



Child Protection and Safeguarding Adults at Risk Policy

MEETING, WORSHIPPING AND LEARNING IN A SAFE ENVIRONMENT

1. Why we need to have this policy

It is incumbent on all charities and non-government organisations, including synagogues, to have Safeguarding and Child Protection policies. The Liberal Jewish Synagogue (LJS) is firmly committed to ensuring that all members stay safe within our community.

This document is not designed to replace the existing Rimon, Nursery and Drop In, policies which contain specific and specialist detail pertaining to each of these areas.

2. Purpose of the policy and these procedures

Safeguarding is for the whole community, but these policies and practices are employed to keep children (under 18s) and adults at risk (formerly known as 'vulnerable adults') safe and promote their wellbeing.

This means safeguarding needs to have inclusivity as its basic foundation and will involve all we do, from the security of the buildings to the safe recruitment of staff.

This policy is to let us all know what to do if we have concerns of abuse, neglect, or inappropriate behaviours towards anyone, but especially children, young people, or adults at risk, and how to recognise signs of those issues.

3. Our commitment

The LJS has a fundamental commitment to create an environment that is safe, caring, and respectful.

We recognise our responsibility to provide a safe space for worship, education, and community activities, at the heart of which are our Vision and Values. This applies equally to us all - Members, Friends, our children, Trustees, LJS employees, our volunteers, and visitors.

Safeguarding needs to be a proactive ethos, not just a reactive response to events. Ideally, we should respond to potential risks in an appropriate, unintrusive manner by ensuring everyone has the necessary knowledge - and where appropriate training - required to protect people from abuse by ensuring everyone understands their responsibilities around safeguarding.

4. Scope of the policy

4.1 Overall safeguarding covers what we do to keep everyone safe, whilst our Child Protection and Safeguarding Adults at Risk Policy particularly relates to children and vulnerable adults - regardless of gender, age, ethnicity, disability, sexuality, or religion - and informs us of the steps we take when we become aware of a specific child or adult being harmed or being at risk of abuse. Both these aspects are equally relevant for us all, so we include them in this single safeguarding policy document.

4.2 Children, young people, and adults at risk should feel safe and know that they are 'heard' in all our activities: Rimon Religion School, the Asylum Seekers Drop In, Synagogue services, community events, and at any LJS organised external events and activities.

4.3 A child is any person under the age of eighteen. A vulnerable adult is any person of 18 years and above with care and support needs, regardless of whether those needs are being met, and who could potentially be at risk of abuse through neglect or because of age, physical infirmity, disability of any type, illness. It also includes those who require community care services and/or assistance in the conduct of their own affairs.

It should be remembered that some of our teachers in Rimon are under eighteen, so for the purposes of safeguarding, they are considered as 'children.'

4.4 Child protection is an integral part of the overall safeguarding process.

4.5 We will tackle any abuse of power or trust and stand firmly against bullying, intimidation or harassment, discrimination, or victimisation in all we do.

4.6 It is not a safeguarding issue as such if the adult concerned is not an 'adult at risk,' but it could still be a serious matter and our community will respond accordingly to any reports of inappropriate behaviour.

4.7 All LJS staff, volunteers, members, and parents are encouraged to talk about any concerns they may have, as safeguarding of children and adults at risk is the duty and responsibility of us all within LJS, whatever our role.

5. Roles and responsibilities

For every stakeholder in the organisation - from Trustees and employees to volunteers and worshippers - Safeguarding is everyone's responsibility. This means that the LJS:

5.1 Recognises that the synagogue has acquired a position of trust with regard to the lives of children, young people, and adults at risk, conferring on all a duty of care, which includes safeguarding their welfare and protecting them from harm.

5.2 Recognises the synagogue's responsibility to the safety of employees and volunteers, which includes ensuring they have, as appropriate, the required training and understanding to enable them in turn to fulfil their duties and responsibilities, as well as keeping themselves safe.

5.3 Accepts that it is the synagogue's responsibility to keep up to date with changes to the law and changes to conventions in the community and to make these changes known to all staff and volunteers - no one can expect employees and volunteers to perform those responsibilities unless they are clearly conveyed and understood.

5.4 Emphasises that the argument that '*this is not my area*' or '*it is not part of my job to deal with this*' is **NEVER** applicable, nor acceptable, when it comes to matters of Child Protection and Safeguarding Adults at Risk.

6. Child and adult at risk protection; dealing with suspected abuse

Most importantly, our expectations of the LJS community include:

6.1 Adopting the practices and behaviour we have set in the LJS Vision and Values (see Appendix 7), Code of Conduct, and bespoke safeguarding policies which can be found on our website

6.2 Understanding the definitions of abuse to help in recognising the signs. (See Appendices 2 and 3 for the definitions and signs of abuse regarding children and adults at risk.)

6.3 Understanding that 'whistleblowing' is an essential tool for successful safeguarding and child/vulnerable adult protection, not a barrier.

The LJS will at all times protect any 'whistle-blower' by keeping their identity confidential, restricted to only the safeguarding team (designated DSL, Deputy DSL, and the one LJS Council member with overall responsibility for safeguarding).

6.4 Reporting straightaway any concerns or complaints of abuse, including neglect, within the community. In the first instance this should be to our trained LJS Designated Safeguarding Lead (DSL) or our Deputy DSL. (See Appendix 1 for contact details).

6.5 Staying calm and being reassuring. Open questions only must be used, the complainant must never be lead in any way. Useful phrases such as, 'thank you for telling me' or 'thank you for trusting me', should be used.

