability.

Bullying can take many forms and can include, but is not limited to:

- Social exclusion (excluding, ostracising or ignoring other members of the group)
- Cyberbullying (bullying via mobile phones or online, e.g. social media, instant messenger etc.)
- Teasing
- Name-calling
- Physical assault
- Making threats

FZY does not tolerate bullying in any form. All young people taking part in an FZY Programme have the right to enjoy their time with the movement in an environment which is free from intimidation and any form of bullying.

Viral Pandemics

During the time of the Programme guidelines may be introduced relating to testing, the wearing of masks, bubbles, vaccinations, hygiene, and social distancing to protect Chanichim and Tzevet from viral pandemics. FZY reserve the right to enforce these and other guidelines deemed appropriate in FZY's sole discretion upon the group where necessary. These must be adhered to by all Chanichim when enforced.

Drugs

Laws relating to illegal drugs are strict and possession and/or use of them is grounds for arrest.

Anyone who is determined to have purchased, sold, possessed or used any illegal drugs or narcotics and/or abused legal drugs (or to have been in the presence of others while they did any of the aforementioned acts) will be immediately dismissed from the Programme. They will be returned home at their own expense, or that of their Parent/Guardian (if the Chanich is under 18), without any refund. The Parents/Guardians will be informed of the reasons why the Chanich has been sent home. FZY reserve the right to carry out random drug testing at any point during the Programme, including urine or blood tests to test for and/or confirm usage. In certain circumstances, FZY may require such tests prior to departure and this could affect participation on the FZY Programme. Failure to take a drugs test when requested by FZY will result in the Chanich being immediately dismissed from the Programme with the same conditions as noted above. FZY may involve the local police in cases of drug usage or suspicion of drug usage.

Should any medical attention required as a direct or indirect result of the use of illegal drugs not be covered by the health insurance provider, the Parent/Guardian will be responsible for all associated costs.

The police usually deal with drug abuse in a very severe manner. They may also decide to take action.

Please note that the use of controlled drugs (such as morphine) is forbidden unless prescribed by a doctor and agreed to in advance of the Programme by FZY. The use of new psychoactive substances, also known as “legal highs” is completely forbidden. The use of either of these types of substances (or to have been in the presence of others while they did any of the aforementioned acts) will result in the Chanich being immediately dismissed from the Programme. They will be returned home at their own expense, or that of their Parent/Guardian (if the Chanich is under 18), without any refund. The Parents/Guardians will be informed of the reasons why the Chanich has been sent home

FZY Tzevet

Most Tzevet on FZY’s Programme are volunteers. They are responsible for happiness and wellbeing of the Chanichim. FZY Tzevet must be treated with respect and courtesy at all time. Behaviour to the contrary will be treated extremely seriously.

Gambling

Any activities involving gambling or of a character linked to gambling are not permitted on FZY Programmes. Chanichim can play cards, but games such as poker are not allowed

Single Sex Dormitories

Where dormitories are present, and the Programme contains overnight stay, boys and girls must not enter the sleeping areas of the opposite sex. The areas that are single sex will be clearly signposted and indicated by FZY Tzevet. Every Chanich on the Programme must have a safe space in which to sleep and change. Infringement of these rules will have serious consequences.

Mobile phones

Mobile Phones are allowed on FZY’s Programmes only within the guidelines contained in the Code of Conduct. Be aware that FZY will not take any responsibility for the phones of the Chanichim at any point.

In order to make a claim for a stolen phone under your insurance policy, the claim will likely need to be registered stolen at a police station within 24 hours, which we cannot guarantee will be possible. Therefore, we strongly discourage Chanichim from bringing expensive smartphones or tablets to an FZY Programme.

There may be physical boundaries as to where Chanichim can use their phone, which will be shared by the Tzevet at the start of the Programme. Additionally, the Tzevet will share the with the Chanichim when during the Programme they are able to use and have access to their mobile phone. In some FZY Programmes, outside of these times mobile phones, tablets, and other similar communication devices may be collected and held in a locked room by the Tzevet.

If someone on the FZY Tzevet sees a Chanich using their mobile phone during programmed time, which may include mealtimes, and/or at any time or place which has not been designated for phone use, the mobile phone or other communication device will be confiscated for a period of time determined by the Tzevet.

The Chanich must comply with this policy as the terms form part of the Code of Conduct. It is the responsibility of the Chanich to ensure they have read and understood this document before they participate in an FZY Programme. Misuse of mobile phones on an FZY Programme will lead to

confiscation of the phone in line with the mobile phone policy and Code of Conduct and can also lead to a strike.

FZY will not take any responsibility for any phones that are lost or damaged while they are being held or are confiscated.

Out of Bounds

For health and safety reasons, all Chanichim are expected to remain within the defined boundaries of the site for the duration of the Programme, unless leaving the site on a sanctioned trip with someone on the FZY Tzevet.

Prescribed and Non-Prescribed Medication

The possession of any prescribed or non-prescribed medication is absolutely forbidden most FZY Programmes.

As detailed on the Online Application Form, Chanichim are obliged to hand in all prescribed and non-prescribed medication to their Tzevet at the beginning of the Programme. The medication will be held and dispensed by the Tzevet for the entirety of the Programme.

It is the responsibility of the Chanich to remind and request the Tzevet to administer their prescribed medication in the correct dosage and at the designated time, as detailed on the Online Application Form. This also applies to any medication prescribed by medical practitioners during an FZY Programme. At the time of prescription, the Chanich must ensure they fully understand the time and dosage required. Any medication, whether prescribed or non-prescribed, held by Chanichim will be confiscated and the discipline procedure will be enforced.

The only exceptions relate to EpiPens, Insulin and Inhalers. All Chanichim requiring an EpiPen, Insulin or an Inhaler must ensure they bring at least two doses with them on an FZY Programme. The Chanich must carry at least two of these doses on them at all times.

All information regarding prescribed and non-prescribed medication, including EpiPens, Insulin and Inhalers, must be fully disclosed and written clearly on the Applicant's Online Application Form.

Sexual Activity

There should be no sexual activity whatsoever on an FZY Programme. The atmosphere of FZY Programme's is one where sex and sexual behaviour is simply not on the agenda.

Sexual Harassment

Sexual Harassment is defined as any unwanted behaviour of a sexual nature that causes offense, distress, intimation or humiliation. These behaviours do not have to have been objected to during the Programme process / during the Programme itself for it to be unwanted and for it to constitute harassment. All Chanichim are required to understand the meaning of consent. Sexual Harassment can take many forms and can include, but is not limited to:

- Making sexually degrading comments or gestures.
- Staring or leering at other people's bodies.
- Making sexual jokes or propositions.

- Sending or posting emails, text messages or social media posts with sexual content.
- Sharing images or videos of other people, online, via text or otherwise, with sexual content.
- Physical behaviour, including unwelcome or non-consensual sexual advances and touching.
- Sexual activity, including displaying sexually explicit images in someone else's space or a shared space.
- Continuing to touch or hug others if they have said that they do not wish to be touched.
- Sharing sexual fantasies or thoughts of a sexual nature, either verbally, in writing or through images.
- Taking and/or sharing photographs, images or videos of a sexual nature of Chanichim, Tzevet or others.

Smoking and Tobacco Products

The smoking, purchase and possession of all tobacco products are prohibited on FZY Programmes, including cigarettes, cigars, e-cigarettes, vapes, electronic negillah and negillah/hookah, etc.

If Chanichim are found in possession of any tobacco related products (including vapes) at any time, it will be treated as a serious breach of discipline and the products will be confiscated and disposed of. For the avoidance of doubt, if the Chanich is found in possession of any tobacco products, vapes or e-cigarettes their dismissal from the Programme and subsequent return home at their own expense will be at the sole discretion of FZY. The Chanich and/or Parent/Guardian will be liable for all costs relating to the expulsion and no refund related to the price of the Programme will be given.

The Right to Search

FZY hope that the need never arises, but there may be occasions where FZY reserve the right to search personal possessions of a Chanich during a Programme. This may happen if they have a reasonable suspicion that a Chanich possesses prescribed/non-prescribed medication, illegal drugs, alcohol, tobacco products, pornographic images or videos, fireworks, suspected stolen items and/or weapons etc. FZY also reserve the right to search the Chanich for any item where there are reasonable grounds to suspect that they have or are likely to be used for committing an offence and/or causing damage to property and/or personal injury to any person and/or for any suspected violation of the Code of Conduct.

