



WESTMINSTER SYNAGOGUE

Safeguarding Adults Policy

Date Policy approved: July 2023

Next review Date: July 2024

Westminster Synagogue - out of hours number

0207 584 3953 option 9

Charity Number: 1133190



Police emergency number 999

Police non-emergency number 101

KEY WS PERSONNEL

WS Designated Safeguarding Lead (DSL) for adults with care and support needs

Gary Sakol - Executive Director

0207 584 3953 ext. 103

Gary@westminstersynagogue.org

WS Designated Safeguarding Lead (DSL) for children

Daniela Rotbande - Head of Youth Education

0207 584 3953 ext. 106

daniela@westminstersynagogue.org

WS Deputy Designated Safeguarding Lead (DDSL) for adults with care and support needs and children

Gary Sakol - Executive Director

0207 584 3953 ext. 103

gary@westminstersynagogue.org

WS Trustee responsible for Safeguarding Adults

Ellen Miller

0207 584 3953 ext. 101 (Synagogue office)

ellen@emillerconsultants.com



Contents

SECTION 1: SAFEGUARDING ADULTS POLICY.....	4
Introduction.....	4
Policy Statement.....	4
Purpose.....	5
Scope.....	5
Commitment.....	5
Implementation.....	6
Our Principles.....	7
Pastoral Care.....	7
SECTION 2: SUPPORTING INFORMATION.....	8
What is adult safeguarding?.....	8
SECTION 3: PROCEDURES & REPORTING PROCESS.....	9
What to do if you are worried.....	9
SECTION 4: APPENDICES.....	13
Key legislation governing safeguarding adults:.....	13
Definition of an Adult at risk.....	15
Abuse and Neglect.....	15
Signs and Indicators of Abuse and Neglect.....	17
Wellbeing Principle.....	17
Recording and Information Sharing.....	18
Sources of Information and Further Support.....	20
Key Local Authority Contacts.....	20
National Organisations.....	21



SECTION 1: SAFEGUARDING ADULTS POLICY

Introduction

Everyone has a right to be treated with respect and dignity. Everyone deserves to be safe.

Westminster Synagogue is committed to Safeguarding Adults in line with national legislation and relevant national and local guidelines.

We will take all reasonable steps to safeguard adults from harm and discrimination and to respect their rights, wishes and feelings.

Westminster Synagogue is committed to creating a culture of zero-tolerance of harm to adults which necessitates: the recognition of adults who may be at risk and the circumstances which may increase risk; knowing how adult abuse, exploitation or neglect manifests itself; and being willing to report safeguarding concerns.

This extends to recognising and reporting harm experienced anywhere, including within our activities, within other organised community or voluntary activities, in the community, in the person's own home and in any care setting.

Westminster Synagogue is committed to best safeguarding practice and to uphold the rights of all adults to live a life free from harm from abuse, exploitation and neglect and subscribes to the belief that safeguarding is everyone's business.

Policy Statement

Westminster Synagogue believes everyone has the right to live free from abuse or neglect regardless of age, ability or disability, sex, race, religion, ethnic origin, sexual orientation, marital or gender status.

Westminster Synagogue is committed to creating and maintaining a safe and positive environment and an open, listening culture where people feel able to share concerns without fear of retribution.

Westminster Synagogue acknowledges that safeguarding is everybody's responsibility and is committed to prevent abuse and neglect through safeguarding the welfare of all adults involved.

Westminster Synagogue recognises that health, well-being, ability, disability and need for care and support can affect a person's resilience. We recognise that some people experience barriers, for example, to communication in raising concerns or seeking help. We recognise that these factors can vary at different points in people's lives.

Actions taken by Westminster Synagogue will be consistent with the principles of adult



safeguarding ensuring that any action taken is prompt, proportionate and that it includes and respects the voice of the adult concerned.

Purpose

The purpose of this policy is to demonstrate the commitment of Westminster Synagogue to safeguarding adults and to ensure that the following information and procedure is readily available and accessible to everyone involved in Westminster Synagogue, including:

- The legislation, policy and procedures for safeguarding adults.
- Their role and responsibility for safeguarding adults.
- What to do or who to speak to if they have a concern relating to the welfare or wellbeing of an adult within the organisation

Scope

The policy will enable members, employees, trustees, and other volunteers to make an informed response to specific safeguarding issues by having a basic understanding of safeguarding and their responsibilities in relation the safeguarding of adults.

We expect any third-party organisation using the premises to adopt and demonstrate their commitment to the principles and practice as set out in this Safeguarding Adults Policy and associated procedures.