6.6 Being clear that information sharing is on a 'need to know' basis and understanding that NO offer of 'confidentiality' should ever be given in order for child/adult at risk protection to work successfully. There should NEVER be any promises not to tell anyone or to 'keep it a secret' - safeguarding always surpasses GDPR.

All professionals, volunteers and community members have a duty to disclose information where failure to do so would result in a child, children, or adult(s) at risk suffering from neglect or physical, sexual, or emotional abuse. The LJS will ensure only the right information is disclosed, and as appropriate.

6.7 Knowing that a written record will be made by the DSL or Deputy DSL consisting of facts, not opinions.

If the LJS DSL or Deputy DSL is concerned that a child or vulnerable adult is at IMMEDIATE risk, the threshold for actual abuse having been reached, she/he MUST

report the incident IMMEDIATELY to the appropriate statutory agencies - the Police and, as appropriate, children's or adult social services - the LADO (Local Authority Designated Officer), in the London Borough of Westminster, in which LJS is situated ([Local Authority Designated Officer \(LADO\) | Westminster FIS](#)). As the LJS is a registered charity it should also be reported to the Charity Commission.

As appropriate, the concern is then reported to the LJS Council Member with overall responsibility for Safeguarding (See Appendix 1) and/or to other external authorities responsible for child/adult protection and/or to the police, regardless of whether that reported abuse is being perpetrated by employees, volunteers within LJS, Synagogue members, or by those outside of it including those from the child or adult at risk's own family, extended family, their family's extended network, carers, or strangers.

A risk assessment may need to be completed by the DSL or Deputy DSL, particularly if it is an issue requiring statutory reporting.

7. The Safeguarding reporting procedure: how to deal with a disclosure

The five Rs of safeguarding are: recognise, respond, report, record, and refer.

7.1 Recognise

In order to safeguard vulnerable adults and young people, we must know how to identify the signs and indicators of abuse and neglect. Training in spotting these signs is important for those in key roles.

7.2 Respond

Respond appropriately when you have a concern about abuse or neglect. Someone who has experienced or is experiencing some kind of abuse will likely be very vulnerable, so your behaviour in dealing with this is crucial. You should remain calm and ask open questions, encouraging them to give just enough information to validate the claim. Whilst you should not make any promises about what will follow, you should take any allegation seriously and assure them that reporting their concerns was the right thing to do. The LJS Safeguarding Policy details the steps to take to respond safely and effectively to any potential safeguarding issue.

7.3 Report

The LJS has a designated person responsible for dealing with safeguarding issues, and a deputy (see Appendix 1, below). Once you have responded to a safeguarding concern with the vulnerable person, you should report it immediately to the LJS designated Safeguarding Lead, who will then take responsibility for acting on the issue. For the confidentiality of the person concerned, it may be unnecessary for the Safeguarding Lead to share further details with you.

7.4 Record

Ensure you record everything you have seen or heard in relation to the issue. Complete memory recall of every detail of the conversation is not expected;

however, you should record exactly what the individual has alleged, using the key words and phrases. Record, as well, your own observations and interpretations, clearly distinguishing between your accounts and those of the individual who is raising the allegation, before passing it on to the Safeguarding Lead, who will make it accessible only to those responsible for safeguarding issues. (See Appendix 5 for form). For more information see section 10.

7.5 Refer

Refer the concerns to the correct authority, which is where the child or vulnerable adult lives. It is normally our designated Safeguarding Lead who will report this, ensure everything is given to him/her. They should then decide on the appropriate action to take, perhaps consulting with the appropriate people, either inside or outside the LJS, in order to arrive at a safe conclusion for the individual.

8. Lone working good practice guidelines; working with individual children and adults at risk

8.1 At any time when someone is working alone at the LJS (such as one of the Rabbis, caretaker or someone from the office) there should be systems and procedures in place to ensure their safety and welfare. At the discretion of the person involved, the front door should remain closed (not locked), someone should know that they are working alone, and that there is at least one allocated contact.

8.2 No person, whether a member of staff, volunteer, or community member visiting an individual at home, should be alone with a child in a building - the Synagogue or a private home, nor in a vehicle.

8.3 When teaching individually (for example Bar/Bat Mitzvah lessons) there must always be another adult in the building, and the lessons must take place in a room with the door open.

8.4 If there is no other adult available to be in the building, then the lesson, meeting or interview cannot take place until such time as the above guideline can be fulfilled.

8.5 This equally applies to teaching via Zoom.

8.6 The above points 8.2 to 8.5 must be clearly communicated to children's parents, as and when relevant.

8.7 For an adult at risk, or potentially vulnerable adult, a risk assessment should be carried out and recorded. Meetings, home visits, or lifts in cars, by an LJS employee or volunteer involving an adult at risk must always be prearranged and recorded in the synagogue diary, plus a report afterwards, likewise recorded.

8.8 All individuals conducting regular teaching, whether staff or volunteers, in person or online must be DBS checked (see below).

9. Safe recruitment of staff and volunteers

9.1 The LJS will at all times practise safe recruitment procedures to check the suitability of potential employees or volunteers.

9.2 This will include the taking up of references, interviews being documented and the providing of induction training, which will include safeguarding.

9.3 Where relevant, a DBS check will be obtained in advance of appointing any employee, and also for volunteers in potentially critical situations.

If the result is not received prior to start date, it must be made clear that the employment will be conditional on a satisfactory check being received and in the meantime the employee/volunteer should be supervised at all times.

9.4 All LJS employees and volunteers who come into contact with children, young people and/or adults at risk must be DBS checked.