FZY may search any belongings of a Chanich with their verbal consent. FZY also reserve the right to search any belongings of a Chanich without their consent if they have reasonable grounds to suspect that a Chanich has any of the prohibited items listed above in their possession.

FZY may also search a mobile phone or other electronic device of a Chanich if they reasonably suspect that the device has been, or is likely to be, used to commit an offence, cause personal injury and/or damage to property. Devices may also be searched if representatives of FZY reasonably suspect that the device has been used for the purposes of violating the Code of Conduct, including the sharing of pornographic content or for suspected anti-social behaviour. This may include, but is not limited to, bullying, intimidation, sexual harassment or activity towards any person.

If FZY are prevented from completing a search of the personal possessions of a Chanich, FZY are entitled to interpret this as an indication that such prohibited items may be in the possession, or under the control, of the Chanich. If FZY are prevented from completing a search of the electronic devices of a Chanich, then they are entitled to interpret this as an indication that inappropriate or prohibited behaviour/activity listed above may have been conducted through the device.

In these instances, the Chanich may be excluded from the Programme. The Chanich and/or Parent/Guardian (if the Chanich is under 18) will be liable for all costs relating to the expulsion and no refund related to the price of the Programme will be given.

Vandalism

Vandalism of any kind, to the Programme site or public areas visited during the Programme is strictly prohibited. Littering and other mistreatments of the environment is not acceptable. Vandalism includes deliberately setting off the fire alarm in a non-emergency situation.

Additional Rules

In addition to all the above, any one of the following actions (though not limited to this list) will constitute grounds for dismissal from an FZY Programme at the sole discretion of FZY. In these circumstances, the Chanich and/or Parent/Guardian (if the Participant is under 18) will be liable for all costs relating to the expulsion and no refund related to the price of the Programme will be given. If additional costs are incurred, the Parent/Guardian will be required to pay these within one month from the dismissal.

Please note if any of the behaviour below is displayed prior to an FZY Programme, FZY reserve the right to reject an Applicant from its Programmes.

- Unauthorised absence from the group.
- Leaving the accommodation/site without permission.
- Hitch-Hiking.
- Engaging in criminal activity.
- Tattooing any part of the body.
- Sharing or being in possession of pornographic images or video content of any kind.
- Urinating or defecating on other people, their property or in inappropriate areas.
- Failing to follow or cooperate with the instructions of the FZY Tzevet, and any other agents involved in the operation of a Programme regarding safety and security including leaving the group without permission during the Programme.
- Gambling.
- Piercing any part of the body.
- Use of permanent hair-dye.

- Using power, strength or authority to intimidate others around (this includes all forms of bullying and sexual harassment).
- Abusive language.
- Racist, homophobic and/or sexist language.
- Fighting and violent behaviour.
- Disrespectful behaviour towards anyone, including but not limited to; Tzevet, other Chanichim, other groups, members of the public and/or other officials.
- Deliberate damage to property.
- Deliberate harm to any part of one's body.
- Disobeying instructions from the Tzevet in relation to sleeping arrangements.
- Use or possession of weapons.
- Being complicit, concealing information or being directly involved in discrimination of any kind including, but not limited to, bullying, sexual harassment, racist behaviour and homophobia.
- Entering any accommodation other than your own.
- Theft from, including but not limited to; other Chanichim, shops, accommodations (including towels, pillows, sheets, etc.).
- Displaying behaviour other than that of a high standard.
- Behaviour that is of a danger to the Chanichim involved or to others on a Programme.
- Behaviour that may also influence other Chanichim who attend an FZY Programme in a negative way.
- Persistent misbehaviour.
- Carrying any form of medication, self-medicating or distributing medication, prescribed or non-prescribed, to other Chanichim.
- Not following any additional rules and regulations given by any of the Tzevet.

Any of the behaviour(s) above which takes place via phone, social media or instant messaging, etc. will be considered as unacceptable as it would be if it had happened face to face.

FZY only use an exclusion of a Chanich from a Programme as a last resort. All available ways to deal with issues and concerns are evaluated before FZY seeks to exclude anyone, unless the circumstances merit immediate dismissal. FZY prides itself on being inclusive and attempt to give all those participating on its Programmes equal opportunities.

However, the above behaviours may well mean immediate exclusion for the Chanichim involved and this decision will be made at the sole discretion of FZY.

The Discipline Procedure

FZY operates a three-strike system for dealing with unacceptable behaviour on its Programmes.

1. **The First Strike, A Tsevet Strike:** This is a verbal warning where the Chanich would have the chance to speak to a Madrich in relation to the specific behaviour. The Madrich would guide and advise the Chanich on what is expected and how to attain positive behaviour on the Programme. The parents of the Chanich will be notified by FZY at this point, where it is reasonably possible to do so, via email.
2. **The Second Strike, A Rakaz Strike:** This will involve a discussion with the Chanich about the reasons for their behaviour with a Rakaz of the group. FZY will notify the parents, where it is reasonably possible to do so, via an email and a phone call, to share with them information relating to the second strike and the reasons for it being given. At this stage the Chanich is now on their second and **final** strike. Agreements will be made to ensure that the behaviour remains at an acceptable level and that the Chanich is able to keep to the agreement. The Chanich is required to call their parents under the supervision of someone on the Tsevet, where it is reasonably possible to do so. FZY reserves the right to give a Chanich a second strike without them receiving a first strike should FZY believe their behaviour warrants this.
3. **The Third Strike:** If the Chanich is still behaving negatively they will be given a third strike and it is likely that the Chanich will be dismissed from the Programme. At this stage the Chanich will discuss the situation with the Rosh and/or other senior FZY staff so they are able to ascertain all the relevant information needed to decide whether the Chanich will remain on the Programme or not. Once the information is collected, the decision-making process will commence. Sending a Chanich home from a Programme is a decision that is never taken lightly, and it can take several hours for a final decision to be reached. During this time, the Chanich will remain in the offices / Tsevet hub of the Programme and there will be a Madrich on hand should the Chanich need anything. During this time, the Chanich will continue to be cared for under the supervision of FZY. Should the Chanich be excluded from the Programme, they will need to be collected at the earliest possible time at the discretion of FZY. All additional costs associated with exclusion from the Programme, e.g. taxis, flights, accompanying adults if deemed necessary, etc, will be met in full by the parents of the excluded Chanich. The Chanich concerned should have no further contact with the Programme. If the Chanich absconds at any time they will be deemed to have left the Programme. Refusal to cooperate with any of the above procedures may also be considered as reason for removal from the Programme.

FZY will contact the parent via phone and email as soon as is reasonably practical to inform them of the situation and the procedures. Throughout this process, the mobile phone of the Chanich will not be with them. The phone of the Chanich will be returned, or another phone will be temporarily provided, in order for them to call their parent at specific times. This is to prevent miscommunications, including the parents and the other Chanichim on the Programme.

In most cases, if a Chanich has been removed from a programme for disciplinary reasons they are unable to attend another FZY Programme for 2 years. The FZY Board can choose to

shorten or lengthen this timeframe at their sole discretion based on the information available to them.

FZY reserve the right to immediately remove a Chanich from a Programme without proceeding through Stages 1-3 where the situation merits it. Furthermore, persistent low-level disruptive behaviour will also necessitate intervention. The Chanich and the parents should be aware that during the discipline procedure the Chanich may spend large amounts of time away from the group. As stated above FZY will endeavour to inform the parents if the Chanich receives a strike within a reasonable time frame. However, there may be a scenario where it has not been reasonably possible to inform the parent of a strike before the Participant is given another strike.

Please note that for the duration of the Programme and/or throughout the dismissal procedure if the Chanich fails to follow or cooperate with the instructions of the Tsevet and FZY, e.g.: absconds from the Programme or refuses to enter transportation, the parents will be required to take responsibility for the Chanich.

If a Chanich has been awarded a bursary from the FZY Bursary Fund and is subsequently dismissed from the Programme, the parent, upon request of the Awards Committee of the Fund, must reimburse the FZY Bursary Fund(s) with the full amount originally awarded. It is likely that other providers of financial assistance from third parties will have similar policies.

