



The Liberal Synagogue Elstree
Safeguarding and Child Protection Policy

Including Child Protection, Safeguarding of Vulnerable Adults and Online Safety

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|-------------------------------------|----------------------|
| Approving Body | TLSE Trustees |
| Date of Approval | 16 November 2023 |
| Review Date | 16 November 2024 |
| Designated Safeguarding Lead | Jacqueline Bernard |
| Deputy Designated Safeguarding Lead | Rabbi Gershon Silins |
| Designated Safeguarding Trustee | Richard Elman |

Our community believes that both children and adults should never experience abuse of any kind. We have a responsibility to promote the welfare of all people that come in to contact with our community and beyond, and to keep them safe. We are committed to practice in a way that protects them.

We are committed to reviewing our policy and good practice annually.

INTRODUCTION - PURPOSE AND SCOPE

The Liberal Synagogue Elstree (TLSE) is a community of diverse individuals and families who have a complex network of relationships with others. We value and seek to promote this richness and diversity. At the same time, we are also aware that we have particular responsibilities to protect children and young people, some of which are statutory, in line with the law, government guidance and standards of best practice. All staff and volunteers have an active part to play in protecting (safeguarding) children and young people from harm. We explicitly affirm that safeguarding children and young people is everyone's responsibility.

This policy applies to everyone playing a role in TLSE's community life, including teachers, volunteers, rabbis, paid staff, sessional workers, agency staff and members of the congregation participating in services and events in the community.

This policy aims to:

- a. Provide employees and volunteers with a framework to promote and safeguard the wellbeing of children and ensure they comply with their statutory responsibilities
- b. Ensure consistent good practice across the community
- c. Provide a caring, positive, safe and stimulating environment that promotes positive social, physical and moral development
- d. Identify concerns early and prevent them, if possible, from escalating

Employees and volunteers have a responsibility to recognise and report any suspicion of abuse, whether it takes place within our outside the synagogue community; and to ensure that everyone who comes into contact with the synagogue community is protected from abuse within the community.

1. The Synagogue's overriding concern is the best interests of every person, particularly including every child, young person and vulnerable adult in its care; In meeting this concern; this policy aims to:
 - e. Provide employees and volunteers with a framework to promote and safeguard the wellbeing of children and vulnerable adults and ensure that they comply with their statutory responsibilities;
 - f. Ensure consistent good practice within the synagogue and across our community;
 - g. Provide a caring, positive, safe and stimulating environment that promotes social, physical and moral development;
 - h. Identify concerns early and prevent them from escalating;
 - i. Ensure that children and vulnerable adults who have unmet needs are supported appropriately;
 - j. Raise awareness of child protection and vulnerable adult issues across the community and equipping children and vulnerable adults with the skills they need to remain safe.

2. This policy; and all action relating to it, is in line with the following legislation and guidance:
 - a. The Children Acts of 1989 and 2004
 - b. The Education Acts of 2002 and 2011
 - c. The Education (Child Information) Regulations (England) 2005
 - d. The Children and Families Act 2014
 - e. The Safeguarding Vulnerable Groups Act 2006
 - f. The Counter-Terrorism and Security Act 2015 (PREVENT Duty)
 - g. PREVENT Duty Guidance 2015
 - h. Working Together to Safeguard Children 2015
 - i. Keeping Children Safe in Education 2018

GUIDING PRINCIPLES

3. Safeguarding and child protection is the responsibility of everyone: Employees and volunteers, members and visitors should be aware of and in compliance with this policy at all times.

4. Online-safety: The Synagogue has an 'Online-safety Policy' (Appendix C) to ensure its ability to protect and educate children, vulnerable adults, employees and volunteers in their use of technology.

5. Radicalisation/PREVENT: The Counter Terrorism and Security Act 2015 places the PREVENT duty on schools and organisations such as synagogues to have due regard to the need to prevent people from being drawn into radicalism and/or terrorism:
 - a. The Synagogue upholds this duty;
 - b. Lettings are vetted and monitored by the Synagogue Administrators and Trustees;
 - c. All employees and volunteers have a statutory duty to look out for and inform the Safeguarding Lead of any concerns.