9.5 All LJS Trustees need to have DBS checks - this also includes the President and all members of the LJS Council.

9.6 DBS checks should be repeated at regular intervals as required by the legislation and a nominated person will have responsibility for maintaining the records of these. (See Appendix 1)

10. Recording allegations of abuse

If an incidence of alleged abuse is reported to any LJS employee they **MUST NOT** give any assurance that the matter will be kept confidential.

Recording of the suspected abuse **MUST** be limited to the precise words used by the person making the allegation. Leading questions **MUST NOT** be asked, **NOR** any interpretation whatever be put into the written report.

If any **OPINIONS** do need to be recorded, they **MUST** be clearly identified as **OPINIONS** and clearly **SEPARATED** from the facts.

The written record should be sent straight to the LJS Designated Safeguarding Lead or person deputising, who will acknowledge its receipt.

10.1 A record of any alleged incident should include the following:

- Date and time of the alleged incident
- Date and time of the disclosure
- Parties involved, including any witnesses to the event
- What was said and or done, and by whom
- Any action taken by LJS employees or volunteers regarding the matter
- Where relevant, the reasons why a decision was taken **not** to refer those concerns to a statutory agency
- Any interpretation, opinion, or inference drawn from what was observed, said, alleged or disclosed should be clearly recorded to be as such
- The name of the person(s) reporting the concern, name(s) of the people involved, name and designation of the person to whom the concern was

reported, date, time, and their contact details

10.2 A secure record of concerns will be kept by the LJS Designated Safeguarding Lead in a safe place.

The LJS Council Member with overall responsibility for Safeguarding (the Chair) and the Designated Deputy Safeguarding Lead may have access to it as and when necessary. No other LJS employees, volunteers or members may have access to it. *(see Reporting Form, Appendix 5 to this document)*

11. Relevant legislation that informs this policy

The **UN Convention on the Rights of the Child 1989**, the **Children Acts of 1989** (where/when the term ‘safeguarding’ was first introduced) and **2004**, the **Safeguarding Vulnerable Groups Act 2006**, the **Health and Social Care Act 2012**, the **Care Act 2014**, the **Children and Social Work Act 2017**, and the **Working Together to Safeguard Children document 2015 and 2018**, **Charity Commission document 2019**, and the **London Child Protection Procedures** with a reference to the **Local Safeguarding Children’s Board**. These all make clear that ‘the welfare of the child is paramount.’

For the LJS Child Protection and Safeguarding Adults at Risk Policy and any policies put as an appendix, the definitions of Abuse and Neglect are taken from the **Working Together to Safeguard Children (2015 and 2018) document(s)**.

Appendix 1

CONTACT DETAILS

The LJS Designated Safeguarding Lead (DSL),

Sue Head

Tel 020 7286 5181

The LJS Deputy Designated Safeguarding Lead (DDSL),

Jonathan Bruck

Tel 020 7432 1288

Email execdirector@ljs.org

Nursery

The Nursery Designated Safeguarding Lead (DSL) Nursery,

Caroline Villiers

The Nursery Deputy Designated Safeguarding Lead (DDSL) Nursery, Sam Griffiths

Tel 020 7432 1286

Email nursery@ljs.org

Rimon

The Rimon Designated Safeguarding Lead (DSL),

Dov Softi

Email dsofti@ljs.org

The Rimon Deputy Designated Safeguarding Lead (DSL), Susannah Alexandra

Tel 0207 432 1285

Email Rimon@ljs.org

Vulnerable Adults

The Adults at Risk Designated Safeguarding Lead (DSL), Aviva Shafritz

Tel 020 7432 1282

Email a.shafritz@ljs.org

The Adults at Risk Deputy Designated Safeguarding Lead (DDSL), Jonathan Bruck

Tel 020 7432 1288

Email execdirector@ljs.org

Asylum Drop In

The Asylum Drop In Designated Safeguarding Lead (DSL) Anne Cohen

Email annecohen@dublun.abel.co.uk

The Asylum Drop In Deputy Designated Safeguarding Lead (DDSL) Hannah Tickle

Email asylumproject@ljs.org

The LJS Council Member with responsibility for Safeguarding, Chris Godbold

Reporting on Shabbat

If none of the Designated Safeguarding Leads is available, or is unknown by a congregant or visitor, concerns should be expressed to one of the Rabbis who will contact the DSL.

Referral contact details for:

WESTMINSTER LOCAL AUTHORITY DESIGNATED OFFICER (LADO)

Tel 020 7641 7668

Email LADO@westminster.gov.uk

IN THE CASE OF AN URGENT or ONGOING INCIDENT CALL 999 for the POLICE.

.

Appendix 2

1a Child protection: recognition and definitions of abuse and/or neglect

1a.1 Neglect

Neglect is the persistent failure to meet a child 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 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).
- enable adequate hygiene, self-care and facilitate maintenance of appearance.
- 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 basic emotional needs (Ref: Working Together to Safeguard Children, 2011).

1a.2 Emotional abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children 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 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 the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child 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.

1a.3 Physical abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning, 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.

1a.4 Sexual abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of 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 (including via the internet).

Sexual abuse is not solely perpetrated by adult males; women can also commit acts of sexual abuse, as can other children.

1a.5 Significant harm

There are no absolute criteria on which to rely when judging what constitutes significant harm. Consideration of the severity of ill-treatment may include the degree and the extent of physical harm, the duration and frequency of abuse and neglect, the extent of premeditation, and the presence or degree of threat, coercion, sadism, and bizarre or unusual elements.

Each of these elements has been associated with more severe effects on the child, and/or greater difficulty in helping the child overcome the adverse impact of the maltreatment.