Anti-Social Behaviour and Bullying

Chanichim and Tzevet have the right to enjoy their time in an FZY environment which is free from intimidation and any form of bullying or anti-social behaviour whether physical, verbal, emotional, sexual, psychological or cyber. FZY will provide an environment which values everyone and will ensure that its Tzevet understand that Dugma Ishit is essential to its work. FZY will provide Chanichim with an opportunity to explore Jewish values that relate to this issue, for example, "lashon hara" (the evil of wounding by words).

FZY promote and instil such values as tolerance, self-knowledge, and respect for democracy, diverse cultural beliefs, faiths, religions, traditions and combating discrimination in all its forms.

Definition

Bullying is the repetitive, intentional hurting of one person or group by another person or group, where the relationship involves an imbalance of power. It can be perpetrated by people both older to younger and vice versa and by those in positions of authority towards those with less authority and vice versa. It can happen face-to-face or through cyberspace, and comes in many different forms:

- Verbal - Name calling, persistent teasing, mocking, taunting and threats.
- Physical - Any form of physical violence, intimidating behaviour, theft or the intentional damage of possessions. This includes hitting, kicking and pushing.
- Emotional - Excluding, tormenting, ridiculing, humiliation, setting people up and spreading rumours.
- Cyberbullying - The misuse of digital technologies or communications to bully a person or a group, typically through messages or actions that are threatening and/or intended to cause offence, anxiety or humiliation.

Bullying behaviour may be:

- Racist - Targeted at ethnicity, skin colour, language, religious or cultural practices.
- Homophobic, biphobic and/or transphobic - Targeted at actual or perceived sexuality and/or gender.
- Sexual and/or sexist - Sexual and/or sexist behaviour that is intended to cause offence, humiliation or intimidation.
- Disablist – Targeted at an impairment or special educational need.
- Targeting any 'difference' such as 'looks', weight and height, colour of hair, wearing glasses or braces, acne, psoriasis and eczema, scars, marks or conditions of the face or body, body odour, poverty, gifts and talents or family situation (e.g. divorce, bereavement, homelessness).

Cyber-Bullying

Cyberbullying is the misuse of digital technologies or communications to bully a person or group, typically through messages or actions that are threatening and/or intended to cause offence, anxiety or humiliation. Some examples of cyberbullying are:

- Abusive comments: rumours, gossip and threats made using digital communications and/or technologies - this includes internet trolling.
- Sharing pictures/videos: or personal information without the consent of the owner and with the intent to cause harm or humiliation.
- Hacking: into someone's email, phone or online profiles to extract and share personal information, or to send hurtful content while posing as that person.
- Creating dedicated websites: that intend to harm, make fun of someone or spread malicious rumours.
- Pressurising: someone to do something they do not want to such as sending a sexually explicit image

Although cyber-bullying in and of itself is not necessarily a specific criminal offence, there are laws which do apply to such harassing or threatening behaviour and malicious communication. Cyber bullying that takes place outside of an FZY Programme but has an impact of a Chanich's feeling of safety within an FZY Programme will be addressed appropriately by FZY. Parents are encouraged to act should they observe any hint of cyber-bullying, and this should be reported to FZY.

Identifying and Reporting Concerns About Bullying

Any Chanich should feel comfortable to report any issue at any point throughout an FZY Programme. If a Chanich is being bullied, they are encouraged to not retaliate but to tell someone they trust about it such as a friend, family member or trusted adult.

All concerns about bullying will be taken seriously and investigated thoroughly. Chanichim can report an incident of bullying to anyone on the Tzevet who will record it onto the CPOMS system.

Chanichim who are being bullied may be reluctant to report it and so Tzevet awareness is key. There may well be changes in behaviour, such as becoming shy and nervous, feigning illness, missing parts of the Programme, or clinging to adults.

FZY Tzevet will be alert and responsive to the signs of bullying, or any allegations of bullying and act promptly and firmly against it in accordance with this policy. Tzevet will be understanding and Chanichim who are experiencing bullying will be appropriately supported and protected. In these instances, Tzevet will speak to the Designated Safeguarding Lead and record the incident on CPOMS for follow-up.

Equally, Chanichim who are aware of bullying ('bystanders') can be a powerful force in helping to address it and will be encouraged to do so in a safe way. All Chanichim will be encouraged to report bullying by talking to a member of the FZY Tzevet of their choice.

Parents will be encouraged to report concerns about bullying and to support FZY in tackling it. This can be reported to either the Executive Director or a Movement Worker. Trying to resolve bullying directly with the bully or their families can lead to escalating problems.

All incidences of bullying will be recorded on CPOMS and these records reviewed on an on-going basis.

If someone on the Tzevet believes that he or she is being bullied or harassed, they will be encouraged to report it to a colleague of their choice.

Responding to Bullying

FZY will always aim to deal with incidents of anti-social behaviour and bullying swiftly. All incidents are dealt with in a swift and robust manner by the Rosh of the Programme, the Designated Safeguarding Lead (where appropriate) and the Executive Director. Educating Chanichim and creating a culture where Chanichim are encouraged to talk to someone on the Tzevet if they are concerned or worried about such incidents is key.

FZY will not tolerate any forms of bullying or anti-social behaviour. All incidents of bullying and anti-social behaviour will be dealt with seriously and may result in the exclusion and/or expulsion from FZY Programmes for the person concerned.

The bully or bullies will be expected genuinely to apologise. However, other consequences may also take place. If possible, the students will be reconciled

If Chanichim are suffering from anti-social behaviour, they are always encouraged to:

- Tell someone on the Tzevet or another appropriate adult.
- Respond to the bully firmly – rise above it, do not get into a war of words or a fight.
- Walk confidently away.
- Report bullying wherever it is encountered.
- Delete or block any unwanted messages or friends who leave inappropriate comments on social media.

- Never respond to harassing or rude texts, emails, blogs, etc.
- Use privacy settings.

FZY will always seek to challenge and sanction any behaviour outside of an FZY Programme where it is not in keeping with our values.

Peer-on-Peer Abuse, Sexual Violence and Sexual Harassment

At FZY we have a zero-tolerance approach to peer-on-peer abuse. Peer-on-peer abuse includes but is not limited to sexual violence and harassment between children of any sex. It can involve individuals or can involve a group sexually assaulting or harassing an individual or group of children and can be between two children of any age and sex.

Sexual violence includes:

- Rape.
- Assault by penetration.
- Sexual assault - intentionally touching another person in a way that is sexual.

Sexual harassment is defined as 'unwanted conduct of a sexual nature' occurring online or offline. It can lead to the following:

- A violation of a child's dignity.
- Intimidation, degradation, and humiliation.
- The creation of a hostile, offensive or sexualised environment.

Whilst not intended to be an exhaustive list, sexual harassment can include:

- Sexual comments, such as telling sexual stories, making lewd comments, making sexual remarks about clothes and appearance, and calling someone sexualised names.
- Derogatory comments, slurs, sexual "jokes" or taunting.
- Obscene letters, notes, invitations – handwritten or over electronic devices including social media
- Leering, gestures, display of sexually offensive objects, pictures, cartoons or posters.
- Physical behaviour, such as deliberately brushing against someone, unwelcome touching interfering with someone's clothes and displaying pictures, photos or drawings of a sexual nature.
- Continued expression of sexual interest after being informed that the interest is unwelcome.

- Making reprisals, threats of reprisals or implied threats of reprisal following a rebuff of harassing behaviour.
- Online sexual harassment. This may be standalone, or part of a wider pattern of sexual harassment and/or sexual violence. It may include:
 - Non-consensual sharing of sexual images and videos.
 - Sexualised online bullying.
 - Unwanted sexual comments and messages, including, on social media.
 - Sexual exploitation; coercion and threats.

Any instances are dealt with in line with this policy. Chanichim should expect significant sanctions if involved in any such behaviour.

Discrimination

FZY defines discrimination as an incident that is perceived to be discriminatory by the victim or any other person.

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).

Discrimination may be, although are not limited to, incidents of:

- Verbal or Physical threats.
- Insulting, abusive, embarrassing or patronising behaviour or comments.
- Humiliating, intimidating, demeaning and/or persistent criticism.
- Open hostility.
- Isolation or exclusion from normal schedule, conversations or social events.
- Publishing, circulating or displaying pornographic, racist, sexually suggestive or otherwise offensive pictures or other materials.
- Unwanted physical contact, ranging from an invasion of space to a serious assault, and suggestive comments or body language.
- Alleged discrimination in the failure to provide a service.
- Discriminatory graffiti.