6. Training and Support:

- a. The Synagogue Trustees will ensure that the designated persons for safeguarding and child protection undertake the necessary formal training at least every two years and that this is updated informally at least annually;
- b. The Designated Lead(s) will ensure that all members of any Safeguarding Team have adequate training; and that the training of all employees and volunteers is updated regularly and at least every two years;
- c. All employees and volunteers working with children are required to read Part One of 'Keeping Children Safe in Education' (2020) (<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>);
- d. The Safeguarding Lead and any team, overseen by the Synagogue Trustees, will ensure that child protection and vulnerable adult awareness training is part of the induction package for all employees and volunteers, including new Trustees.

7. Confidentiality

The purpose of confidentiality is to benefit the child or vulnerable adult: no one should guarantee complete confidentiality to a child or vulnerable adult, as any child protection or vulnerable adult concern must be reported to a member of the Safeguarding Team. Employees and volunteers will be informed of individual child protection issues confidentially and on a 'need to know basis' only.

8. Records and Monitoring:

- a. Any one receiving a disclosure of abuse or noticing signs of possible abuse must make a signed and dated record within 24 hours of reporting the incident; noting what was seen or said, putting the event into context, and giving the date, time and location (see Appendix B for Concern Form);
- b. File notes will be kept for any child or adult where there are child protection or vulnerable adult concerns;
- c. In the event of concerns the Synagogue Safeguarding Team will discuss the appropriate action and liaise with the appropriate agencies in relation to children or vulnerable adults. The Synagogue will provide a coordinated offer of early help when unmet needs are identified.
- d. If a child, where there are concerns, or a vulnerable adult transfers to a synagogue, any safeguarding notes will be forwarded to the new synagogue marked "confidential" and for the attention of the receiving synagogue's Designated Safeguarding Lead.

9. Every effort will be made to ensure the safe recruitment of employees and volunteers and all legislation regarding safer recruitment will be followed. This includes:

- a. Following statutory DBS guidelines re: checks on employees and volunteers;
- b. Stating clearly on any advertisement our commitment to safeguarding children and vulnerable adults;
- c. Requiring employees that have successfully completed safer recruitment training to be on any interview panel where possible to recruit employees;
- d. Validating as far as possible qualifications, experience, references and expertise;
- e. Verifying identity and the right to work in the UK;
- f. Examining all career breaks, sudden job changes and/or dismissals;
- g. Maintaining a single, central record of all employees and volunteers, which will be stored securely



There is a more detailed TLSE policy for Safer Recruitment.

ROLES AND RESPONSIBILITIES

10. All Employees and volunteers are expected to:
 - a. Comply with this policy;
 - b. Ensure they know who makes up the Safeguarding Team and how to contact the Safeguarding Lead;
 - c. Refer safeguarding of vulnerable adults and child protection issues to the Safeguarding Lead;
 - d. Monitor any vulnerable children or adults, promote early identification and assessment by recording information and sharing it swiftly with the Safeguarding Lead;
 - e. Challenge those who do not appear to be taking action;
 - f. Employ their training and professional judgment to distinguish between an 'early-help concern' and an immediate danger or risk of harm;
 - g. Never allow personal relationships to interfere with their duty of care towards children or vulnerable adults within the synagogue community.

11. The Designated Safeguarding Lead is a senior member of the community who takes ultimate responsibility for safeguarding of vulnerable adults and child protection. They provide and/or ensure:
 - a. Leadership and vision in respect of safeguarding and child protection;
 - b. Mechanisms to assist employees and volunteers to understand their role and responsibilities, including training to all employees and volunteers on the signs of abuse, the appropriate action and how to protect themselves from allegations;
 - c. That appropriate referrals are made to the relevant agencies;
 - d. That the Safeguarding Lead and Trustees liaise on safeguarding and child protection issues;
 - e. That children and vulnerable adults are taught the importance of safeguarding and child protection, including online-safety;
 - f. That the effectiveness of this policy is monitored;
 - g. That any Safeguarding Team receives the appropriate formal training at least every two years, with non-formal updates at least annually.