Sometimes, a single traumatic event may constitute significant harm, for example, a violent assault, suffocation, or poisoning. More often, significant harm is a compilation of significant events, both acute and long-standing, which interrupt, change, or damage the child's physical and psychological development.

Some children live in family and social circumstances where their health and development are neglected. For them, it is the corrosiveness of long term emotional, physical, or sexual abuse that causes impairment to the extent of constituting significant harm.

In each case, it is necessary to consider any maltreatment alongside the child's own assessment of his or her safety and welfare, the family's strengths and supports, as well as an assessment of the likelihood and capacity for change and improvements in parenting and the care of children and young people.

1a.6 Under section 31(9) of the Children Act 1989 as amended by the Adoption and Children Act 2002:

'Harm' means ill-treatment or the impairment of health or development, including, for example, impairment suffered from seeing or hearing the ill treatment of another; 'development' means physical, intellectual, emotional, social, or behavioural development; 'health' means physical or mental health; and 'ill treatment' includes sexual abuse and forms of ill-treatment which are not physical.

1a.7 Under section 31(10) of the Act:

Where the question of whether harm suffered by a child is significant turns on the child's health and development, compared with that which could reasonably be expected of a similar child.

To understand and identify significant harm, it is necessary to consider:

- the nature of harm, in terms of maltreatment or failure to provide adequate care.

- the impact on the child's health and development.
- the child's development within the context of their family and wider environment.
- any special needs, such as a medical condition, communication impairment or disability, which may affect the child's development and care within the family.
- the capacity of parents to meet adequately the child's needs; and
- the wider and environmental family context.

The child's reactions, his or her perceptions, and wishes and feelings should be ascertained and the local authority should give them due consideration, as far as is reasonably practicable and consistent with the child's welfare and having regard to the child's age (or developmental stage) and understanding.

With thanks to Migdal Emunah's Child Protection Policy for the basis of these definitions [Migdal Emunah - Independent sexual abuse advice & education - Migdal Emunah](#), used alongside the Government's Working Together to Safeguard Children (2015 and 2018) documents.

Appendix 3

1b Adults at Risk: recognition and definitions of neglect and/or abuse

1b.1 Safeguarding adults

This is everyone's responsibility as all adults have the right to be protected from abuse and poor practice. This is regardless of their:

- Age
- Ability or disability
- Gender
- Race
- Religion
- Ethnic origin
- Sexual orientation
- Marital status
- (Trans)gender status

Best practice in safeguarding means committing to both a legal and moral responsibility to all paid staff, volunteers, members, and visitors.

We demonstrate this commitment to safeguarding by accepting our responsibilities and by striving to embed safeguarding within the culture of our organisation.

1b.2 The principles of adult safeguarding are summarised as:

Empowerment; Prevention; Proportionality; Protection; Partnership; Accountability and Transparency.

1b.3 Common conditions affecting adults who are potentially at risk include:

Arthritis, Asperger's Syndrome, Autism, Blindness, Brain Damage, Cerebral Palsy, Cystic Fibrosis, Deaf/blind (including Usher Syndrome), Deafness, Dementia, Disability (physical or mental impairment), Dysarthria (neurological speech disorders), Dyslexia, Dysphasia, Dyspraxia, Epilepsy, Huntington's Disease, Learning disabilities or difficulties, Mental Health disorders, Motor Neurone Disease, Multiple Sclerosis, Neurosis, Paraplegia, Parkinson's Disease, Personality Disorder, Polio, Psychosis, Rheumatism, Spina Bifida, Tetraplegia.

1b.4 Key legislation and Government initiatives

Sexual Offences Act 2003

Mental Capacity Act 2005

Safeguarding Vulnerable Groups Act 2006

Deprivation of Liberty Safeguards

Disclosure and Barring Service 2013

The Care Act 2014 - statutory guidance

Making Safeguarding Personal Guide 2014

Types of abuse of adults at risk:

The Care Act (England 2014) lists ten categories of abuse - these are a good basis for understanding the types of harm that an adult might experience:

1b.5 Self-neglect

This covers a wide range of behaviour, but it can be broadly defined as neglecting to care for one's personal hygiene, health, or surroundings. An example of self-neglect is behaviour such as hoarding.

1b.6 Modern slavery

This encompasses slavery, human trafficking, forced labour, and domestic servitude.

1b.7 Domestic abuse

This includes psychological, physical, sexual, financial, and emotional abuse perpetrated by anyone within a person's family. It also includes so-called 'honour' based violence.

1b.8 Discrimination

Discrimination is abuse centring on a difference, or perceived difference, particularly with respect to race, gender, disability, or any of the protected characteristics of the Equality Act.

1b.9 Organisational

This includes neglect and poor care practice within an institution or specific care setting, such as a hospital or care home, or in relation to care provided in one's own home.

Organisational abuse can range from one off incidents to ongoing ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes, and practices within an organisation.

1b.10 Physical

This includes hitting, slapping, pushing, kicking, restraint, and misuse of medication. It can also include inappropriate sanctions.

1b.11 Sexual

This includes 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, or sexual acts to which the adult has not consented or was pressured into consenting.

1b.12 Financial or Material

This includes theft, fraud, internet scamming, and coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance, or financial transactions. It can also include the misuse or misappropriation of property, possessions, or benefits.

1b.13 Neglect and acts of omission

This includes ignoring medical or physical care needs and failing to provide access to appropriate health social care or educational services. It also includes the withdrawing of the necessities of life, including medication, adequate nutrition, and heating.

1b.14 Emotional or psychological

This includes threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation, or withdrawal from services or supportive networks.