Commitment

To implement this policy Westminster Synagogue will ensure that:

- The premises meet the requirements of the Equality Act 2010 and all other relevant legislation and that it is welcoming and inclusive.
- Our safeguarding adult policy and procedures are readily available and accessible to everyone involved in Westminster Synagogue; and that they know what to do and who to contact if they have a concern relating to the welfare or wellbeing of an adult.
- Any concern that an adult is not safe, is taken seriously, responded to promptly and followed up in line with Westminster Synagogue Safeguarding Adults Policy and Procedures.
- The well-being of those at risk of harm will be put first and the adult actively supported to communicate their views and the outcomes they want to achieve. Those views and wishes will be respected and supported unless there are overriding reasons not to (see the Safeguarding Adults Procedures).



- Any actions taken will respect the rights and dignity of all those involved and be proportionate to the risk of harm.
- Confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored in line with our Data Protection Policy.
- Westminster Synagogue will cooperate with the Police and the relevant Local Authorities in taking action to safeguard an adult.
- All Board members, staff and volunteers understand their role and responsibility for safeguarding adults and have completed and are up to date with safeguarding adult training and learning opportunities appropriate for their role.
- Westminster Synagogue uses safe recruitment practices and continually assesses the suitability of volunteers and staff to prevent the employment/deployment of unsuitable individuals in this organisation.
- Westminster Synagogue shares information about anyone found to be a risk to adults with the appropriate bodies. For example: Disclosure and Barring Service, Services, Police, Local Authority/Social Services.
- Actions taken under this policy are reviewed by the Board and senior management team on an annual basis.
- Westminster Synagogue will regularly review any operational guidelines.
- This policy is reviewed annually and whenever there are changes in relevant legislation and/or government guidance as required by the Local Safeguarding Board, or as a result of any other significant change or event.

Implementation

We intend to apply this policy in practice by ensuring the following is in place:

- Using safe recruitment practices.
- Having a designated safeguarding lead.
- Communicating the policy with all members.
- Having a member's code of conduct.
- Ensuring ongoing and up to date safeguarding adults training, for trustees, staff and volunteers who have contact with adults.
- A commitment to ensuring that adult safety is included in risk assessments
- A clear line of accountability within the Synagogue for the safety and welfare of all adults.
- Access to relevant legal and professional advice.
- Regular management reports to the Board detailing any safeguarding issues.
- Annual review of safeguarding with key Synagogue personnel and lay leaders.



Our Principles

The principles on which Westminster Synagogue was established are set out in a statement adopted by the Synagogue at its third Annual General Meeting on 19 January 1961 to reflect the ideals to which its first Minister, the Rev Dr Harold Reinhart had dedicated his life:

'Our aim is to create a Synagogue which will be an instrument for the pursuit of religious truth. We would seek for knowledge and charity and piety. We want a congregation that will be a source of encouragement to human progress and of comfort and inspiration to individual men and women. We would be a congregation of interested active members, personally committed to our Synagogue, accepting the responsibility of membership as a challenge to the best in each of us. We regard our membership as a high privilege, and we will not be content with a synagogue which is less than a vehicle of truth.'

These principles are reflected both in our Sabbath prayer which exhorts us to:

'...labour for the good of others, to have pity for those who suffer, to pursue justice and kindness in thought and deed, to be generous and forgiving to all'; and the prayer with which all meetings are initiated:

'Let us listen to each other with respect, and treat each other with wisdom and generosity, so that we witness to the master whom we serve and justify His choice of us. May none of our controversies rise up like those of Korach, from ambition and self-seeking. Let them only be for the sake of heaven, like those of Hillel and Shammai'.

Pastoral Care

We aim to support those affected by abuse and are committed to offering pastoral care, working with statutory agencies as appropriate, and providing support to all those who have been affected by abuse, who have contact with or are part of Westminster Synagogue.

For more information on organisations that offer professional support please see the appendices below.

Working with offenders and those who may pose a risk

When someone attending Westminster Synagogue is under investigation or is known to be a risk to adults with care and support needs, the Leadership will supervise the individual concerned and offer pastoral care, but in its safeguarding commitment to the protection of adults with care and support needs, set boundaries for that person, which they will be expected to keep. These boundaries will be based on an appropriate risk assessment and through consultation with appropriate parties.



SECTION 2: SUPPORTING INFORMATION

What is adult safeguarding?