Using Inclusive Language

This section serves to ensure that the Tzevet are aware of the language that they use around Chanichim. The Tzevet should be aware that this can also be used as an educational tool with Chanichim. This focuses on the way in which we achieve an inclusive atmosphere for those who identify as LGBTQ+. There is also a section about the use of language surrounding mental health.

- The Tzevet should understand what inclusivity is and ensure that all Chanichim are included on FZY Programmes. The Tzevet should also be aware of language that is not inclusive.
- Inclusivity is about doing what is possible to create an environment where everyone feels comfortable and include those who may previously have been overlooked.
- 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:
 - Referring to something as 'gay' with a general pejorative/negative meaning or using 'gay' as a slur.
 - Referring to someone as a 'pussy' to denote a general weakness.
 - Telling someone to 'grow some balls' or to 'man up'.
 - Using slur words that may cause offence or be inaccurate, including 'psycho', 'lunatic', 'nutter', 'maniac' and 'mental'
- Where possible, the Tzevet should attempt to use gendered language at all times. For example, the Tzevet should not ask for some 'boys' to help load the coach; instead, they should use the words 'people' or 'Chanichim'.
- The Tzevet should encourage Chanichim to consider their own use of language.
- The Tzevet should be cautious of the language they use with the intention to not offend others.
- The Tzevet should be active when they hear Chanichim use exclusive or otherwise non-inclusive language.
- The Tzevet should be sensitive towards the identities of others (including Chanichim).

Positive Handling

FZY strives to create a calm environment that minimises the risk of incidents arising that might require the use of force. The tzevet use a range of de-escalation strategies as a preventative measure to physical intervention. Physical intervention will be used as a last resort. Force is used to control or restrain; this can range from guiding a Chanich to safety or extreme circumstances such as breaking up a fight.

Control means either passive or physical contact such as standing between Chanichim or bringing a Chanich under control if they are regarded as putting themselves or others at risk in an unsafe manner.

Reporting Behavioural Incidents

All disciplinary, anti-social or discriminatory incidents no matter how trivial it seems, you must be reported onto the FZY CPOMS system ASAP and within 24 hours. If you are unable to do this, it is acceptable for someone else to complete this on your behalf.

All relevant people on a Tzevet should be aware of how to access the CPOMS reporting system and be trained on how and when to use it before the start of the Programme.

Codes of Behaviour for the Tzevet

FZY Tzevet will at all times behave in a way that brings credit to themselves and to FZY. They are expected to observe the highest standards of integrity, honesty, trust and morality.

For their own protection as well as for that of the young people, at no time may Tzevet enter into any form of close personal relationship with a Chanich; physical relations are forbidden and, should they take place, the person concerned will be suspended immediately (pending a review). Further action may follow, as considered appropriate.

If boys and girls are at the FZY Programme, at least one adult of each sex should be present.

Prevention of abuse or suspicion of it can be helped by avoiding "one to one" relations under any circumstances and ensuring that two adults are always present at FZY Programmes within sight and/or hearing. Tzevet should not enter any bedroom, dormitory, tent or equivalent of a Chanich without first knocking or otherwise announcing their intention to enter.

No private meeting should take place between someone on the Tzevet and a Chanich. If it is deemed appropriate and necessary by the Rosh of the Programme for such a meeting to take place, it is forbidden to be in a room/area alone without the knowledge of other people on the Tzevet. Furthermore, the door to any room where a private meeting is taking place should not be closed. Ideally a private meeting would occur outside where it is possible for other people to see the meeting occur.

No conversation between Tzevet and Chanichim should be interpreted as romantic, flirtatious, or sexual – this includes any comments that are perceived to be in jest. Tzevet should refrain from engaging in any inappropriate conversation with Chanichim. Inappropriate conversation includes, but is not exclusive to:

- Gossip about other Chanichim or Tzevet on the Programme.
- General gossip about other individuals.
- Boasting.
- Conversations that inappropriately address:
 - Money.
 - Sex and/or sexual acts.
 - The personal life of the Chanich or Tzevet, except where the Chanich offers this information to someone on the Tzevet without prompting.
 - Illicit substances, or the use, misuse or abuse of legal drugs, alcohol, tobacco, e-cigarettes and other related paraphernalia.

Tzevet must always wear a t-shirt and must not have parts of their body exposed, including while swimming or in water.

Any relationship between two members of the Tzevet will be discreet and conducted in a proper manner. Behaviour considered by the Rosh of a Programme to be inappropriate can lead to immediate suspension and possible dismissal.

This guidance continues to apply after FZY Programmes have ended and refers both to offline and online activity. Tzevet shall not invite Chanichim to personal events after the commencement of the Programme. Tzevet shall not arrange to meet up with Chanichim after the commencement of a Programme, except at a Programme facilitated by FZY.

Any breach of the FZY Policies, or any departure from the highest standard of general behaviour, may also lead to suspensions and may lead to dismissal.

Appendix 9: Communications Policy

Electronic Communication and Social Media

Social media, texting, e-mailing and other forms of electronic communication are a reality in the lives of FZY's Chanichim. These platforms offer an opportunity to develop and deepen relationships and are therefore a vital part of youth work. However, the improper use of these platforms can produce serious consequences. The following practices and guidelines apply commonly accepted principles of healthy boundaries for digital networking and communication. Tzevet who want to communicate with Chanichim using text messaging, email, social media platforms or other forms of electronic media must adhere to follow the guidelines.

- The Tzevet should never give their personal phone or contact details to Chanichim.
- When contacting Chanichim under the age of 18, the Tzevet should ensure the forum is public and nonencrypted, and/or has another adult in the conversation, for example on a WhatsApp group conversation. No Chanichim under the age of 18 should be in a private chat with someone from the FZY Tzevet on any form of encrypted social media.
- Snapchat and other social media forums where messages are deleted after a short period of time must never be used to contact Chanichim or Tzevet within FZY.
- The Tzevet should use their best judgement as to whom to connect with on social media and other forms of non-encrypted social media. FZY Tzevet should not actively 'friend', 'follow', 'like', or the equivalent FZY Chanichim or Madrichim who are under the age of 18 on social media unless there is a significant recruitment, communication, or educational reason to do so. In these cases, a Movement Worker must be made aware of this to approve this happening before the action is taken.
- Where possible, Tzevet should use FZY accounts or devices to contact Chanichim or Madrichim under the age of 18, rather than giving out their own personal details.
- FZY Tzevet must not post anything that is inappropriate, offensive, abusive, pornographic, disrespectful or compromising. This includes photographs, use of language, affiliation with groups or causes, check-ins and the recounting of events.
- FZY Tzevet must set stringent privacy settings on online accounts across all platforms.
- FZY Tzevet may consider having two accounts, one for personal use and one for professional use.
- FZY Tzevet must not connect with any Chanichim under the legal age set by said social media platforms and/or UK law. Often this age is 13.
- FZY Tzevet should use prudent judgment at all times when there is contact with Chanichim through social media and/or electronic communication. As a basic rule, any online communication including texts, chat, or email back-and-forth with Chanichim should not take place before 8am or after 9pm.

- If a Chanich communicates with Tzevet outside of these hours and it is not an emergency, the Tzevet should wait until morning to reply.
- Tzevet must be transparent in interactions. This includes:
 - Not deleting any correspondence. This provides transparency should a query or complaint arise.
 - Interactions should take place in an open environment and not a private encrypted forum.
 - If there is a need for regular contact with a Chanich or Madrich under the age of 18, both the FZY Mazkir/a and the parents/guardians must be aware of the contact being made.
- All photos and videos taken of Chanichim and Madrichim under the age of 18 attending FZY Programmes should be taken on FZY devices wherever possible. If these are captured on personal devices, these files should be transferred to the FZY and then deleted on the original device as soon as is practical to do so.

Madrichim Communicating with Parents

It is FZY's policy that Madrichim do not communicate with parents/guardians of Chanichim. Madrichim are often responsible for large numbers of Chanichim, meaning they are unlikely to have the resources or time to manage the concerns / queries of the parents and/or guardians of Chanichim. FZY will ensure there is always a point of contact for parents/guardians and will provide them with the details in advance of the Programme commencing.

Should a parent/guardian call a Madrich, the Madrich should politely decline a conversation with the parents using the following suggested formula: "Thank you 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, they will be more than happy to assist you."

