Chabad of RARA
RARA Foundation

Reportable Conduct Scheme Procedure

This document identifies the Child Safety and Wellbeing Policy for Chabad of RARA (ABN 97 611 110 706, and RARA Foundation (ABN 12 672 653 833).
Board approval date: 1/7/2026
Head of organisation: Rabbi Menachem Aron
Child Safety Officer: Rabbi Menachem Aron, 0413 365 770, info@rara.au
Alternative contact: Amanda Gecelter, 0436 666 572, amanda@rara.au

Purpose

This procedure applies if Chabad of RARA and RARA Foundation is covered by Victoria's Reportable Conduct Scheme. It provides a process for notification, prevention, response, investigation and record keeping in relation to allegations of reportable conduct by workers, volunteers, contractors or others covered by the Scheme.

Immediate safety and external reporting

If there is an immediate risk to a child, call 000. Any person who becomes aware of an allegation must promptly notify the Child Safety Officer or, if appropriate, the alternative contact or Board Chair. This does not replace any direct legal obligation to report to Victoria Police, Child Protection or another authority.

Initial response

The Head of Organisation, supported by the Child Safety Officer, will:
• take immediate steps to protect the child and other children
• consider interim measures for the respondent, including changed duties or standing down
• ensure the allegation is handled confidentially and fairly
• preserve relevant records and evidence
• make required reports to Police, Child Protection and other authorities
• provide appropriate support and information to the child and family.

Notification to the regulator

Where the Scheme applies, the Head of Organisation must notify the Victorian Social Services Regulator of a reportable allegation within three business days after becoming aware of it, and provide the required information within 30 calendar days. The Head of Organisation must investigate the allegation as soon as practicable and make findings in accordance with the Scheme.

The notification process must be checked against the regulator's current guidance and reporting portal at the time of the allegation. RARA Foundation will seek specialist legal or safeguarding advice where needed.

Investigation and findings

Investigations must be impartial, timely, appropriately scoped and conducted by a person with the relevant skill and independence. The investigation must not compromise a Police or Child Protection investigation. The respondent is treated fairly and given an appropriate opportunity to respond, while child safety remains the priority.

At completion, the Head of Organisation records findings, reasons, actions taken and any systemic improvements. The regulator receives the final information required by the Scheme.

Prevention and improvement

RARA Foundation prevents reportable conduct through child-safe recruitment, screening, training, supervision, clear professional boundaries, accessible reporting pathways and active risk management. Following an allegation, RARA Foundation reviews whether changes are required to policies, practice, supervision or training.

Records

All records relating to a reportable allegation are kept securely, access is restricted, and information is shared only as required to protect children or meet legal obligations.

Reference

Victorian Social Services Regulator: current Reportable Conduct Scheme guidance and notification process.