The Care Act, 2014 defines adult safeguarding as “protecting an adult’s right to live in safety, free from abuse and neglect”.

“Adult safeguarding is the process of protecting adults with care and support needs (also known as ‘adults at risk’) from abuse and neglect. It is mainly aimed at people with care and support needs who may be in vulnerable circumstances and at risk of abuse or neglect by others. In these cases, local services and organisations must work together to spot those at risk and take steps to protect them.”

Key Points

- There is a legal duty on Local Authorities to provide support to ‘adults at risk’.
- Adults at risk are defined in legislation.
- The safeguarding legislation applies to all forms of abuse that harm a person’s well-being.
- The law provides a framework for good practice in safeguarding that makes the overall well-being of the adult at risk a priority of any intervention.
- The law in all four home nations emphasises the importance of person-centred safeguarding, (referred to as ‘Making Safeguarding Personal’ in England).
- The law provides a framework for making decisions on behalf of adults who can’t make decisions for themselves (Mental Capacity).
- The law provides a framework for all organisations to share information and cooperate to protect adults at risk.



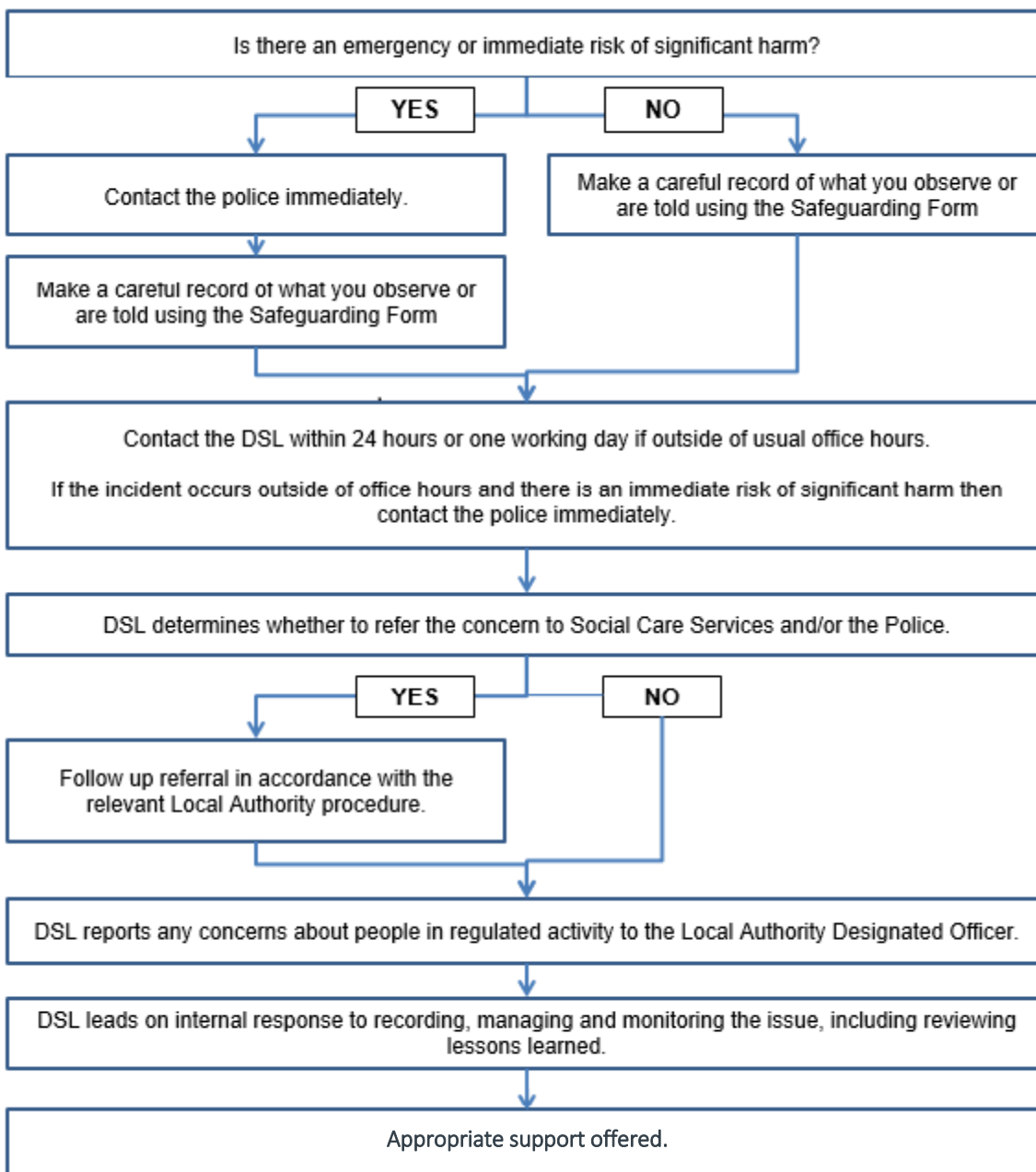
SECTION 3: PROCEDURES & REPORTING PROCESS