Should parents/guardians of Chanichim continue their attempt at contact with the Madrich, the Madrich should 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."

Appendix 10: Adventure Activities and Transporting Young People Policy

Policy Statement

FZY's programming and scheduled are varied, innovative and fun. Additionally, although FZY operates Programmes primarily in the UK and in Israel, it also often runs programming in Europe, America, Africa and beyond. As such, FZY uses a wide variety of third-party suppliers and modes of travel. Although an educational Zionist youth movement, FZY's primary goal is to ensure the safety, security and well-being of its Chanichim and Tzevet are cared for at all times. As such, FZY have a set of guidelines which dictate which companies and modes of transportation FZY can work with, and how we should be operating in these spheres to ensure we are looking after the needs of our members. Having a clear set of guidelines will ensure the Tzevet understand their responsibilities to look after the Chanichim and will lead to FZY's Programmes being safe and secure.

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.

- **"FZY"** is an abbreviation for the Federation of Zionist Youth UK. 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.
- **"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.
- **"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.
- **"Rakaz"** (singular) / **"Rakazim"** (plural) refers to the senior coordinators of all genders who supervise the Madrichim and have greater responsibilities at FZY Programmes.
- **"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.
- **"Tzevet"** (singular) / **"Tzvatim"** (plural) refers to the staff or a collective group of Madrichim, Rakazim and Rashim who share responsibility for an FZY Programme or FZY as a whole.
- **"Kvutsa"** (singular) / **"Kvutsot"** (plural) is a group or team of Chanichim that FZY have designated as such within an FZY Programme.
- **"Dugma Ishit"** is a Hebrew term that means personal example and is a mantra FZY hold dear for its Madrichim, Rakazim and Rashim.

- **“Programme”** in this document will refer to every activity, event, seminar, camp, residential experience, tour and/or travel programme that FZY operates.
- **“Tiyul”** is a Hebrew word which refers to a hike or a walk within rural surroundings.
- **“Siyur”** refers to a trip in urban built-up areas.
- **“Directors”** refers to the Board of Directors of the Federation of Zionist Youth UK as listed at Companies House.

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

Private Transportation

Wherever practical and possible, taking into consideration the number of Chanichim, the numbers of Madrichim, the budget available, and the journey that is required, it is preferable to use private transportation rather than public transportation. There are fewer potential risks associated with private transportation, and the group can travel directly from point A to point B without having to use several modes of transportation. When using private transportation on a Programme, the following points should be adhered to at all times.

Booking the Transport

- Prior to booking any coach, taxi or other mode of private transportation, it must be checked that both the company, driver and vehicle have the suitable insurance policies and licenses to allow them to facilitate the booking that FZY are requesting of them according to the laws of the country the journey will be taking place in.
 - These insurance policies and licenses must be requested by the person making the booking and stored in a confidential manner for 12 months after the booking has concluded in case they are required.
- When booking a coach, taxi, etc., it should be checked that there are enough seats on the vehicle which are suitable to use based on the number of Chanichim and Tzevet who will be on the journey.
- Luggage should also be considered when making booking private transportation. For some Programmes and journeys, Participants and Tzevet may have luggage with them. It is imperative that the space to store the luggage on the transport is sufficient for these needs before the booking is confirmed.
- The rules of the country must be adhered to at all times with regards to conditions of the driver. If the country does not have any rules pertaining to this, no driver should be allowed to drive for more than 12 hours in a day without a minimum of a 4-hour break where the driver has the facilities available to sleep. It is the responsibility of the person booking the transport to ensure the details of any booking made will allow for the driver to work within the laws of the country and if this legislation does not exist, to work within FZY’s guidelines.

Before Starting the Journey

- Chanichim under the age of 18 must not be transported in a vehicle without the accompaniment of a Madrich or another representative of FZY who are aged 18 or over. It is the responsibility of the Rosh of the Programme to ensure there are appropriate people to accompany Chanichim on each journey.
- The boarding of travellers onto the vehicle will only be done at locations intended for that purpose (parking areas, bus stops, etc.). In the event that there is no such place, the highest-ranking person from the Tzevet present will ascertain that the vehicle has stopped at a safe place for boarding.
- When ascending the vehicle, the highest-ranking person from the Tzevet present will approach the vehicle first to check its safety. Only when they are assured it is a safe place for the Chanichim to board will s/he allow the Chanichim to ascend the vehicle, highlighting any risks to the Chanichim. Where required, Madrichim should be placed at certain intervals to point out any risks to the Chanichim.
- It should be checked that the number of passengers does not exceed the number of suitable and legally stated seats in the vehicle before leaving.
- Equipment should not be placed in passageways and especially not near the doors of the vehicle. All bags, equipment and other luggage should be stored in appropriate areas set aside for these things.
- After the Chanichim and Tzevet have boarded the vehicle, and before it begins to move, it must be checked that all the Chanichim are present.
- No passengers who are not known to the Tzevet and who have not been approved by the Rosh of the Programme will be allowed to board the transportation.
- In vehicles where there are safety belts, all passengers will be instructed to wear these throughout the drive.

During the Journey

- No Chanichim or Tzevet should be allowed to stand and/or get up from their seat whilst the vehicle is travelling and in motion unless there is an emergency situation.
- In the event that anyone on the FZY Tzevet observe reckless driving or driving that is not in accordance with traffic laws of the country they are in, someone from the Tzevet should immediately instruct the driver to stop these actions. This should be reported to the Rosh of the Programme and then onto the company who hire this driver, to ensure this will not happen again. When appropriate, FZY should request a replacement driver for future journeys.
- Fuel is not to be filled when Chanichim and/or Tzevet are aboard the vehicle. If refuelling is required during the journey, all the Chanichim and Tzevet must leave the vehicle and remain in a safe space away from the vehicle as it takes on board fuel.

At the Conclusion of the Journey

- The descending of travellers from the vehicle will only be done at locations intended for that purpose (parking areas, bus stops, etc.). In the event that there is no such place, the highest-ranking person from the Tzevet present will ascertain that the vehicle has stopped at a safe place for descending.
- When descending, the highest-ranked person from the Tzevet will get off the bus first and check that the descent is safe. Only then will s/he allow the Chanichim to get off the vehicle, highlighting any risks to the Chanichim and where required having Madrichim at certain places to point out any risks to the Chanichim.
- Chanichim are not to be left in the vehicle unaccompanied by someone on the Tzevet. In the event there are Chanichim who are not joining an activity, they should be left with someone from the Tzevet during the wait. The driver does not serve as an escort for this purpose.
- At the conclusion of the drive, a member of the Tzevet present will confirm that all baggage compartments are empty and that nothing that was brought onto the vehicle by the group was left there.

Public Transportation

Wherever practical and possible, taking into consideration the number of Chanichim, the numbers of Madrichim, the budget available, and the journey that is required, it is preferable to use private transportation rather than public transportation. There are more risks associated with public transportation, as the timings of the journeys cannot be controlled by FZY and there are members of the public who will be on the transportation with the Chanichim which brings with it safety concerns. However, when it is determined that using public transportation on a Programme is the most appropriate method, the following points should be adhered to at all times.

Booking Public Transport

- Chanichim under the age of 18 must not use public transportation without the accompaniment of a Madrich or another representative of FZY who are aged 18 or over. As such, when making bookings it is imperative the tickets for the Tzevet are made at the same time as those for the Chanichim to ensure there will be the required space/seats available to supervise the Chanichim. It is the responsibility of the Rosh of the Programme to ensure there are appropriate people to accompany Chanichim on each journey.

Domestic Travel

- On arrival to the location where the public transportation will leave, and before boarding the transport, the Rosh of the Programme or the highest ranking Tzevet person present will:
 - Check that all the tickets or other entry requirements to board the transport are with the group and are correct.
 - Ensure the Chanichim are concentrated in one place and in an organised and calm fashion while waiting for the transport to arrive.
 - Count the Chanichim to make sure they are all present.
 - Brief the Chanichim regarding the location / stop where the group will be disembarking.
 - Ensuring the rest of the Tzevet understand their responsibilities during the trip.
- To the extent that it is possible:
 - Someone from the Tzevet will board the transport first, making sure it is the correct transport and there are no issues with it.

