



# Behavioural Guidelines

**Bnei Akiva  
Machane**

5779  
2018/2019



# Machane Code of Conduct

## Introduction

Participants on Bnei Akiva Machane are required to take full responsibility for themselves and their actions. This document is the Machane 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 Participants' own protection. Please remember that all Participants are expected to behave appropriately at all times and are also expected to be self-disciplined. If members of the staff team need to enforce disciplinary measures, it is essential that staff are treated with respect. In return, Participants have a right to expect that the above will be reciprocated in so far as the Participant will be treated with respect and fairness.

You should also be aware of authorities that supersede this statement - most particularly the laws of the countries where programming occurs and its law enforcement agencies, and the rules of institutions whose services we use.

Upon applying to Machane, the Applicant and the Parent/Guardian (if the Applicant is under 18) will be required to agree to the terms of the Machane Code of Conduct.

Violations of the Machane Code of Conduct may result in dismissal from the Programme, which is at the sole discretion of Bnei Akiva. 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 related to the price of Machane 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.

## Mutual Respect and Group Responsibilities

By signing up for the Programme the Applicant is committing to attend, be involved and participate fully and positively in all aspects of the Programme and group activities. Another expectation of all Participants is cooperation, particularly with, though not limited to, their Madrichim (Leaders). This can include appearing at the appointed places on time, accepting responsibilities when so assigned etc... Failure to cooperate with any and all staff members is likely to result in the Participant's removal from the programme.

## Leaving designated areas

Nobody is permitted to leave the site, the group, or designated areas under any circumstances.

## Looking After Your Environment

Participants are responsible for maintaining their accommodation, which must be left in exactly the same condition as it is found. Any damage resulting in costs created by Participants, including graffiti, 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 Participant and will be treated as a disciplinary issue. In addition, Participants 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 there be pre-existing damage in a Participant's accommodation, they should inform their Madrichim at the earliest possible opportunity.

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



## **Anti-Social Behaviour**

Bnei Akiva 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, whether cyber or direct, Violence, Abusive Language, Physical, Emotional, Sexual Abuse or Harassment directed towards Participants, Madrichim (Leaders) or anyone with whom they come into contact.

Every Participant on the Programme has an equal right to experience Machane fully, free from any bullying, ridicule, harassment or abuse of any kind. Any Participant who mistreats another member of the Machane will be disciplined in an appropriate manner according to the Discipline Procedure outlined in this document. In serious cases of anti-social behaviour a Participant will be sent home from the Programme at the sole discretion of Bnei Akiva. 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 related to the price of Machane will be given.

The social environment created on Machane is designed to be a safe space for both Participants and Madrichim (Leaders), 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.

## **Sexual Harassment**

Sexual Harassment is defined as any unwanted behaviour of a sexual nature that causes offense, distress, intimidation or humiliation. These behaviours do not have to have been objected to during the Machane process/during Machane itself for it to be unwanted and for it to constitute harassment. 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
- Displaying sexually explicit pictures 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 or in writing

## **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, mental health 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, eg: social media, instant messenger etc...)
- Teasing



- Name-calling
- Physical assault
- Making threats

Bullying will not be tolerated, irrespective of whether it is intentionally harmful or is masqueraded as jesting or “banter.”

### **Illegal Drugs**

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 to their country of origin at their own expense, or that of their Parent/Guardian (if the Participant is under 18), without any refund. The Parents/Guardians will be informed of the reasons why the Participant has been sent home. The Organisers 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, we may require such tests prior to departure and this could affect participation on Machane. The Organisers may involve the local Police in cases of drug usage or suspicion of drug usage.

Any medical attention required as a direct or indirect result of the use of illegal drugs will not be covered by the medical insurance policy and the Parent/Guardian will be responsible for all associated costs.

### **Alcohol**

The purchase, possession or consumption of any alcoholic beverages is illegal and completely forbidden on any Bnei Akiva Machane.