Under no circumstances should a volunteer or worker carry out their own investigation into an allegation or suspicion of abuse. Follow procedures as below:

What to do if you are worried

If you suspect an adult is being abused, you should always speak up. By identifying and reporting abuse, everyone can be kept safe. Even if you're not certain, you must report your concern.

In a rare situation where an adult is in immediate danger, call the police on 999.





Key Contact Details

To report concerns contact:

- Gary Sakol, Designated Safeguarding Lead (DSL) for Adults
gary@westminstersynagogue.org Tel: 020 7584 3953 Ext 111
- Gary Sakol – Deputy Designated Safeguarding Lead (DDSL) and Executive Director: 0207 584 3953 Ext 103
- In the absence of the DSL or DDSL you can contact the Synagogue office tel: 0207 584 3953 opt 9
- Trustee responsible for safeguarding adults, Ellen Miller:
ellen@emillerconsultants.com
- Alternatively contact the adult Social Services in the borough where the adult lives. or the police.

Raising a Concern

Written notes about a safeguarding concern or allegation are essential as they may support any legal action required at a later date.

If there is imminent danger to health and/or wellbeing contact 999 immediately

- You can share safeguarding concerns with the Synagogue's Designated Safeguarding Lead (DSL) or Deputy Designated Safeguarding Lead (DDSL), in person, by email, or phone
- When you raise a concern we will take action as soon as possible
- Taking written notes, recording your concern, is imperative and should be completed as soon as possible
- You should record your notes in part 1 of the Synagogue's cause-for-concern form (which can be found both on the Synagogue website and in [Section 4: Appendices](#), of this document) and share that with the DSL or DDSL.
- Notes should include what the alleged victim or other person disclosing the information said in their own words.
- Note any information about any other people who have been informed and when.
- Note a record of any action(s) taken.
- To report concerns of abuse about an adult in an NHS hospital or clinic, contact its manager.
- To report concerns about any other adults, including adults who live in care homes or have home carers, report abuse to your local council. If you don't know which council, you can use this [postcode finder](#).



If you're unsure how severe your concern is and want to talk it through you can call a helpline for advice. The Synagogue is a member of ThirtyOne:Eight, a professional safeguarding body, which you are welcome to call for advice.

ThirtyOne:Eight Tel: 0303 003 1111. Our membership number is 15799

See Section 4: Appendices for more sources of information and support.

Escalating concerns to local authority or police

- If it is determined that the cause-for-concern should be escalated to the local authority Safeguarding team, or police, then either the WS Designated Safeguarding Lead or Deputy must contact them by telephone. Once an alert has been raised the external agencies will be responsible for investigating the concern and will follow local safeguarding procedures. They will retain an overall co-ordinating role throughout any investigation and the Synagogue's Designated Safeguarding Lead or Deputy will remain in contact. See notes on 'multi-agency working' in section 4: appendices

Roles and responsibilities – WS Designated Safeguarding Leads, Deputies & Trustees

Evaluating concerns:

When receiving a safeguarding concern, the WS Designated Safeguarding Lead or Deputy, will:

- discuss the concern with the person who raised it, in order to ascertain the details of the incident and whether it falls within the definitions of abuse outlined in this policy
- consider the capacity of the adult in question, to make decisions
- determine the wishes of the adult concerned to ensure the process is person led and outcome focused
- offer support and information for the adult concerned to make informed choices
- ascertain if any immediate action is required and make a risk assessment based on the information
- decide what other action needs to be taken, such as seeking advice from any external agency(ies) or police
- consult with the Synagogue's safeguarding team and decide what next steps to take. These may include whether to:
 - formally report the concern
 - 'alert' a local authority adult social services department
 - contact police, if a criminal offence may have occurred
- keep the adult informed and involved throughout the process



Managing concerns:

The WS Designated Safeguarding Lead or Deputy will:

- keep secure, records of all notes including cause-for-concern form and any associated documentation
- ensure that written records are accurate, signed and dated
- record any action, conversations and reasons for decisions taken at the time in part 2 of the cause-for-concern form, and ensure that these records are kept together with any other associated notes
- in the case of 'for no further action', record the reasons and keep these notes together with any associated notes

Additional safeguarding responsibilities of the Designated Safeguarding Lead:

- the Designated Safeguarding Lead will ensure up-to-date adult safeguarding training for all Synagogue staff, trustees and volunteers and ensure that safeguarding is everyone's business, including that of members and visitors.
- the Designated Safeguarding Lead will ensure that the Trustee with responsibility for adult Safeguarding is kept appropriately informed of relevant issues so that the Trustees may discharge their legal responsibility for the Synagogue.

The role of the trustee responsible for safeguarding adults

The trustee responsible for safeguarding adults plays an essential role in ensuring adults with support and care needs are, as reasonably as possible, kept safe from harm. The Charity Commission states that safeguarding is the responsibility of all trustees. The lead trustee for safeguarding is not the only person among the trustees who understands safeguarding

The role of the trustee includes, but is not limited to, the following duties:

- Ensuring the organisation's strategic plans reflect safeguarding legislation, regulations specific to your activities, statutory guidance, and the safeguarding expectations of the Charities Commission.
- Working with the Executive Director, Chairperson and designated/ deputy safeguarding lead(s) regularly to review whether the processes & procedures the organisation has put in place are creating a safer culture and keeping people safe.
- Working with the chair, Executive director, designated /deputy safeguarding lead(s) in order to manage adult safeguarding cases.
- Overseeing safeguarding allegations against staff or volunteers, together with Executive Director, Chairperson and designated/ deputy safeguarding lead(s).
- Being a point of contact for staff, members or volunteers if someone wishes to complain about a lack of action in relation to safeguarding concerns.



- Checking the organisation's risk register reflects safeguarding risks properly and plans sensible measures to take, including relevant insurance for trustees liability.
- Ensuring there is space on the agenda for safeguarding reports and help trustees understand and challenge those reports.
- Ensuring there is an annual review of safeguarding policies and procedures and that this is reported to trustees.
- Learning from case reviews locally and nationally, to improve your organisation's policies, procedures and practices.
- Championing safeguarding throughout the organisation.
- Supporting regular safeguarding updates for staff, volunteers and members.
- Attending relevant safeguarding training events and conferences.
- Support the trustees in developing their individual and collective understanding of safeguarding.
- Attending meetings, activities, projects to engage with staff, volunteers and beneficiaries to understand safeguarding on the ground.

Whistleblowing

Westminster Synagogue has a separate whistleblowing policy.

SECTION 4: APPENDICES

Cause-for-Concern

Westminster Synagogue's cause-for-concern form can be accessed [here](#).

Key legislation governing safeguarding adults:

Safeguarding Adults in the UK is compliant with United Nations directives on the rights of disabled people and commitments to the rights of older people. It is covered by:

- The Human Rights Act 1998
- The Data Protection Act 2018
- General Data Protection Regulations 2018

Other UK and home nation legislation also affect adult safeguarding, for example:

Sexual Offences Act 2003

The Sexual Offences Act introduced several new offences concerning adults at risk and children.

[Sexual Offences Act 2003](#)



Mental Capacity Act 2005

Its general principle is that everybody has capacity unless it is proved otherwise, that they should be supported to make their own decisions, that anything done for or on behalf of people without capacity must be in their best interests and should be the least restrictive intervention.

[Mental Capacity Act 2005](#)

Safeguarding Vulnerable Groups Act 2006

Introduced the new Vetting and Barring Scheme and the role of the Independent Safeguarding Authority. The Act places a statutory duty on all those working with vulnerable groups to register and undergo an advanced vetting process with criminal sanctions for non-compliance.

[Safeguarding Vulnerable Groups Act 2006](#)

Deprivation of Liberty Safeguards

Introduced into the Mental Capacity Act 2005 and came into force in April 2009. Designed to provide appropriate safeguards for vulnerable people who have a mental disorder and lack the capacity to consent to the arrangements made for their care or treatment, and who may be deprived of their liberty in their best interests in order to protect them from harm.

[Deprivation of Liberty Safeguards \(DoLS\)](#)

Disclosure & Barring Service 2013

Criminal record checks: guidance for employers – How employers or organisations can request criminal records checks on potential employees from the Disclosure and Barring Service (DBS).