- Boarding the transport will be done in an organised fashion and under the supervision of the Tzevet.
 - The Rosh of the Programme or highest ranking Tzevet person present will board last and will confirm to the Tzevet that all the Chanichim have boarded.
 - The Tzevet will seat the Chanichim in their assigned places or find safe spaces for them to be for the duration of the journey. Wherever possible, Chanichim will be concentrated in the same area of the transport.
- Whilst on the transport and shortly prior to disembarking, the Tzevet will remind the Chanichim where they will be getting off and ensuring that they will have all their possessions with them.
 - Upon descending from the vehicle, someone from the Tzevet will descend first and will attend to gathering the Chanichim in one place. The Rosh of the Programme or highest ranking Tzevet person present will disembark last ensuring that all Chanichim left the vehicle. If it is the last stop and/or if there is time, this person will also check that none of the Chanichim have left anything on the transport.
 - At the first safe space after the group have disembarked, the Rosh of the Programme or highest ranking Tzevet person present will count the Chanichim and confirm that everyone is there to continue with the journey / Programme.

International Travel

- When booking a place on the Programme, or early in the application process, parents/guardians of the Chanichim should be made aware that the passports of the Chanichim need to be valid for at least 6 months after the end of the Programme. If there are any additional visa requirements to enter the country of the Programme, these too should be shared. The earlier these pieces of information can be shared in the application process, the less chance a Chanich will have an issue on the day of travel.
- A reminder must be sent to the parents/guardians of the Chanichim in the week leading up to the Programme, reminding them to bring their passports and any visa they may require to travel in order to minimise issues on the day of travel.
- When Chanichim arrive to the drop-off point for a Programme where international travel occurs, whether this is at an airport or at a different meeting point, before the Chanichim leave their parents/guardians someone from the Tzevet should check they have their passport and visa where one is required. If they do not, this must be raised as an issue immediately to minimise the risk of the Chanich not being able to travel.
- Wherever possible and practical, someone from the FZY Tzevet who is not travelling with the group should be at the airport or other international border crossing until all the Chanichim have gone through to security and it is not possible for those not travelling to go any further. Should there be an issue with a Chanich being refused entry, this person from the Tzevet will remain with the Chanich and liaise with their parents/guardians to resolve the issue and reconnecting them.

- Where each individual traveller requires a personal security check, i.e. at an airport or when travelling from one country to another, then the Rosh of the Programme and/or the highest ranking Tzevet person present will:
 - Speak with the staff at the airport or other mode of transport to explain there is a group of Chanichim who are travelling together, many of whom are under 18 years old, and that they should be kept together wherever possible. If a Chanich needs to be taken aside for an additional security check, then the staff undertaking the security check should inform someone on the Tzevet, and wherever possible this person should be allowed to go with the Chanich.
 - Inform the chanichim how the security check will work, and where they should meet at the end of the check, especially should they get separated from the group during this process.
 - Assign one Madrich to be the first to go through the security check so there is someone to congregate the Chanichim when they have finished their own security check. Assign another Madrich who should be the last to go through the security check to ensure that all Chanichim have passed through the security checks without issue. Instruct the others on the Tzevet to split themselves amongst the Chanichim to help and support them where required.
 - Solve any issues which may possibly arise throughout the security check process should a Chanich require extra questioning and/or separating from the group. Wherever possible, no Chanich will be escorted away from the group by security personnel without being accompanied by someone suitable on the Tzevet.

- If there is time between finishing the security checks and boarding the transport, the Rosh of the Programme and/or the highest ranking Tzevet person present will, based on the age of the Chanichim, the time of boarding, the safety/suitability of the place, and adhering at all times to FZY's Safeguarding and Child Protection Policies whether to keep the Chanichim together as a group or to allow them to buy food, purchase gifts, etc. If the Chanichim are not required to remain together in one group for this period, then someone from the Tzevet must be very clear where the meeting point and meeting time is, which will allow more than enough time for Chanichim to board the transport on time. The Tzevet must also have contact information of all the Chanichim in case any issues or changes arise.

- Both immediately before boarding the transport, and again when all the Chanichim are believed to be onboard the transport before departure, the Rosh of the Programme or highest-ranking Tzevet person present will count the Chanichim to make sure no one is missing.
 - If for any reason not all the Chanichim are onboard the transport before they are closing the doors to additional passengers, someone on the Tzevet must raise this with a flight attendant or the equivalent to make a plan of action.
 - Someone on the Tzevet with the group must immediately update the FZY Tzevet and/or Directors to update them of the issue and plan of action.
 - If not all Chanichim are onboard when the transport needs to leave, then at least one Madrich needs to remain behind to ensure the Chanichim who are not onboard have the support required. At least one Madrich also needs to be on the transport with the rest of the group.

- Before disembarking from the transport at the end of the journey, someone from the Tzevet need to remind the Chanichim to take everything with them, stressing that passports and visas when required are not left behind.

- One Madrich should lead the group off the transport and find a convenient place to stop shortly after disembarking to gather the group.
 - Another Madrich should be the last one to disembark, ensuring all Chanichim have left and wherever possible checking for items the Chanichim may have left behind.
 - Only when the Chanichim have all been accounted for, should the group move on.
- If there is passport control or another similar process to go through, a similar process should occur whereby one Madrich is at the head of the group explaining to the security / immigration staff about the group, and another Madrich is at the end of the group ensuring everyone gets through without an issue. Only when the Chanichim have all been accounted for after passing through passport control, should the group move on.
 - If there are Chanichim having an issue, then one Madrich should remain with those Chanichim whilst another Madrich takes the rest of the group to collect the luggage.
- Should any luggage not arrive and/or has been damaged, it is imperative that this is reported officially to the correct authority before passing through customs.
- Wherever possible, the group should pass through customs together, with one Madrich leading the way and another at the back of the group. If this is not possible, as some Chanichim are dealing with lost or damaged luggage and it is felt best to separate the group, then at least one Madrich are required to be with each separate smaller group, and communication between these Madrichim needs to be efficiently maintained.
- When the travel was at the start of the Programme, or more of the Programme remains, passports, visas and other official documents must be collected by the Tzevet as soon as possible after finishing the travel. Wherever possible, these documents should be put in a safe or another safe location.

Vehicles Driven by the Tzevet

It is preferable that FZY Tzevet do not drive Chanichim. Wherever it is possible and practical, taking into account the age of the Chanichim, the reason for travel, the journey, the reason for the trip, budget, the size of the Tzevet and FZY's Safeguarding and Child Protection Policies, it is better for a Chanich not to be a passenger in a vehicle of someone on the Tzevet. This is so as to not put the Tzevet in a difficult or uncomfortable position should there be an accident, they get lost, they are late, etc. However, there is recognition that there are certain times when it makes sense for someone on the Tzevet to drive Chanichim. In those circumstances, the following guidelines must be followed.

- Anyone driving on behalf of FZY must be correctly insured. It is the responsibility of the Rosh of the Programme to check that a driver meets the appropriate conditions as noted below, and must also check the driver's license, the vehicle and, where applicable, the MOT of the vehicle to check it is valid, in date and appropriate for use.
- If someone on the Tzevet is driving a Chanich in a vehicle hired under a commercial agreement, i.e. a rental car, 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 responsibility of the Rosh of the Programme to check that everything is in order prior to approving this person to drive a Chanich.

- If someone on the Tzevet is driving a private vehicle owned by them, or loaned to them under a private agreement, then it is the responsibility of the Rosh of the Programme to ensure that they are properly insured with fully comprehensive insurance. This is absolutely vital when carrying Chanichim as passengers.
- 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.
- Definitions of work as outlined in the insurance policy are crucial. Anyone receiving payment for the youth work they do might be said to be working. Even volunteers may come into this category by the terms of the insurance company. As with all queries concerning insurance, it is necessary to check with the broker / insurance company and get any confirmation in writing that driving for the purposes of FZY, including carrying Chanichim in car, is covered by the policy.
- It is the responsibility of the driver to explain to the insurance company the full circumstances, i.e., who / what is being carried; when and for what purpose; the fact that no payment is being made by the passengers; how many passengers there may be, etc. Wherever possible, the driver should get written confirmation from the insurance company that they are covered for such purposes.
- If a driver's insurance policy is not already inclusive of these needs, a special clause will need to be added to the policy to add this. A surcharge may be added to the insurance fee. In these cases, should the majority of this driving necessitating the business insurance is done on behalf of FZY, then FZY may contribute to or pay for this surcharge. To avoid any issues, this should be clarified in advance by the Rosh of the Programme.