12. The Synagogue Trustees are responsible for:
 - a. Supporting the Safeguarding Team and ensuring that all members have received the appropriate training;
 - b. Ensuring that all members of the Synagogue are mindful of this policy; and that all employees and volunteers are familiar with Part One of 'Keeping Children Safe in Education' (latest version - <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>);
 - c. Overseeing the safe recruitment of all employees;
 - d. Handling allegations against employees and volunteers or ensuring that they are handled appropriately;
 - e. Ensuring that children and vulnerable adults are taught the importance of safeguarding and child protection, including online-safety.

13. The Board of Trustees is responsible for ensuring that the Synagogue:
 - a. Has an effective Safeguarding Policy (this document), which complies with child protection legislation and safeguarding of vulnerable adults, and is reviewed at least annually;

- b. Uses safe recruitment procedures;
- c. Is mindful of its statutory duties.

RECOGNISING DIFFERENT FORMS OF ABUSE

Abuse, neglect and safeguarding issues are rarely standalone events that can be covered by one definition or label; In most cases, multiple issues will overlap.

We refer to the NSPCC for guidance on the 13 categories of abuse that children might be subjected to and the indications thereof:

<https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/>

We refer to the Ann Craft Trust for guidance on the 14 categories of abuse that vulnerable adults might be subjected to and the indications thereof:

<https://www.anncrafttrust.org/resources/types-of-harm/>

PROCEDURE - CONCERNS ABOUT A CHILD OR VULNERABLE ADULT

14. Anyone who receives a disclosure of abuse, an allegation of abuse or who suspects that abuse may have occurred must report it immediately to a member of the Safeguarding Team (see Appendix A — Safeguarding Team);

15. This should be followed by a written record within 24 hours, using the child's or vulnerable adult's own words where appropriate (See Appendix B – Concern Form);

16. Any employee or volunteer can refer their concerns directly to Children or Adult Social Care, but the Safeguarding Lead and/or the Chair must also be informed.

17. Employees and volunteers must take further action if they feel that the Synagogue has failed to act appropriately. This may involve reporting the matter to the Chair of the Synagogue and/or

- in the case of a child to: the child's school, LADO, Social Care, the NSPCC or the Police
- in the case of a vulnerable adult to: Social Care, the Police or an appropriate adult or other organisation

18. The Safeguarding Lead will refer cases of suspected abuse or an allegation of abuse to the relevant investigating agency. Any referral will be confirmed in writing within 24 hours. Where the allegation is against an employee or a volunteer, the Chair of the Synagogue must first be informed;

19. The Synagogue will inform parents/carers of its actions unless doing so could place the child or vulnerable adult at greater risk of harm or impede a criminal investigation;

PROCEDURE - SUPPORTING CHILDREN OR VULNERABLE ADULTS

20. There is a pyramid of need for the support of vulnerable children and adults:

- a. At the top are those children on a child protection plan and those for whom there are major child protection concerns;
- b. Next are children 'Looked After' by the Local Authority, adopted children and those who are cared for by people other than a parent; and those children who take the role as a significant carer for a family member;

- c. Next is a larger group of children or adults who are vulnerable in some other way. This may be because of family circumstances, health issues or social reasons;
- d. Lastly there are the majority of children or vulnerable adults, who do not need on-going support but may need support for a short period of time; This may be, for example, in the case of family illness, crisis or bereavement.

21. The Safeguarding Lead is responsible for ensuring that the Trustees, the Rabbi, the Head of Religion School and the Care Team coordinator (as appropriate) have up to date information on these children or vulnerable adults.