If Participants 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, should expect to be removed from the Programme. In these cases, the Participant’s dismissal from the Programme and subsequent return to their country of origin at their own expense and without refund should be expected, and this decision will be at the sole discretion of Bnei Akiva. 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 Machane will be given.

### **Smoking and Tobacco Products**

If Participants are found in possession of any tobacco related products 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 Participant is found in possession of any tobacco products (including e-cigarettes), their dismissal from the Programme and subsequent return to their country of origin at their own expense will be at the sole discretion of The Organisers. The Participant and/or Parent/Guardian will be liable for all costs relating to the expulsion and no refund related to the price of Machane will be given.

Please note that vaping is also strictly forbidden.

### **The Right to Search**

The Organisers hope that the need never arises, but there may be occasions where Bnei Akiva reserve the right to search a Participant’s personal possessions during the Programme if they have a reasonable suspicion that a Participant possesses prescribed/non-prescribed medication, illegal drugs, alcohol, tobacco products and/or weapons etc...



If the Madrichim (Leaders) are prevented from completing a search of the Participants' personal possessions, Bnei Akiva are entitled to interpret this as an indication that such prohibited items may be in the possession, or under the control, of the Participant. In this case the Participant may be excluded from the Programme. 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 related to the price of Machane will be given.

### **Religious Standards**

Bnei Akiva is a Modern Orthodox and Religious Zionist movement which means that we adhere to Halacha. This means that over camp we endeavour to keep Halacha, which includes, but is not limited to; Shabbat, Kashrut and Shomer Negia. We ask that you respect our halachic policies even if you are not used to it from home. Furthermore, the day will take Religious practise in account during its structure, meaning that we daven three times a day and and recite the appropriate brachot before and after meals. If you are not used to anything like this, please speak to a Madrich as we want this to be a personal religious experience as opposed to a boring part of the day. We are an inclusive movement and we don't feel that anyone should be punished for lack of knowledge or mistakes, so please feel comfortable to ask any of your Madrichim or the Rav Shaliach if you are unsure about anything.

### **Dress Code**

Skirts must cover the knee when you are sitting down. Girls may wear trousers, however very tight jeans, leggings and jeggings are not acceptable. Sleeves must be an acceptable length even when stretching in the air and necklines should be modest. Boys may only wear shorts which will cover the knees. Please ensure that you are dressed appropriately as it will be uncomfortable for both you and your Madrichim if you have to be asked to change.

Please remember that all the rules of tzniut apply on Shabbat as well as during the week. Shabbat clothes must be worn for the entirety of Shabbat. Jeans are not suitable to wear on Shabbat. If you don't have Shabbat clothes please tell one of your madrichim today. Any prolonged intentional disregard for the religious atmosphere of Bnei Akiva could lead to disciplinary proceedings and the Participant being dismissed from the Programme without refund.

### **Additional Rules**

In addition to all of the above, any one of the following actions (though not limited to this list) will constitute grounds for dismissal from the Programme at the sole discretion of Bnei Akiva. 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 related to the price of Machane 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 Machane, Bnei Akiva reserve the right to reject an Applicant from Machane.

- Unauthorised absence from the group
- Engaging in criminal activity
- Tattooing any part of the body
- Failing to follow or cooperate with the instructions of all Machane Madrichim (Leaders), and any other agents involved in the operation of Machane regarding safety and security, including leaving the group without permission during Machane
- Gambling
- Using your power, strength or authority to intimidate others around you (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; Madrichim (Leaders), Rakazim (Group Organisers), other Participants, other Machanot, members of the public and/or other officials or staff
- Deliberate damage to property
- Deliberate harm to any part of one's body
- Disobeying instructions from Madrichim (Leaders) 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
- Theft from, including but not limited to; other Participants.
- Displaying behaviour other than that of a high standard
- Behaviour that is of a danger to the Participant(s) involved or to others on Machane
- Behaviour that may also influence other Participants who attend Machane in a negative way
- Persistent misbehaviour\*
- Carrying any form of medication, self-medicating or distributing medication, prescribed or non-prescribed, to other Participants
- Not following any additional rules and regulations given by any member of staff
- Piercing any part of the body
- Use of permanent hair-dye.