Planning a Tiyul or Siyur

Leaving the confines of a site and taking Chanichim on a trip of some description comes with additional risks than classroom activities within a closed site. As such, these activities need to be carefully planned and undertaken. Below are the guidelines which must be adhered to when planning a trip of this type.

- The route of the Tiyul / Siyur must be made with the following aspects at the forefront of the planning process:
 - The goals of the activity.
 - The age and physical capability of the Chanichim.
 - The number of Chanichim.
 - The number and experience of the Madrichim.
 - Whether there is a motor vehicle available for the trip.
 - The season of the year the trip occurring in and the hours of daylight.
 - Whether there are "limited" areas within the planned trip, such as nature reserves, private property, etc.
 - Creating a realistic schedule including and accounting for travel time, activities, etc.

- The Tiyul / Siyur must be made with the following administrative matters as part of the planning process:
 - The quantity of water required by the Chanichim, where there are places to refill water bottles, and do the Tzevet need to bring an additional supply of water to the Chanichim.
 - How communication will work when the Chanichim are on the trip, i.e., how can the Tzevet have working and charged mobile phones for the entirety of the trip, including considering how to recharge phones if required and areas where there may be limited phone reception.
 - Should there be a need to evacuate someone or several people from the trip, i.e., a Chanich falls ill or is injured during the trip, it needs to be considered what vehicle(s) is suited to the number of Chanichim and the route. Consideration needs to be given to where this vehicle(s) should be waiting and defining the guidelines for use of the vehicle(s).
 - Preparation of a first aid kit and ensuring the appropriate number of people who first aid trained will accompany the trip according to its needs.

- Coordinating with external service providers, and only with those who have the appropriate business licensing, such as a:
 - Catering company that will supply the food to meet all the dietary needs of the Chanichim.
 - Site that may be visited in the trip to organise tickets, entrance and payment in advance.
 - Company that will be leading activities for the Chanichim when they are on the trip.
 - A medical escort company should there be a need for additional first aiders and/or medical professionals with greater medical qualifications.
 - A security company who will secure the safety of the group when they are on the trip.

- Considering how best to utilize the FZY Tzevet on the Tiyul/Siyur and what other staff may need to be brought in:
 - Confirm that the number of Tzevet is appropriate to the number of Chanichim and the activities they will be engaging in during the trip.
 - Suitability of the tour guide to the route, ensuring they have familiarity with the route and alternatives have been planned should there be a need due to weather, security, etc.
 - Is there a need to bring in professional escorts based on the activity of the group, i.e., lifeguard, climbing instructor, etc.?
 - What type of medical escorts are needed for the trip, and are they required for the entirety of the trip or just for parts of it?
 - Considering how to prepare for the trip, including what preparatory meetings are required and what information needs to be passed on?
 - Coordinating schedules and meeting places between the different Kvutosot that may have different timetables for the trip.
 - Updating telephone numbers and means of contact between the Kvutosot and Tzevet.
 - A preparatory discussion with the Chanichim about the trip, including FZY's requirements of them, the schedules and other information relevant to them.

- Reviewing the equipment needed for the trip, making sure it is all there and in a good working order.
- Briefing the Tzevet and reviewing all the details and administrative matters for the trip.

Tiyul in Rural Areas

The following are the guidelines and things to consider when taking Chanichim on a Tiyul in rural areas.

- It is required for the Chanichim and the Tzevet, whilst on a Tiyul in rural areas are wearing closed hiking shoes and hat.
- The Rosh of the Programme will either take on the responsibility of being the Madrich responsible for the Tiyul themselves, or they will appoint a suitable experienced Madrich to this role. It must be made clear to the Tzevet before leaving for the Tiyul who the Madrich responsible for the Tiyul is.
- The Madrich responsible for the Tiyul will ensure before they start that someone on the Tzevet who is joining the Tiyul and who has the correct medical training has the medical information of the Chanichim, including medication and auxiliary medical equipment as required. It is the responsibility of the Madrich responsible for the Tiyul to confirm this person has all the medication and medical equipment required before starting the Tiyul.
- The quantity of water needed per Chanich will be determined by the Madrich responsible for the Tiyul in accordance with the planned route and the weather conditions.
- The recommended quantity of water in the summer is $\frac{3}{4}$ litres for every hour of walking. The Madrich responsible for the Tiyul must plan the quantity of water that each Chanich has to carry in accordance with this, and the possibilities for refilling water along the route.
- Chanichim must be encouraged to drink a lot. The Madrich responsible for the Tiyul should not rely on the Chanichim feeling thirsty and must proactively encourage the Chanichim to drink. Wherever possible, it is best to provide Chanichim with an unlimited water supply.
- Before leaving for the Tiyul, the Madrich responsible for the Tiyul must confirm that the Chanichim have the amount of water as specified.
- The Madrich responsible for the Tiyul must be confirm that water taken from faucets is intended for drinking before the Chanichim fill their bottles with and/or drink this water.
- It is absolutely forbidden to drink water from faucets in the field, from fire extinguishers, spring water, from streams and from other natural water sources.
- Wherever possible, it is recommended for Chanichim to refill their bottles with cold water.
- A hat should be worn throughout the Tiyul and it is recommended that Chanichim and Tzevet also wear light clothes that cover their arms and legs.
- Chanichim should be encouraged to use UV protection sunscreen against the radiation with a SPF factor of at least 15.

- The Tzevet must be alert to the appearance of Chanichim who were exposed to the sun and their skin has begun to redden, and this should be reported to both the Madrich responsible for the Tiyul and the Madrich responsible for the first aid of the trip so clear informed decisions can be made.
- When Chanichim are engaging in water activities, emphasis should be placed on protection against radiation from the sun as often when Chanichim are cooler and/or in water they mistakenly feel they are protected from the radiation of the sun.
- Before starting a Tiyul, a briefing will be given to the Chanichim by the Madrich responsible for the Tiyul. The briefing will include:
 - A description of the planned route, its length, duration and main characteristics, i.e., a cliff walk, forestry, etc.
 - Emphasis should be given to the characteristics of the route in the context of the necessary rules of caution, i.e., on a rocky route Chanichim should maintain distances from each other to minimise the chances of rocks falling onto another Chanich, etc.
 - Emphasise the ability required of the Chanichim to execute the path being traversed, such as the level of difficulty, whether there is an importance of knowing how to swim, etc.
 - Segments of the path in which special attention need to be demonstrated, i.e., because the path splits in several directions, there is a sheer drop, etc.
 - Points along the route that should not be approached, i.e., forbidden entry water holes adjacent to the path.
 - Setting the order of movement between the Kvutsot on the Tiyul, setting a coordinated schedule among all the Kvutsot so they do not get in each other's way and/or cause disturbances.
 - A reminder of the rules, i.e., the Madrich responsible for the Tiyul is at the front of the group and it is absolutely forbidden to pass this person; the person bringing up the rear should be the first aider or medical escort; the Chanichim are between the Madrich responsible for the Tiyul and the first aider / medical escort while being sure to keep up with the Chanichim in front of them to prevent contact being lost throughout the Tiyul.
 - Setting the places of the Tzevet along the line of the Chanichim, and informing the Chanichim where the person responsible for the Tiyul is to be found, as well as the first aider / medical escort.
 - The importance of drinking water on the Tiyul, wearing hats and using suncream should be recalled and emphasised.
 - A Chanich who loses the group should remain where they are, or on hot days will seek a nearby shaded spot and wait for people looking to find them. If they have a phone with reception, they should call a Madrich to notify them that they have been separated from the group and where they are waiting.
 - Emphasis on the importance of walking only on the paths and how it is absolutely forbidden to take shortcuts.
 - Danger of fires and that lighting a fire will be done only with the permission and supervision of the Madrich responsible for the Tiyul.
 - Chanichim known to have an allergy to bee/wasp stings must have access to an antihistamine and/or an EpiPen throughout the Tiyul.