22. The Synagogue will endeavour to support children and vulnerable adults through:

- a. The Religion School curriculum and synagogue ethos, which promote a positive, supportive and secure environment and which give all children and adults a sense of being respected and valued;
- b. Encouraging children and vulnerable adults to report safeguarding or child protection concerns;
- c. Pastoral support by the Rabbis/community to support children, vulnerable adults and their families;
- d. The development and support of a responsive and knowledgeable employees and volunteers group.

23. Children Missing from Education: A child missing from education for ten sessions or more is a potential indicator of abuse and neglect. Should a child go missing from the Synagogue Religion School, the Headteacher will inform the Safeguarding Lead, who will consider if further action is necessary.

24. The Synagogue will provide support for children on the Child Protection Register where this is known.

- a. Following the guidance set out in any child protection plans;
- b. Ensuring that they know and are comfortable about who they can approach for help;
- c. Monitoring their welfare carefully;
- d. Attending any child protection meetings held on their behalf if required;
- e. Monitoring their attendance carefully and reporting any unexplained absence to social care;
- f. Enlisting the support of and liaising with other agencies as appropriate;
- g. Checking that they have access to all elements of synagogue life, including visits and other activities;
- h. Informing relevant employees and volunteers or volunteers without breaching confidentiality, so that s/he knows to register any concerns with the Safeguarding Lead;

25. Looked After Children: The Synagogue will maintain a list of children who are looked after by the Local Authority or by someone other than a parent. If required, we monitor their wellbeing carefully by:

- a. We may be involved in and follow the guidance set out in the child's personal education plan (PEP);
- b. Arranging for a member of the Safeguarding team (or for another teacher from the Religion School, to whom the child relates well) to take a particular interest in the child's welfare;

- c. Attending any liaison or review meetings held on their behalf, including acting as their advocate at such meetings should they request it, and keeping in touch with social workers and/or carers;
- d. Enlisting the support of and liaising with other agencies as appropriate; Checking that they have access to all elements of synagogue life, including visits and other activities;

26. Young Carers: It is the responsibility of the Safeguarding Team to have knowledge of those children and vulnerable adults who play the part of a major carer for a family member; and to offer a support package appropriate to their individual situation.

27. SEND: These children and vulnerable adults are more likely to be abused or neglected and for this to go unnoticed. Disabled children and adults may be less able to recognise or understand that they are being abused. Communication difficulties may make it harder for them to disclose abuse and/or dependency on their care giver may mean they have no-one to tell. The Synagogue recognises this and the Safeguarding Lead will ensure that there is an awareness of those members and children with SEND so that they can receive pastoral support from the Rabbis and the community.

PROCEDURE - ALLEGATIONS OF ABUSE AGAINST EMPLOYEES AND VOLUNTEERS

28. It is essential that our high standards of professional responsibility are displayed when adults working within the Synagogue are accused.

29. Corporal or physical punishment of children and vulnerable adults is unlawful. Physical restraint of children and vulnerable adults is only permitted if the child or others are at risk; excessive physical restraint or constant shouting may constitute abuse.

30. If an allegation is made against an employee or volunteer, the Safeguarding Lead should contact the Synagogue Chair. They will decide whether the incident should be referred to social care and/or the police. If this is agreed, the Synagogue Chair will inform social care/the police by telephone and follow this with written confirmation within 24 hours.

31. Should the allegation be against the Synagogue Chair, the Safeguarding Lead should inform the Designated Safeguarding Lead, another Trustee and the Rabbi who will decide what action to take.

32. If it is decided that a referral to social care is not necessary, it may still be appropriate to conduct an internal investigation.

33. Any employee or volunteer who is concerned about the conduct of another adult on Synagogue premises should contact the Safeguarding Lead immediately. Should the concern relate to the Synagogue Chair, the contact should be the Designated Safeguarding Lead who will inform the Trustees; should the concern relate to the Safeguarding Lead, the contact should be the Synagogue Chair.