Four additional types of harm:

There are four additional types of harm that are not included in The Care Act, but they are also relevant to safeguarding adults.

1b.15 Cyber bullying

Cyber bullying occurs when someone repeatedly makes fun of another person online, or repeatedly picks on another person through emails or text messages. It can also involve using online forums with the intention of harming, damaging, humiliating, or isolating another person. It includes various different types of bullying, including racist bullying, homophobic bullying, or bullying related to special educational needs and disabilities. The main difference is that, instead of the perpetrator carrying out the bullying face-to-face, they use technology as a means to do it.

1b.16 Forced Marriage

This is a term used to describe a marriage in which one or both of the parties are married without their consent or against their will. A forced marriage differs from an arranged marriage, in which both parties' consent to the assistance of a third party in identifying a spouse. The Anti-Social Behaviour, Crime and Policing Act 2014 make it a criminal offence to force someone to marry.

1b.17 'Mate Crime'

A 'mate crime' is when 'vulnerable people are befriended by members of the community who go on to exploit and take advantage of them.' It may not be an illegal act, but it still has a negative effect on the individual. A mate crime is carried out by someone the adult knows, and it often happens in private. In recent years there have been a number of Serious Care Reviews relating to people with a learning disability who were seriously harmed, or even murdered, by people who purported to be their friend.

1b.18 Radicalisation

The aim of radicalisation is to inspire new recruits, embed extreme views and persuade vulnerable individuals to the legitimacy of a cause. This may be direct, through a relationship, or through social media.

Appendix 4

1. PHYSICAL CONTACT WITH CHILDREN AND YOUNG PEOPLE

Any physical contact with children and young people must be appropriate to the delivery of our activities and based on the needs of the child or young person (such as to assist or comfort a distressed young person) rather than on the needs of leaders.

Under no circumstances should any staff member or volunteer have contact with the intimate areas of children or young people participating in our activities other than as part of delivering medical or allied health services. This includes:

- genitals
- buttocks
- the breast area

Under no circumstances should a staff member or volunteer have contact with children or young people that

- would appear to a reasonable observer to have a sexual connotation
- is intended to cause pain or distress to the child or young person - for example corporal punishment
- is overly physical -for example, wrestling, horseplay, tickling or other rough play
- is unnecessary - as is, for example, assisting with toileting when a child does not require assistance
- is initiated against the wishes of the child or young person, except if such contact may be necessary to prevent injury to the child/young person or to others, in which case:
 - physical restraint should be a last resort
 - the level of force used must be appropriate to the specific circumstances, and aimed solely at restraining the child or young person to prevent them causing harm to themselves or others
 - the incident must be reported to the appropriate Designated Safeguarding Lead (or deputy) as soon as possible.

Staff members and volunteers are required to report as soon as possible to the appropriate Designated Safeguarding Lead (or deputy) any physical contact initiated by a child or young person that is sexual and/or inappropriate, for example, acts of physical or sexual aggression, to enable the situation to be managed in the interests of the safety of the child or young person, staff members, volunteers, and any other participants.

The LJS recognises and understands there will be times where staff members and volunteers will have physical contact with participants in a supportive and appropriate manner, e.g. guiding out of a room or comforting a distressed or ill child.

Positive guidance

We strive to ensure that children participating in our activities are aware of the acceptable limits of their behaviour so that we can provide a positive experience for all participants.

There are times when staff members and volunteers may be required to use appropriate techniques and behaviour management strategies to ensure:

- an effective and positive environment
- the safety and/or wellbeing of children or leaders participating in our activities

We require leaders to use strategies that are fair, respectful and appropriate to the developmental stage of the children or young people involved. The child or young person needs to be provided with clear directions and given an opportunity to redirect their misbehaviour in a positive manner.

Under no circumstances are leaders to take disciplinary action involving physical punishment or any form of treatment that could reasonably be considered as degrading, cruel, frightening or humiliating.

Use of Language

Language and tone of voice used should:

- be respectful
- not be harmful- in any respect, avoid language that is:
 - o discriminatory, racist or sexist
 - o derogatory, belittling or negative, for example, by calling a child a 'loser' or telling them they are 'too fat'
 - o intended to threaten or frighten
 - o profane or sexual
 - o commonly regarded as swearing

Staff and volunteers need to be aware that tone of voice may have different effects on different participants depending on personal experiences and possible special needs. This may include the need for visual prompts to support understanding of instructions or additional time to process them.

Adhering to role boundaries

LJS staff members and volunteers are expected to lead by example before, during and after events.

Staff members and volunteers must avoid acting outside the confines of their role as specified in their position description.

As a result, all leaders:

1. must not provide unauthorised transportation to children
2. must not communicate with a child, whether by telephone, text message, email or over the Internet, in an improper manner
3. generally must not organise or agree to any contact with children outside of authorised activities
4. must not engage in inappropriate relationships with any children or adults
5. who use social media to contact young people, continue to behave appropriately and remain within the boundaries of their role.

Leaders should not place young or vulnerable people or themselves at risk.

Risks associated with social media include:

- cyberbullying - grooming and potential abuse by on line predators;
- exposure to inappropriate content including racist and self-hate content as well as pornography;
- privacy issues associated with posting personal information that can identify and locate a child;
- privacy issues associated with adults posing as young people and using social media to contact other young people;
- inappropriate contact with a young person by a trusted adult

The above applies to all members of the LJS who are under 18 (regardless of role). No one who is or has been in a position of authority over them should break the above rules.

Photographs of children and young people

No photographs may be taken other than on official LJS cameras or phones.

Staff and volunteers are forbidden from using personal cameras or phones for taking photos unless given express permission from a senior member of the LJS. This permission is not then carried forwards, but only for the requested activity or event.