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.

We only use an exclusion of a Participant from Machane as a last resort. All available ways to deal with issues and concerns are evaluated before we seek to exclude anyone, unless the circumstances merit immediate dismissal. We pride ourselves on being inclusive and attempt to give all those participating on Machane equal opportunities.

However, the above behaviours may well mean immediate exclusion for the Participant(s) involved and this decision will be made at the sole discretion of The Organisers.

In addition to the above, Bnei Akiva may have other rules and expectations of conduct which form part of this Contract by way of variation. Such rules and expectations will be made known to the Applicant and Parent/Guardian in advance of Machane and during the programme.

### **The Discipline Procedure**

There is a **three strike system** in place for dealing with unacceptable behaviour on Machane. Please note, that the strike system is not a punishment in its own right and Participants may also be additionally removed from programming or given other tasks in accordance with our Madrichim's disciplinary procedures and the relevant UK and EU laws:

**1. The First Strike:** This is a verbal warning where the Participant would have the chance to speak to a Sgan/Rosh in relation to the specific behaviour. The Sgan/Rosh would guide and advise the Participant on positive behaviour on Machane. Both the Bnei Akiva and the Parents/Guardians will be notified at this point, where it is reasonably possible to do so.



**2. The Second Strike:** This will involve a discussion with the Participant about the reasons for their behaviour with a Sgan/Rosh of the group. The Parents/Guardians will all be notified of the Second Strike and the reasons for it being given. At this stage the Participant is now on their second and final Strike.

Agreements would be made between the parties to try and ensure that the behaviour keeps within an acceptable level and that the Participant is able to keep to the agreement that is made. The Participant will have to call their Parent/Guardian under the supervision of the Rosh Machane, where it is reasonably possible to do so. A Sgan/Rosh will reserve the right to give a Participant a Second Strike without them receiving a First Strike.

**3. The Third Strike:** If the Participant is still behaving negatively they will be given a Third Strike and it is likely that the Participant will be dismissed from the Programme. At this stage the Participant be removed from all programming as they speak with the Rosh Machane and the Mazkir about whether they will be able to continue on Machane. During this process, the Participant will continue to be cared for under the supervision of Bnei Akiva. Should the Participant be excluded from Machane, suitable travel arrangements to return home will be drafted and enacted. Participants who are sent home from abroad will travel unaccompanied after their arrival at airport security. When the Participant arrives in London they will be collected by their Parent/Guardian or Nominee from the airport. All additional costs associated with exclusion from Machane e.g. taxis, flights, accompanying adults if deemed necessary, transfers etc., will be met in full by the Parents/Guardians of the excluded Participant.

Bnei Akiva will contact the Parent/Guardian as soon as is reasonably practical to inform them of the situation and the following procedures. Throughout this process, the Participant's Mobile Phone will be confiscated and will only be returned to them upon completion of all disciplinary actions. However, their phone will be returned or a phone will be temporarily provided in order for them to call their Parent/Guardian at specific times. This is to prevent miscommunications with third parties, including the remaining Machane group.

**Bnei Akiva reserves the right to immediately remove a Participant from Machane without proceeding through Stages 1-3 where the situation merits it.** Furthermore, persistent low-level disruptive behaviour will also necessitate intervention. The Participant and the Parents/Guardians should be aware that during the Discipline Procedure the Participant may spend large amounts of time away from the group.

Please note that for the duration of the Programme and/or throughout the dismissal procedure if the Participant fails to follow or cooperate with the instructions of the Madrichim and/or The Organisers, eg: absconds from the Programme or refuses to board a flight, the Parents/Guardians will be required to take responsibility for the Participant.

**If a Participant has been awarded a bursary from the Bachad Bursary Fund and is subsequently dismissed from the Programme, the Parent/Guardian, upon request of the Awards Committee of the Fund, must reimburse the Bachad Bursary Fund with the full amount originally awarded.**