34. Any employee or volunteer who is concerned about safeguarding practices within the Synagogue should raise their concerns to the Safeguarding Lead.



PROCEDURE - PEER ON PEER ABUSE

35. The Synagogue appreciates that children and vulnerable adults are capable of abusing each other. Employees and volunteers will always challenge abuse and will not merely pass it off as 'banter' or 'part of growing up' or 'because of their need'.

36. Employees and volunteers will refer any concerns immediately to the Safeguarding Lead.

37. It may be considered a safeguarding matter if the allegation involves:

- a. Physical Abuse
- b. Forcing others to use drugs or alcohol
- c. Emotional Abuse
- d. Blackmail, extortion, threats or intimidation
- e. Sexual Abuse (indecent exposure, sexual assault or sexualised touching, forcing others to watch pornography or take part in sexting, encouraging other children and vulnerable adults to engage in inappropriate sexual acts, photographing or videoing other children and vulnerable adults performing indecent acts);
- f. Gang initiation/hazing (the practice of rituals and other activities involving harassment, abuse or humiliation used as a way of initiating a person into a group).

38. All incidents will be investigated and dealt with by the Safeguarding Team and/or the Trustees.



Appendix A
Safeguarding Team

| | |
|---------------------------------|----------------------|
| Safeguarding Lead | Jacqueline Bernard |
| Deputy Safeguarding Lead | Rabbi Gershon Silins |
| Designated Safeguarding Trustee | Richard Elman |



Appendix B

LOGGING A SAFEGUARDING CONCERN

| |
|---|
| Date and Time: |
| Name of child/adult: |
| Facts (if more space is required, please continue overleaf) |
| Who is/has been involved? |
| What happened? |
| Where did it take place? |
| What is your concern? |
| Any action taken by you: |



| |
|--|
| Your name: |
| Your signature: |
| Designated Safeguarding Lead action: |
| Designated Safeguarding Lead name, date and signature: |

APPENDIX C – ONLINE-SAFETY

Safeguarding children and vulnerable adults electronically is an important aspect of online-safety. The Online-safety Policy forms a part of the Synagogue's overarching Safeguarding Policy.

The Synagogue believes the potential that technology has to impact on the lives of all citizens increases year on year. In many areas technology is transforming the way that schools teach and that children learn. At home, technology is changing the way children live and the activities in which they choose to partake; these trends are set to continue.

While developing technology brings many opportunities, it also brings risks and potential dangers including:

- Access to illegal, harmful or inappropriate images or other content
- Unauthorised access to / loss of / sharing of personal information
- The risk of being subject to grooming by those with whom they make contact on the internet.
- The sharing / distribution of personal images without an individual's consent or knowledge
- Inappropriate communication / contact with others, including strangers
- Cyber-bullying
- Access to unsuitable videos / internet games
- An inability to evaluate the quality, accuracy and relevance of information on the internet
- Plagiarism and copyright infringement
- Illegal downloading of music or video files
- The potential for excessive use which may impact on social and emotional development and learning.

The Safeguarding Team will:

- a. Take day to day responsibility for online-safety issues and has a leading role in establishing and reviewing synagogue online-safety policies / documents;
- b. Ensures that all employees and volunteers are aware of the procedures that need to be followed in the event of an online-safety incident;
- c. Provide advice for employees and volunteers;
- d. Receives appropriate training and support to fulfil their role effectively;
- e. Has responsibility for blocking / unblocking internet sites on synagogue computers used by children and vulnerable adults;
- f. Ensuring that the children and vulnerable adults are aware of online-safety.

Teaching and Support

Employees and volunteers are responsible for ensuring that:

- a. They have an up to date awareness of online-safety matters and of current synagogue online-safety policy and practices;
- b. They report any suspected misuse or problem to the Safeguarding Lead;
- c. Digital communications with children should be on a professional level only;
- d. Online-safety issues are embedded in the curriculum and other Religion School activities;
- e. Websites and videos used in the classroom should be age appropriate and handled with caution.