[Government DBS Update Service](#)

The Care Act 2014 – statutory guidance

The Care Act introduces new responsibilities for local authorities. It also has major implications for adult care and support providers, people who use services, carers and advocates. It replaces No Secrets and puts adult safeguarding on a statutory footing.

[Using the Care Act Statutory Guidance](#)



Making Safeguarding Personal Guide 2014

This guide is intended to support councils and their partners to develop outcome-focused, person-centred safeguarding practice.

[Making Safeguarding Personal Guide 2014](#)

Definition of an Adult at risk

An Adult at risk (also known as an adult with care and support needs) is:

England (Care Act 2014)

An **adult at risk** is an individual aged 18 years and over who:

- (a) has needs for care and support (whether or not the local authority is meeting any of those needs) AND;
- (b) is experiencing, or at risk of, abuse or neglect, AND;
- (c) as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

Care and support is the mixture of practical, financial and emotional support for adults who need extra help to manage their lives and be independent – including older people, people with a disability or long-term illness, people with mental health problems, and carers. Care and support includes assessment of people's needs, provision of services and the allocation of funds to enable a person to purchase their own care and support. It could include care home, home care, personal assistants, day services, or the provision of aids and adaptations.

Abuse and Neglect

Abuse is a violation of an individual's human and civil rights by another person or persons. It can occur in any relationship and may result in significant harm to, or exploitation of, the person subjected to it. Any or all of the following types of abuse may be perpetrated as the result of deliberate intent, negligence, omission or ignorance.

There are different types and patterns of abuse and neglect and different circumstances in which they may take place.

Safeguarding legislation include the following types of abuse:

- Physical – including hitting, slapping, pushing, kicking, and misuse of medication, restraint, or inappropriate sanctions, poor moving or handling techniques resulting in injury



- Sexual – including rape and sexual assault or sexual acts to which the adult with care or support needs has not consented, or could not consent or consented to under pressure.
- Psychological – including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, bullying, intimidation, coercion, harassment, verbal abuse, isolation, or withdrawal of services or supportive networks.
- Neglect – including ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.
- Financial – including theft, fraud, exploitation, pressure in connection with wills, property, inheritance or financial transactions, the misuse or misappropriation of property, possessions or benefits.
- Domestic abuse – including psychological, physical, sexual, financial or emotional abuse. It also covers so called ‘honour’ based violence.
- Organisational Abuse – This includes neglect and poor care in an institution or care setting such as a hospital or care home, or if an organisation provides care in someone’s home. The abuse can be a one-off incident or repeated, on-going ill treatment. The abuse can be through neglect or poor professional practice, which might be because of structure, policies, processes and practices within an organisation.
- Self-neglect – This covers a wide range of behaviour which shows that someone isn’t caring for their own personal hygiene, health or surroundings. It includes behaviour such as hoarding.
- Discriminatory abuse – including racist, sexist, that based on a person’s disability, and other forms of harassment, slurs or similar treatment, hate crime.
- Modern Slavery – This covers slavery (including domestic slavery), human trafficking and forced labour. Traffickers and slave masters use whatever they can to pressurise, deceive and force individuals into a life of abuse and inhumane treatment. This can also include criminal activity such as gangs using younger children to move drugs or weapons between locations as well as sexual exploitation of children.
- Spiritual abuse – this has not currently been recognised in legislation, but religious institutions need to have an awareness to respond appropriately and in serious cases it may fall under other categories of abuse identified above and in legislation.
- Female Genital Mutilation (FGM): Female genital mutilation (FGM) comprises all procedures that involve partial or total removal of the external female genitalia, or other injury to the female genital organs for non-medical reasons. It is important to note that the procedure has no health benefits. This constitutes physical, emotional and sexual abuse.

Abuse can take place in any relationship and there are many other contexts in which abuse might take place, e.g. Institutional abuse, Domestic Abuse, Forced Marriage,



Human Trafficking, Modern Slavery, Sexual Exploitation, County Lines, Radicalisation, Hate Crime, Mate Crime, Cyber bullying, Scams.

Abuse or neglect could be carried out by:

- A spouse, partner or family member
- Neighbours or residents
- Friends, acquaintances or strangers
- People who deliberately exploit adults they perceive as vulnerable
- Paid staff, professionals or volunteers providing care and support

Often the perpetrator is known to the adult and may be in a position of trust and/or power.

Signs and Indicators of Abuse and Neglect

An adult may confide to another that they are experiencing abuse inside or outside of the organisation's setting. Similarly, others may suspect that this is the case.