- A Chanich who needs to leave the group, i.e., to relieve their bowels, must coordinate that with a Madrich and do so with the permission of the Madrich responsible for the Tiyul.
- The Madrich responsible for the Tiyul will lead the hike. S/He will determine the path and the pace of the walk.
- Chanichim will not be allowed to deviate from the path or pass the Madrich responsible for the Tiyul under any circumstances.
- The Madrich responsible for the Tiyul must confirm via the Tzevet and/or the Chanichim that big gaps have not formed between the Chanichim, which could result in part of the group losing their way.
- At places where Chanichim might err on the path, the Madrich responsible for the Tiyul will stop until all of the Chanichim have gathered.
- Upon arriving at an obstacle, defined as a place constituting a deviation from the walk such as a step, rope, ladder, crossway, etc., the madrich responsible for the Tiyul will stop the Chanichim, and "will caution, instruct and confirm" – caution of the danger inherent in the obstacle, instruct how to proceed and will place a Madrich who will confirm compliance with the instructions, and will confirm these guidelines are understood.
- If it is necessary for the Madrich responsible for the Tiyul to wait until all the Chanichim pass the obstacle, s/he will place someone from the Tzevet at the head of the line to prevent Chanichim crossing to the continuation of the route.
- Upon completion of passing the obstacle, the Madrich responsible for the Tiyul will ensure the Tzevet will count the Chanichim.
- The Madrich responsible for the Tiyul will ensure a count of the Chanichim from time to time. It is their responsibility to count them at the outset of the route, at the conclusion of a break, after passing obstacles, upon departing from places with lots of external people, upon getting off and on the bus, and at any time that s/he is concerned that a Chanich might be lost.
- The Madrich responsible for the Tiyul will also count the Tzevet at all the times noted above.
- A break during a Tiyul is to be considered as part of the Tiyul, and the awareness of the Tzevet to ensuring the wellbeing of the Chanichim must be maintained.
- The Madrich responsible for the Tiyul 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.
- The Madrich responsible for the Tiyul will appoint one of the Tzevet as a supervisor during the break. This person will strictly observe that the Chanichim follow the instructions of the Madrich responsible for the Tiyul.
- Someone from the Tzevet will brief the Chanichim about where the borders are for the time they are on a break, an area which should not be left.

- In the event that there is a point of danger nearby during the break, someone from the Tzevet will warn the Chanichim against approaching it and will place a Madrich near this danger point to prevent Chanichim from approaching it.
- The Tzevet will allocate areas in which Chanichim can attend to their bodily needs during the break.
- Prior to leaving the location of the break, the Madrich responsible for the Tiylul will ensure that a count is undertaken ensuring that everyone is present.

Siyur in Urban Areas

The following are the guidelines and things to consider when taking Chanichim on a Siyur in urban areas.

- Urban areas have distinct inherent risks. The Madrich responsible for the Siyur must prepare accordingly. On arrival, there will be a briefing of the Chanichim in which emphasis will be placed on the area and adherence to the rules of behaviour, specified below.
- The major risks are traffic accidents, losing Chanichim in crowded public places, and Chanichim leaving the group without permission.
- Walking in urban areas should be on pavements only, and in the event that there is no pavement, walking should occur on the side of the road facing the oncoming traffic.
- Someone from the Tzevet will bring up the rear of the group, making sure that Chanichim do not go onto the road, and signalling to and warning vehicles approaching from behind.
- Crossing roads will be done at Zebra crossings. If there are none, the Tzevet will gather the Chanichim together at the edge of the road, and will place a Madrich at a cautionary distance from the group on both sides of the road and oncoming traffic. Only after they have confirmed that there is no traffic, they will signal to the Madrich to instruct them to cross the road quickly and safely.
- On a Siyur, Chanichim are forbidden to leave the group without first receiving permission from the Tzevet.
- If the Tzevet wish to give Chanichim free time in an urban area, it must be under the following regulations:
 - An area must be clearly defined by the Tzevet which Chanichim must remain inside at all times.
 - Tzevet must be posted at the boundaries to the allotted area to ensure Chanichim to do not leave.
 - There must be a time set for meeting at a clearly designated spot.
 - At this same clearly designated spot, Tzevet must be present at all times and Chanichim must be aware to go there if they are in any distress.
 - Emergency phone numbers and contact information must be given to all Chanichim before being allowed to disperse.
 - 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.

- Chanichim must travel in groups no smaller than 3 people at all times during this free time.
- In groups where there are younger Chanichim, under the age of 14, a Madrich/a must be with each group of Chanichim at all times.
- On every Siyur, at a crowded place and where there is increased concern for losing Chanichim, the Madrich responsible for the Siyur will count the Chanichim to check everyone is present.

Swimming

Swimming, if not done in a safe place and in a safe way can be very dangerous. As such, FZY have clear rules and guidelines which must be followed when facilitating swimming on a Programme.

- FZY Tzevet will ensure that Chanichim can only go swimming or enter a body of water if it is in a safe place i.e., a swimming pool, shallow stream, the sea on days where there are no rip currents and calm waves, etc.
- The FZY Tzevet will ensure Chanichim cannot go swimming or enter bodies of water where there are dangers to the Chanichim, i.e., fast flowing rivers, deep lakes, the sea when there is a rip current and/or rough waves, etc.
- It is only permitted to enter the sea if:
 - There is a lifeguard team working and present on that beach.
 - The flags shown by the lifeguards indicate that swimming is allowed on that beach.
 - All instructions provided by the lifeguard team is followed at all times.
 - There are sufficient Madrichim present in the sea with the Chanichim according to the ratios outlined within FZY's Working with Young People Policy.
- Wherever the FZY Tzevet deem it safe for swimming to take place, there must be qualified lifesavers present.
 - Where FZY are attending a commercial provision (including a beach) which provides its own qualified life savers this is sufficient. However, there must still be sufficient Madrichim present in the water with the Chanichim according to the ratios outlined within FZY's Working with Young People Policy.
 - Where there are no life savers present from an external commercial provision, there must be at least one trained life saver with a minimum up to date qualification of a bronze certificate within the Tzevet. That person must be present at all times whenever swimming takes place. Sufficient helpers also need to be present according to the ratios outlined within FZY's Working with Young People Policy.
- FZY should encourage its Madrichim to get these life saver qualifications and provide information on courses that are available and promote them.

Adventure Activities

Many of FZY's Programmes contain various adventure activities such as zip lining, rock climbing, zorbing, abseiling, kayaking, etc. There are certain risks associated with these activities. As such, FZY have rules and guidelines which must be followed when facilitating these types of activities on a Programme.

- Adventure activities are allowed on FZY Programmes, as long as the following guidelines are adhered to. However, extreme activities, i.e., sky diving, bungee jumping, scuba diving, etc. are not allowed. If the Rosh of a Programme wants an exception to be made to allow an extreme activity to take place, they need to seek the permission and approval of the Executive Director. Approval can only be given after an investigation into the activity, the company that may be providing it, and checking whether FZY's insurance policies will cover such an activity. Whenever FZY's insurance policies do not cover an extreme activity, the Executive Director will need to seek approval from the Board before approving or denying the request.
 - If the Rosh of a Programme is not sure whether an activity is classified as an extreme activity or an adventure one, they should err on the side of caution and notify the Executive Director and wait for their answer / permission to be granted.
- Prior to booking any company to facilitate adventure activities, it must be checked that both the third-party company and their staff facilitating the activities have the suitable insurance policies, licenses and risk assessments to allow them to do this.
 - These insurance policies, licenses and risk assessments must be requested by the person making the booking and stored in a confidential manner for 12 months after the activity has concluded in case they are required.
- Companies facilitating adventure activities to FZY Chanichim must be able to provide functioning good quality safety equipment, i.e., harnesses, life jackets, helmets, etc. wherever there is a need for these due to someone possibly becoming hurt or injured.
- Before the Chanichim start an adventure activity, the staff of the company facilitating this activity must provide a clear safety briefing to the FZY Chanichim. This briefing must include the potential dangers of the activity and how the Chanichim must act to remain safe throughout.
- Sufficient numbers of people from the Tzevet need to be present during these activities according to the ratios outlined within FZY's Working with Young People Policy.
- A first aider and/or other medical professional(s) with the required medical kit are present and available throughout the activity should there be a need for them.
- Should anyone on the Tzevet believe that an activity is dangerous and risking the health of those participating, this should be brought to the attention of the Rosh of the Programme and the people facilitating the activity immediately. If it is determined by either the Rosh of the Programme and/or the people facilitating the activity that it is dangerous, this activity should immediately be halted.
 - In this instance, FZY should send a formal report to the company to outline the issues with the activity and/or the way it was facilitated to ensure this cannot occur again to another group.