Under these guidelines participants are only to be photographed by a staff member or volunteer while involved in our activities if:

- the context is directly related to participation in our activities
- the child is appropriately dressed
- the image is taken in the presence of other leaders

Images are not to be distributed (including as an attachment to an email) to anyone other than the child photographed or their parent, without the written permission of the parent and the LJS.

No staff member or volunteer may publish any images of participants on electronic or paper media other than under the LJS auspices and with the written permission of the parents or guardian.

Images (digital or hard copy) are to be stored in a manner that prevents unauthorised access by others.

Images are not to be exhibited on a website without parental knowledge and written approval. Specific approval for photographs is to be determined on the online application for all events.

Appendix 5

Role of the Designated Safeguarding Lead (DSL)

Governing bodies and management committees are required to ensure an appropriate senior member is appointed to the role of designated safeguarding lead.

The designated safeguarding lead takes lead responsibility for safeguarding and child protection (including online safety). This person should have the appropriate status and authority within the organisation to carry out the duties of the post.

They should be given the training, resources, and support to provide advice and support to others in the organisation on matters of child protection and safeguarding adults at risk, to take part in strategy discussions and inter-agency meetings, and/or to support others to do so, and to contribute to the assessment of children / adults at risk.

There should also be a **deputy designated safeguarding lead**.

Manage referrals - the designated safeguarding lead is expected to:

- refer cases of suspected abuse to the local authority children's or adult's social care as required
- support staff, volunteers and members who make referrals to local authority children's or adult's social care
- refer cases to the appropriate team where there is a radicalisation concern, as required
- support individuals within the organisation who make referrals to that team
- refer cases where a person is dismissed or left due to risk/harm to a child or adult at risk to the Disclosure and Barring Service, as required
- refer cases where a crime may have been committed to the Police, as required

Work with others - the designated safeguarding lead is expected to:

- function as a point of contact with the safeguarding partners
- liaise with the lead trustee for safeguarding (see Appendix 1) to inform them of issues - especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations
- as required, liaise with the 'case manager' and the designated officer(s) at the local authority for child protection / adult at risk safeguarding concerns in cases which concern an employee, volunteer, or member

Training - the designated safeguarding lead (and any deputies) should undergo training to provide them with the knowledge and skills required to conduct the role. This training should be updated at least every two or three years.

The designated safeguarding lead should undertake Prevent awareness training.

In addition to the formal training set out above, their knowledge and skills should be refreshed (this might be via e-bulletins, meeting other designated safeguarding leads, or simply taking time to read and digest safeguarding developments) at

regular intervals, as required, and at least annually, to allow them to understand and keep up with any developments relevant to their role so they:

- understand the assessment process for providing early help and statutory intervention, including local criteria for action and local authority children's and adults at risk social care referral arrangements
- have some knowledge of how local authorities conduct a child protection case conference and a child protection review conference - likewise for adults at risk - and be able to attend and contribute to these effectively if required to do so
- are alert to the specific needs of children and adults at risk, those with special educational requirements and also young carers
- understand relevant data protection legislation and regulations, especially the Data Protection Act 2018 and the General Data Protection Regulations
- are able to keep detailed, accurate, secure written records of concerns and referrals
- understand and support the organisation with regards to the requirements of the Prevent duty and to keep children and adults at risk safe whilst they are online at the organisation
- can recognise the additional risks that children and adults at risk with special educational needs and/or disabilities face online, for example, from online bullying, grooming and radicalisation and are confident they have the capability to support those individuals to stay safe online
- encourage a culture of listening to children and adults at risk, taking account of their wishes and feelings

Raise Awareness - the designated safeguarding lead should:

- ensure the organisation's child protection and adult at risk safeguarding policies are known, understood, and used appropriately
- ensure the organisation's child protection and adult at risk safeguarding policy is reviewed regularly
- ensure the policy is available publicly

Child protection / adult at risk safeguarding file - Where children or adults at risk leave the organisation the designated safeguarding lead should ensure their child / adult protection file (if any) is transferred to the appropriate forwarding organisation as soon as possible. This should be transferred separately from the main record file (if any), ensuring secure transit, and confirmation of receipt should be obtained.

Appendix 6

SAFEGUARDING RECORDING FORM

Date and time of disclosure	
Date, time, and place of alleged incident	
Person reporting the concern	
Names of parties involved (including any witnesses)	
What was said and/or done by whom *	
Any action taken by LJS employees or volunteers regarding the matter *	
Name and designation of the person to whom the concern was reported	
Contact details, date, and time of reporting	
Date and time recorded by LJS DSL or Deputy	
Where relevant, reasons why if NOT referred to statutory body	
Notes	

*Any interpretation, opinion, comment, or inference drawn from what was observed, said, alleged or disclosed **MUST** be clearly recorded to be as such.*

****Continue overleaf or on a separate sheet if necessary.***

Appendix 7

LJS Vision and Values

Our Vision

The Liberal Jewish Synagogue is an inclusive, diverse and egalitarian community of all ages. We work together to explore Jewish traditions, texts and values, applying them to the challenge of living ethical lives in the context of the social, intellectual, technological, scientific and environmental realities of the 21st century.

We seek to sustain and develop the Jewish people's sacred task: to build a just and compassionate world, based on our commitment and responsibility to each other as Jews, and to our friends and neighbours of other faiths, cultures and ethnicities. We strive to enrich and celebrate our Jewish identity in the context of shared spirituality and creativity, intellectual challenge and meaningful relationships.