There are many signs and indicators that may suggest someone is being abused or neglected. There may be other explanations, but they should not be ignored. The signs and symptoms include but are not limited to:

- Unexplained bruises or injuries – or lack of medical attention when an injury is present.
- Person has belongings or money going missing.
- Person is not attending / no longer enjoying the organisation's activities. You may notice that a member has been missing and is avoiding contact.
- Someone losing or gaining weight / an unkempt appearance.

Wellbeing Principle

The concept of 'wellbeing' is threaded throughout UK legislation and is part of the Law about how health and social care is provided. Our wellbeing includes our mental and physical health, our relationships, our connection with our communities and our contribution to society.

Being able to live free from abuse and neglect is a key element of wellbeing.

The legislation recognises that statutory agencies have sometimes acted disproportionately in the past. For example, removing an adult at risk from their own home when there were other ways of preventing harm.

For that reason, any actions taken to safeguard an adult must take their whole wellbeing into account and be proportionate to the risk of harm.



Principles of Adult Safeguarding in England:

England (Care Act 2014)

The Act's principles are:

- **Empowerment** – People being supported and encouraged to make their own decisions and informed consent.
- **Prevention** – It is better to take action before harm occurs.
- **Proportionality** – The least intrusive response appropriate to the risk presented.
- **Protection** – Support and representation for those in greatest need.
- **Partnership** – Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse
- **Accountability** – Accountability and transparency in delivering safeguarding.

Recording and Information Sharing

Westminster Synagogue must comply with the Data Protection Act (DPA) and the General Data Protection Regulations (GDPR).

Information about concerns of abuse includes personal data.

Processing information includes record keeping. Records relating to safeguarding concerns must be accurate and relevant. They must be stored confidentially with access only to those with a need to know.

Sharing information, with the right people, is central to good practice in safeguarding adults. However, information sharing must only ever be with those with a 'need to know'.

This does NOT automatically include the persons spouse, partner, adult, child, unpaid or paid carer. Information should only be shared with family and friends and/or carers with the consent of the adult or if the adult does not have capacity to make that decision and family/ friends/ carers need to know in order to help keep the person safe.

The purpose of Data Protection legislation is not to prevent information sharing but to ensure personal information is only shared appropriately. Data protection legislation allows information sharing within an organisation. For example:

- Anyone who has a concern about harm can make a report to an appropriate person within the same organisation
- Case management meetings can take place to agree to co-ordinate actions by the organisation



There are also many situations in which it is perfectly legal to share information about adult safeguarding concerns outside the organisation. Importantly personal information can be shared with the consent of the adult concerned. However, the adult may not always want information to be shared. This may be because they fear repercussions from the person causing harm or are scared that they will lose control of their situation to statutory bodies or because they feel stupid or embarrassed. Their wishes should be respected unless there are over-riding reasons for sharing information.

The circumstances when we need to share information without the adult's consent include those where:

- it is not safe to contact the adult to gain their consent – i.e. it might put them or the person making contact at further risk.
- you believe they or someone else is at risk, including children.
- you believe the adult is being coerced or is under duress.
- it is necessary to contact the police to prevent a crime, or to report that a serious crime has been committed.
- the adult does not have mental capacity to consent to information being shared about them.
- the person causing harm has care and support needs.
- the concerns are about an adult at risk living in Wales or Northern Ireland (where there is a duty to report to the Local Authority).

When information is shared without the consent of the adult this must be explained to them, when it is safe to do so, and any further actions should still fully include them.

If you are in doubt as to whether to share information, seek advice e.g. seek legal advice and/or contact the Local Authority and explain the situation without giving personal details about the person at risk or the person causing harm.

Any decision to share or not to share information with an external person or organisation must be recorded together with the reasons to share or not share information.

Multi-Agency Working

Safeguarding adults' legislation gives the lead role for adult safeguarding to the Local Authority. However, it is recognised that safeguarding can involve a wide range of organisations.



Westminster Synagogue may need to cooperate with the Local Authority and the Police including to:

- Provide more information about the concern you have raised.
- Provide a safe venue for the adult to meet with other professionals e.g. Police/Social Workers/Advocates.
- Attend safeguarding meetings.
- Coordinate internal investigations (e.g. complaints, disciplinary) with investigations by the police or other agencies.
- Share information about the outcomes of internal investigations.
- Provide a safe environment for the adult to continue their activity/ their role in the organisation.