ILLEGAL OR INAPPROPRIATE ACTIVITIES AND RELATED SANCTIONS

The synagogue believes that the activities listed below are inappropriate in a synagogue context and that users should not engage in these activities when using synagogue equipment or their own equipment in relation to synagogue activities.

Users shall not visit Internet sites, make, post, download, upload, data transfer, communicate or pass on, material, remarks, proposals or comments that contain or relate to:

- Child sexual abuse images (illegal - The Protection of Children Act 1978)
- grooming, incitement, arrangement or facilitation of sexual acts against children (illegal – Sexual Offences Act 2003)
- Possession of extreme pornographic images (illegal – Criminal Justice and Immigration Act 2008)
- Criminally racist material in the UK – to stir up religious hatred (or hatred on the grounds of sexual orientation) (illegal – Public Order Act 1986)
- Pornography
- Promotion of any kind of discrimination
- Promotion of racial or religious hatred
- Threatening behaviour, including promotion of physical violence or mental harm
- Any other information which may be offensive to colleagues or breaches the integrity of the ethos of the synagogue or brings the synagogue into disrepute

Additionally, the following activities are also considered unacceptable on ICT equipment provided by the synagogue:

- Using synagogue systems to run a private business
- Use systems, applications, websites or other mechanisms that bypass the filtering or other safeguards employed by the synagogue
- Uploading, downloading or transmitting commercial software or any copyrighted materials belonging to third parties, without the necessary licensing permissions
- Revealing or publicising confidential or proprietary information (e.g. financial / personal information, databases, computer / network access codes and passwords)
- Creating or propagating computer viruses or other harmful files;
- Carrying out sustained or instantaneous high volume network traffic (downloading / uploading files) that causes network congestion and hinders others in their use of the internet
- On-line gambling
- Use of personal social networking sites / profiles for non-educational purposes.

If employees or volunteers suspect that misuse might have taken place, but that the misuse is not illegal (see above) it is essential that correct procedures are used to investigate, preserve evidence and protect those carrying out the investigation.

It is more likely that the synagogue will need to deal with incidents that involve inappropriate rather than illegal misuse. It is important that any incidents are dealt with as soon as possible in a proportionate manner, and that members of the synagogue community are aware that incidents

have been dealt with. It is intended that incidents of misuse will be dealt with through normal behaviour / disciplinary procedures.

USE OF HAND HELD TECHNOLOGY (MOBILE PHONES/ IPADS/TABLETS DEVICES)

We recognise that the area of mobile technology is rapidly advancing and it is our synagogue's policy to review its stance on such technology on a regular basis. Currently our policy is this:

- a. Employees and volunteers are permitted to bring their personal mobile devices into synagogue
- b. They are required to use their own professional judgement as to when it is appropriate to use them
- c. Broadly speaking this is:
 - iPads can be used in lesson times
 - Employees and volunteers are free to use these devices in synagogue, outside teaching time.

USE OF COMMUNICATION TECHNOLOGIES

Email

- Employees and volunteers will have access to synagogue accounts and should use these for communication with members
- Users must immediately report to the Safeguarding Lead the receipt of any email that makes them feel uncomfortable, is offensive, threatening or bullying in nature and must not respond to any such email
- Children and vulnerable adults should have access to an education programme which helps them to be aware of the dangers of and good practices associated with the use of email.

Use of digital and video images

- When using digital images, employees and volunteers should inform and educate children and vulnerable adults about the risks associated with the taking, use, sharing, publication and distribution of images. In particular, they should recognise the risks attached to publishing their own images on the internet e.g. on social networking sites
- Employees and volunteers and volunteers are allowed to take digital still and video images to support educational aims, but must follow synagogue policies concerning the sharing, distribution and publication of those images. If the personal equipment of employees and volunteers is used for such purposes, images should be uploaded onto the synagogue system and the images deleted from the device
- Care should be taken when taking digital / video images that pupils are appropriately dressed and are not participating in activities that might bring the individuals or the synagogue into disrepute
- Children must not take, use, share, publish or distribute images of others without their permission.