Our Values

Kehillah The LJS seeks to be a warm, welcoming and compassionate community for all those who wish to engage with Judaism.

Avodah The LJS cherishes meaningful, shared worship and spiritual engagement within the context of Liberal Judaism.

Torah The LJS prioritises life-long learning and the intellectual stimulation and challenge of Jewish texts, ideas and practice.

Gemilut Chasadim The LJS nurtures meaningful relationships through pastoral care and spiritual encounter, and encourages social networking across generations and between faiths and cultures.

Tikkun Olam The LJS values and engages in purposeful activity that is designed to repair and heal the world.

Bal Tashchit The LJS strives to increase awareness of the climate emergency and to reduce our human impact on the environment

Chayyim The LJS celebrates and commemorates all life cycle events that help give meaning to people's lives.

Din v'Cheshbon The LJS is committed to transparent and responsible governance and financial accountability by its trustees.

Yahadut Mitkademet The LJS encourages its members' contribution to the dynamic growth and development of Liberal Judaism in the UK, Europe, Israel and beyond.

Bakkesh Shalom The LJS endorses the State of Israel's Declaration of Independence as a country based on the principles of 'liberty, justice and peace' and 'the full social and political equality of all its citizens'.

Appendix 8 - Whistleblowing Policy

Whistleblowing policy

1. What is Whistleblowing?

In this policy 'Whistleblowing' means the reporting by employees of suspected misconduct, illegal acts or failure to act within the Liberal Jewish Synagogue.

The aim of this Policy is to encourage employees and others who have serious concerns about any aspect of the Liberal Jewish Synagogue's work to come forward and voice those concerns.

Employees are often the first to realise that there may be something seriously wrong within the Liberal Jewish Synagogue. 'Whistleblowing' is viewed by the Liberal Jewish Synagogue as a positive act that can make a valuable contribution to the Liberal Jewish Synagogue's efficiency and long-term success. It is not disloyal to colleagues or the Liberal Jewish Synagogue to speak up. The Liberal Jewish Synagogue is committed to achieving the highest possible standards of service and the highest possible ethical standards in public life and in all of its practices. To help achieve these standards it encourages freedom of speech.

If you are considering raising a concern you should read this Policy first. It explains:

- the type of issues that can be raised
- how the person raising a concern will be protected from victimisation and harassment
- how to raise a concern, and
- what the Liberal Jewish Synagogue will do.

2. What is the aim of the Policy and when does it apply?

2.1. Aims of the Policy

The Policy is designed to ensure that you can raise your concerns about wrongdoing or malpractice within the Liberal Jewish Synagogue without fear of victimisation, subsequent discrimination, disadvantage or dismissal.

It is also intended to encourage and enable you to raise serious concerns **within** the Liberal Jewish Synagogue rather than ignoring a problem or 'blowing the whistle' outside.

This Policy aims to:

- encourage you to feel confident in raising serious concerns at the earliest opportunity and to question and act upon concerns about practice
- provide avenues for you to raise those concerns and receive feedback on any action taken
- ensure that you receive a response to your concerns and that you are aware of how to pursue them if you are not satisfied
- reassure you that you will be protected from possible reprisals or victimisation if you have made any disclosure in good faith.

2.2. Scope of this Policy

This Policy is intended to enable those who become aware of wrongdoing in the Liberal Jewish Synagogue affecting some other person or service, to report their concerns at the earliest opportunity so that they can be properly investigated.

The Whistle Blowing Policy is not intended to replace existing procedures:

- If your concern relates to your own treatment as an employee, you should raise it under the existing grievance or harassment procedures
- If a member has a concern about services provided to him/her, it should be raised as a complaint to the Liberal Jewish Synagogue
- The procedure does not apply to child protection or adult at risk concerns. Concerns or allegations of this nature should be dealt with following the relevant safeguarding processes. Nevertheless anyone reporting a concern or allegation relating to child or adult at risk protection will be afforded the same protections as described in this policy.

2.3. Who can raise a concern under this Policy?

The Policy applies to all:

- employees of Liberal Jewish Synagogue
- employees of contractors working for the Liberal Jewish Synagogue, for example, agency staff, builders and drivers
- employees of suppliers
- voluntary workers working with the Liberal Jewish Synagogue

2.4. What should be reported?

Any serious concerns that you have about service provision or the conduct of officers or members of the Liberal Jewish Synagogue or others acting on behalf of the Liberal Jewish Synagogue that:

- make you feel uncomfortable in terms of known standards;
- are not in keeping with the Liberal Jewish Synagogue's Constitution and policies;
- fall below established standards of practice; or
- are improper behaviour.

These might relate to:

- conduct which is an offence or a breach of the law (a criminal offence has been committed or failing to comply with any other legal obligation)
- disclosures related to miscarriages of justice
- racial, sexual, disability or other discrimination
- health and safety of the public and/or other employees
- damage to the environment
- unauthorised use of public funds or other assets
- possible fraud and corruption
- neglect or abuse of clients, or
- other unethical conduct.

This list is not exhaustive.

3. Protecting the Whistleblower

3.1. Your legal rights

This policy has been written to take account of the Public Interest Disclosure Act 1998 which protects workers making disclosures about certain matters of concern, when those disclosures are made in accordance with the Act's provisions and in the public interest.

The Act makes it unlawful for the Liberal Jewish Synagogue to dismiss anyone or allow them to be victimised on the basis that they have made an appropriate lawful disclosure in accordance with the Act.

Rarely, a case might arise where it is the employee that has participated in the action causing concern. In such a case it is in the employee's interest to come into the open as soon as possible. The Liberal Jewish Synagogue cannot promise not to act against such an employee, but the fact that they came forward may be taken into account.