Sources of Information and Further Support

Key Local Authority Contacts

When contacting a local authority, chose the one where the adult at risk lives

Westminster Council Access Team (for safeguarding concerns about adults at risk)

Tel: [020 7641 2176](tel:02076412176) / [020 7641 6000](tel:02076416000) (out of hours)

adultsocialcare@westminster.gov.uk

Hammersmith & Fulham (for safeguarding concerns about adults at risk)

Tel: [0845 313 3935](tel:08453133935) / [020 8753 4198](tel:02087534198) - Option 3 / [020 8748 8588](tel:02087488588) (out of hours)

Email: safeguardingadults@lbhf.gov.uk

Kensington and Chelsea (for safeguarding concerns about adults at risk or children)

Tel: [020 7361 3013](tel:02073613013) / [020 7373 2227](tel:02073732227) (out-of-office-hours)

Secure Email: socialservices@rbkc.gov.uk.cjism.net

Email: socialservices@rbkc.gov.uk



Westminster Adult Social Care

Tel: 020 7641 1175 / 020 7641 6000 (out of hours)

Email: adultsocialcare@westminster.gov.uk

Westminster Local Authority Designated Officer (LADO)

Tel: 020 7641 7668

Email: lado@westminster.gov.uk

Bi-Borough Prevent Team (LBHF/ RBKC)

Tel: 020 8753 5727

Email: prevent@lbhf.gov.uk

Westminster Prevent Team

Tel: 0781 705 4699/ 4759

Email: prevent@westminster.gov.uk

The Disclosure and Barring Service (to make a referral)

Tel: 03000 200 190

National Organisations

Ann Craft Trust

A national organisation providing information and advice about adult safeguarding. The Ann Craft Trust has a specialist Safeguarding Adults in Sport and Activity team to support the sector

Tel: 0115 951 5400

Email: Ann-Craft-Trust@nottingham.ac.uk

www.anncrafttrust.org

Hourglass (formerly Action on Elder Abuse)

A national organisation. It aims to prevent the abuse of older people by raising awareness, encouraging education, promoting research and collecting and disseminating information.

Tel: 0808 808 8141 (Available 24/7)

Email: helpline@wearehourglass.org

[Hourglass \(wearehourglass.org\)](http://Hourglass(wearehourglass.org))

Men's Advice Line

For male domestic abuse survivors

Tel: 0808 801 0327



National LGBT+ Domestic Abuse Helpline

Tel: 0800 999 5428

National 24Hour Freephone Domestic Abuse Helplines, England

www.nationaldahelpline.org.uk/Contact-us

Tel: 0808 2000 247

Rape Crisis Federation of England and Wales

Rape Crisis was launched in 1996 and exists to provide a range of facilities and resources to enable the continuance and development of Rape Crisis Groups throughout Wales and England.

Email: info@rapecrisis.co.uk

www.rapecrisis.co.uk

Respond

Respond provides a range of services to victims and perpetrators of sexual abuse who have learning disabilities, and training and support to those working with them.

Tel: 020 7383 0700 or 0808 808 0700 (Helpline)

Email: services@respond.org.uk

www.respond.org.uk

Samaritans

If you need someone to talk to, call Samaritans:

Telephone: 116 123

[Samaritans](http://www.samaritans.org)

Stop Hate Crime

Works to challenge all forms of Hate Crime and discrimination, based on any aspect of an individual's identity. Stop Hate UK provides independent, confidential and accessible reporting and support for victims, witnesses and third parties.

24 hours service:

Telephone: 0800 138 1625

Web Chat: www.stophateuk.org/talk-to-us/

E mail: talk@stophateuk.org

Text: 07717 989 025

Susy Lamplugh Trust

The Trust is a leading authority on personal safety. Its role is to minimise the damage caused to individuals and to society by aggression in all its forms – physical, verbal and psychological.

Tel: 020 83921839

Fax: 020 8392 1830

Email: info@suzylamplugh.org

www.suzylamplugh.org



ThirtyOne:Eight

Is an independent Christian safeguarding charity which helps individuals, organisations, charities, faith and community groups to protect vulnerable people from abuse.

Tel: 0303 003 11 11

Email: info@thirtyoneeight.org

Our membership number is 15799

Victim Support

Provides practical advice and help, emotional support and reassurance to those who have suffered the effects of a crime.

Tel: 0808 168 9111

www.victimsupport.com

Women's Aid Federation of England and Wales

Women's Aid is a national domestic violence charity. It also runs a domestic violence online help service.

www.womensaid.org.uk/information-support

**Everyone has a right to be treated with respect and dignity.
Everyone deserves to be safe.**