Use of web-based publication tools

- Our synagogue uses the public facing website www.tlse.org.uk, Facebook, Instagram, Twitter and other social media platforms for sharing information with the community beyond our synagogue. This includes, from time-to-time celebrating work and achievements of children.

- All users are required to consider good practice when publishing content, and to abide by the synagogue Social Media policy
- Personal information should not be posted on the synagogue website or social media pages or groups and only official email addresses should be used to identify employees and volunteers
- Only children's first names are used on the website, and only then when necessary
- Photographs published on the website, or elsewhere that include children or vulnerable adults will be selected carefully and will comply with the following good practice guidance on the use of such images
- Children's full names will not be used anywhere on a website or blog, and never in association with photographs
- Written permission from parents or carers will be obtained before photographs of children are published on the synagogue website
- Children's work can only be published with the permission of the children and parents or carers.

Online-safety education will be provided in the following ways:

- A planned online-safety programme – this will cover both the use of ICT and new technologies in synagogue and outside synagogue
- Where children are allowed to freely search the internet, e.g. using search engines, employees and volunteers should be vigilant in monitoring the content of the websites the young people visit
- Safeguarding professional development for employees and volunteers includes aspects of online safety so employees and volunteers are fully informed and up to date on the safeguarding risks children may face online
- Letters to parents/carers explaining the synagogue online-safety requirements.

GOVERNMENT PORTAL

We support the use of the Government portal for guidance on reporting a potential safeguarding issue <https://safeguarding.culture.gov.uk/>

The Synagogue also has a Social Media policy which relates to the use of social media in the synagogue's name, and which applies to staff and volunteers.



APPENDIX D – BEST PRACTICES

All adults, including staff, rabbis and volunteers should be made aware that they are in a position of adult responsibility, and that it is their responsibility to ensure that all interactions, whether verbal or physical, are entirely appropriate. Teenagers may not be adults but are often in a position of responsibility and the same guidelines and requirements apply to them as well.

When families attend the community outside the Cheder environment, children are the responsibility of their parent/ carer as we are an open access community and cannot take responsibility for monitoring all interactions. Some of our services take place at venues where there are other groups meeting at the same time, the safeguarding responsibility on all these occasions is the parent/guardian's. This is TLSE's responsibility to articulate to all families.

Physical contact: In general, we do not anticipate that there is a need for adults to physically touch young people. However, if there is, for instance to offer a physical gesture of reassurance or consolation, this must be done in a way that reflects training and awareness. We do not express our relationships with our young people through physical means.

Lone Working: This should be avoided wherever possible; where it is a necessity it should be done in agreement with the Rabbi, or where it involves the Rabbi - in agreement with the Chair of the Trustees. It must be clearly recorded in the individual's calendar. In circumstances of tutoring parents/carers have a responsibility to remain present. Under no circumstances should anyone be working in a room with a child with a closed door.

There are circumstances where group classes may take place in the home of an individual. The teacher must have a suitable DBS check and must inform the parents'/ carers of anyone else who will be in the house during the class. These can only take place where the parents/ carers have given explicit permission, where the students are over 14 and where there are at least two students present.

Toilets: Certain staff may have specific responsibility accompanying very young children or children with disabilities to the toilet; however, other adults shall not take individual children to the toilet. Staff who have such responsibilities – for instance, accompanying a child to the toilet or helping a child to dress or get cleaned up, should ensure another staff member or DBS checked volunteer is present, or the door is open and a colleague on the premises is aware what is happening.

Mobile Phones: Staff and volunteers working with children and young people should not be taking photos of young people unless it is for official purposes (TLSE records, publicity or communicating with parents). Once that purpose has ended they should be deleted. Only children whose guardians/parents have given explicit permission may be photographed.