3.2. Harassment or Victimisation

The Liberal Jewish Synagogue is committed to good practice and high standards and to being supportive of you as an employee.

The Liberal Jewish Synagogue recognises that the decision to report a concern can be a difficult one to make. If you honestly and reasonably believe what you are saying is true, you should have nothing to fear because you will be doing your duty to your employer, your colleagues and those for whom you are providing a service.

The Liberal Jewish Synagogue will not tolerate any harassment or victimisation of a whistleblower (including informal pressures) and will take appropriate action to protect you when you raise a concern in good faith and will treat this as a serious disciplinary offence which will be dealt with under the disciplinary rules and procedure.

3.3. Support to you

Throughout this process:

- you will be given full support from senior management
- your concerns will be taken seriously, and
- the Liberal Jewish Synagogue will do all it can to help you throughout the investigation

If appropriate, the Liberal Jewish Synagogue will consider temporarily re-deploying you for the period of the investigation.

For those who are not Liberal Jewish Synagogue employees, the Liberal Jewish Synagogue will endeavour to provide appropriate advice and support wherever possible.

3.4. Confidentiality

All concerns will be treated in confidence and every effort will be made not to reveal your identity if that is your wish. If disciplinary or other proceedings follow the investigation, it may not be possible to take action as a result of your disclosure without

your help, so you may be asked to come forward as a witness. If you agree to this, you will be offered advice and support.

3.5. Anonymous Allegations

This Policy encourages you to put your name to your allegation whenever possible. If you do not tell us who you are it will be much more difficult for us to protect your position or to give you feedback. This policy is not ideally suited to concerns raised anonymously.

Concerns expressed anonymously are much less powerful but they may be considered at the discretion of the Liberal Jewish Synagogue. In exercising this discretion the factors to be taken into account would include:

- the seriousness of the issue raised
- the credibility of the concern, and
- the likelihood of confirming the allegation from other sources

3.6. Untrue Allegations

If you make an allegation in good faith and reasonably believing it to be true, but it is not confirmed by the investigation, the Liberal Jewish Synagogue will recognise your concern and you have nothing to fear. If however, you make an allegation frivolously, maliciously or for personal gain, appropriate action that could include disciplinary action, may be taken.

4. Raising a Concern

4.1. Who should you raise your concern with?

This will depend on the seriousness and sensitivity of the issues involved and who is suspected of the wrongdoing. You should normally raise concerns with:

- Your Line Manager
- The Executive Director

If, exceptionally, the concern is about the Executive Director of the Liberal Jewish Synagogue your concern should be raised with the Chair of the Synagogue who will decide how the investigation will proceed. This may include external investigation.

If you are unsure who to contact, the independent charity **Protect** can advise you. They offer a free and confidential helpline on **020 3117 2520**.

4.2. How to raise a concern

You may raise your concern by telephone, in person or in writing. The earlier you express your concern, the easier it is to take action. You will need to provide the following information:

- the nature of your concern and why you believe it to be true
- the background and history of the concern (giving relevant dates)

Although you are not expected to prove beyond doubt the truth of your suspicion, you will need to demonstrate to the person contacted that you have a genuine concern

relating to suspected wrongdoing or malpractice within the Liberal Jewish Synagogue and there are reasonable grounds for your concern.

You may wish to consider discussing your concern with a colleague first and you may find it easier to raise the matter if there are two (or more) of you who have had the same experience or concerns.

You may invite your trade union, professional association representative or a friend to be present for support during any meetings or interviews in connection with the concerns you have raised.

5. What the Liberal Jewish Synagogue will do

The Liberal Jewish Synagogue will respond to your concerns as quickly as possible. Do not forget that testing your concerns is not the same as either accepting or rejecting them.

The overriding principle for the Liberal Jewish Synagogue will be the public interest. In order to be fair to all employees, including those who may be wrongly or mistakenly accused, initial enquiries will be made to decide whether an investigation is appropriate and, if so, what form it should take.

The investigation may need to be carried out under terms of strict confidentiality, i.e. by not informing the subject of the complaint until (or if) it becomes necessary to do so. In certain cases however, such as allegations of ill treatment of others, suspension from work may have to be considered immediately. Protection of others is paramount in all cases.

Where appropriate, the matters raised may:

- be investigated by management or through the disciplinary/grievance process
- be referred to the police
- be referred and put through established child protection/abuse procedures
- form the subject of an independent inquiry

Within ten working days of a concern being raised, the person investigating your concern will write to you:

- acknowledging that the concern has been received
- indicating how the Liberal Jewish Synagogue proposes to deal with the matter
- supplying you with information on staff support mechanisms
- telling you whether further investigations will take place and if not, why not.

The amount of contact between you and the officers considering the issues will depend on the nature of the matters raised, the potential difficulties involved and the clarity of your information. It is likely that you will be interviewed to ensure that your disclosure is fully understood.

Any meeting can be arranged away from your workplace, if you wish, and a union or professional association representative or a friend may accompany you in support. The Liberal Jewish Synagogue will do what it can to minimise any difficulties that you may experience as a result of raising a concern. For instance, if you are asked to give

evidence in criminal or disciplinary proceedings, the Liberal Jewish Synagogue will arrange for you to receive appropriate advice and support.

You need to be assured that your disclosure has been properly addressed. Unless there are any legal reasons why this cannot be done, you will be kept informed of the progress and outcome of any investigation.

6. The Responsible Officer

The Executive Director has overall responsibility for the maintenance and operation of this Policy.

This Policy **does not** prevent you from taking your own legal advice.

January 2023