



Machane Code of Conduct

Introduction

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. Participants on Bnei Akiva Machane are required to take full responsibility for themselves and their actions. 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 official authorities and laws that supersede this statement - most particularly the laws of the countries where programming occurs and their 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/or will include appearing at 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 unless permitted by a senior member of Bnei Akiva staff.

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. In the event, that Bnei Akiva is required to cover the cost of any such damage at the time it is caused, payment will be sought from the Participant/s and/or Parents/Guardians to reimburse Bnei Akiva's costs.

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 Participants have 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, intimation 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.”

Mobile Phones

All Participants across Bnei Akiva Machane can bring their mobile phones to Machane, however these must be handed in on arrival **regardless of age**. Phones will be handed back at specific times during Machane to call home. **Bnei Akiva does not take any responsibility for any mobile phones and other electronic devices brought to Machane.**

Bnei Akiva encourages an engaging social environment, and an experience on Machane that is wholly immersive.

The decision to limit the use of mobile phones on Machanot will help create this unique Bnei Akiva environment, whilst also encouraging Chanichim to interact away from their screens. The use of mobile phones at Machane can also lead to a negative impact on the group environment through bullying and other social pressures. Bnei Akiva has structures in place to cater for the welfare of all Chanichim, and if necessary to arrange for them to speak to their parents. If you need to speak to your child urgently, please call Ruth in the Bnei Akiva Bayit on 0208 209 1319 ext.7 and this can be facilitated.

Bnei Akiva strongly discourages bringing any tablet or other streaming device to Machane. If it is found that a device is having a negative impact on the overall experience, these will be confiscated and returned at the end of Machane.

Please also note that the phone signal can be very limited on the Machane sites.

Illegal Drugs

Anyone who is determined/found 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, or 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. Bnei Akiva 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. Bnei Akiva 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 Bnei Akiva. 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

Bnei Akiva hope that the need never arises, but there may be occasions where Bnei Akiva reserves 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. During 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 into account during its structure, meaning that we daven three times a day 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. 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.

- 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 and/or Madrichim.
- 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 exclude 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 Bnei Akiva.

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/or 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. Participants may, in addition to the three strike system be removed from programming or given other tasks in accordance with our Madrichim's disciplinary procedures and relevant UK and EU laws depending on the unacceptable behaviour involved:

1. The First Strike: This is a verbal warning where the Participant has the chance to speak to a Sgan/Rosh in relation to the specific behaviour. The Sgan/Rosh will guide and advise the Participant on what constitutes positive behaviour on Machane. Both 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 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 will be removed from all programming and they will 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 made 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, the Participant's phone will be returned or a phone will be temporarily provided in order for the Participant to call their Parent/Guardian at specific times. This is to prevent communication 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 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 Bnei Akiva, 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.

COVID-19

The global Coronavirus pandemic has enforced some new realities on our programming. All attendees of our camps and programmes must understand and agree to the following:

- You understand that Bnei Akiva will do all it can to provide a Covid-Secure environment. You understand that there will still be risks involved due to the extremely contagious nature of Covid-19. You understand this has been designated a global pandemic by the World Health Organisation. You are happy for your child to attend Bnei Akiva Machane under these circumstances and will not hold Bnei Akiva UK responsible in the event of your child contracting Covid-19.
- We will adhere to all national and local guidelines until such time as Covid-19 ceases to be a threat to the health and safety of our participants and staff.
- Our Staff have the right to enforce any new regulations or change the Code of Conduct as necessary to protect the health and welfare of all participants.
- You understand that we may require participants to take a Covid-19 test before attending Bnei Akiva Machane, and attendance at Machane could be dependent on a negative test result being returned. If this is the case, you will be informed of the details nearer to the Machane start date.
- You understand and agree that if your child is showing any kind of illness/symptoms related to Covid-19 you will NOT send them to camp. They may be able to join after a negative Covid-19 test result depending on government guidelines at the time including any specified quarantine or isolation period.
- You understand and agree that if your child shows any kind of illness or symptoms of Covid-19 during camp they will be removed from the group immediately, and we may require them to take a Covid-19 test before re-joining the group.
- You understand that should your child need to be removed from Machane due to Covid-19 you will have to make arrangements to collect them. Bnei Akiva staff will not be able to transport or accompany participants who have tested positive.
- You understand and agree that if your child does not comply with any rules in place to protect against Covid-19 e.g. social distancing/face masks, during camp they will be removed from the group immediately, and this will be treated as a serious disciplinary matter.
- If any additional safety measures to ensure a Covid-secure environment become necessary, Bnei Akiva reserves the right to adjust the price of camp as necessary to reflect any additional costs.
- If a Participant and/or the Parent/Guardian cancels the Participant's place on Machane due to Covid-19 restrictions, for example, the need to self-isolate or if the participant contracts Covid-19, Bnei Akiva UK will only be able to offer a refund under the normal cancellation policy. An insurance claim may be able to be filed and it is the responsibility of the Parent/Guardian to file an insurance claim through the insurance provider if covered (see below).

CAMP DEPOSITS AND PAYMENTS

At the time of writing this policy, the indication is that the Winter of 2021 will be able to run without any restrictions for Covid-19. This is largely due to the success of the vaccination programme in the UK. As such, we are optimistic that Machanot (camps) will be able to run very much as normal. However, there is still a degree of uncertainty and we will therefore be implementing the following financial policy:



- Bnei Akiva will use its best endeavours to safeguard all money paid to it by families for camp, to therefore be able to offer as close to a full refund as possible should Machane have to be cancelled by us.
- In the event of a Government Guideline enforced cancellation it is anticipated that the vast majority of costs related to Winter Machane will be either avoidable or recoverable. However, depending on the timing of any cancellation there may be some unrecoverable costs. For example, if Machane were to be cancelled a matter of days before it was due to begin, we may not be able to recover all deposits and other fees already paid to premises providers. If this were the case, Bnei Akiva would not be able to offer a refund on these costs.
- Bnei Akiva requires all camp attendees to have a suitable travel insurance policy in place, and to this end we offer a plan via our own insurers. We have been advised that for 2021 our group insurance policy includes cover if you need to cancel you trip due to you or anyone named on your policy testing positive for Covid-19 in the 14 days prior to travel as well as other areas of enhanced Covid cover. Obviously, the specific terms and conditions need to be borne in mind, but this should offer a further degree of comfort.
- Any monies recovered via our own business insurances would of course be made available by way of refund.

BNEI AKIVA GROUP INSURANCE

From the 1st of January 2021, our group insurance with Citybond Suretravel includes enhanced Covid-19 cover. This cover includes cover if you need to cancel you trip due to you or anyone named on your policy testing positive for Covid-19 in the 14 days prior to travel and Cover for medical expenses and repatriation due to contracting Covid-19 whilst abroad.

Please be aware - There is no cover on any of our policies if you travel against the Foreign, Commonwealth and Development Office (FCDO) advice, local government, or local authority advice of the country you are travelling to or from, or World Health Organisation (WHO) advice or medical advice.

As stated earlier, we may require a negative Covid test result for children to attend Machane. If your child is unable to join Machane, joins late, or is sent home due to Covid-19 symptoms or a positive Covid-19 test, we will be unable to offer a refund however this may be covered through an insurance claim if you have taken out the group insurance policy. It is your responsibility to ensure your child arrives at Bnei Akiva UK programming in good health, which will ensure we can provide a Covid-secure environment for all participants.

We encourage all participants to either join the group insurance or take out your insurance cover.