Contact with young people away from the synagogue by any member of staff or volunteer should be via official TLSE channels.

Social Media: Staff and volunteers need to, at all times, model appropriate behaviour in their use of social media, in a way that reflects the reality that we are a community, recognising that teachers,



volunteers and other adults are likely to have multiple and overlapping relationships with children and young people attending educational and other activities at the synagogue.

They should not meet or 'friend' these young people through social media or arrange to meet privately. We commit ourselves to vigilance in this area and remain aware of the age limits set by the various apps and will abide by them. We will guard the online privacy of our young members and use only their first names in our publications.

Ratios:

Where groups are separated into separate spaces, we will adhere to the recommended ratios of the following (NSPCC):

- 0 - 2 years - one adult to three children.
- 2 - 3 years - one adult to four children.
- 4 - 8 years - one adult to six children.
- 9 - 12 years - one adult to eight children.
- 13 - 18 years - one adult to ten children.

Currently, TLSE runs no groups for the under 6s where parents are not expected to remain with their children and therefore maintain ultimate safeguarding responsibility for them.

Discipline model and ethos

Young members of the community are expected to:

- Treat each other with mutual respect
- Respect each other's and the community's property
- Listen and respond to teachers, help teachers and each other
- Express themselves in a way that does not impinge on the freedom of others, or allow anyone to be a victim
- Behave appropriately at all time (including not using mobile phones during activities)

Young members can expect to:

- Be supported in their development.
- Have clear routines, structures and expectations.
- Be treated fairly and with respect.
- Have an organised and safe environment.

It is important that staff and volunteers are watchful and observe the social relationship between children in the class. Close supervision can prevent many instances of undesirable behaviour from occurring. Any behaviour which a member of the teaching staff considers inappropriate will be dealt

with initially by that person. Teachers will liaise closely should any child give cause for concern. The Head Teacher should be informed and incidents logged if appropriate. Children need to be reminded what the expected behaviour is and if a rule has been broken, then they are enabled to understand what rule it is; understanding personal responsibility, making choices and recognising consequences are important parts of a child's learning. When a child has behaved inappropriately, they need to understand that it was their choice to do this. Children should always be given the opportunity to explain their words or actions if at all possible. Children not behaving appropriately should always be reminded of expectations and responsibilities in positive ways as far as is possible, such as praising the behaviour of another child who is behaving well.

Minor Breaches of Discipline

Minor breaches of discipline are generally dealt with by the class teacher in a caring, supportive and fair manner, with some flexibility regarding age of the child, as far as sanctions are concerned. Each case is treated individually. Generally children are made aware that they are responsible for their own actions and that breaking rules will lead to consequences.

Normal sanctions include the following steps:

- i. Verbal warning - a verbal reminder of expected behaviour.
- ii. A second warning that on the third "strike", Head Teacher will be informed.
- iii. A child may be excluded from the class to spend time with Head Teacher would touch base with parents at the end of the morning to tell them what has taken place and discuss with them possible reasons for the misbehaviour as well as ways that the parents can work with us to support an improvement in the behaviour of the child. If the child is unwilling or unable to settle back in class without disrupting other students, the Head Teacher will call the parents and ask for the child to be taken home. This would be followed up by a full discussion with parents of behaviour targets and ways that staff and the parents can work together to help facilitate positive participation in future. The HT will always try to find the most fair and positive resolution for all parties concerned.

Major Breaches of Discipline

Major breaches of discipline include physical/aggressive assault, deliberate damage to property, stealing, leaving the synagogue premises without permission, verbal and racial abuse, and persistent disruptive behaviour. This type of behaviour is rare and it is the responsibility of the HT who will deal with it urgently, particularly if the problem keeps recurring. The standard procedure for this sort of problem is set out below. Failure to improve leads automatically to the next stage.

Procedures for Dealing with Major Breaches of Behaviour:

- A verbal warning by the HT as to future conduct is issued to the child.
- The child may be withdrawn from the classroom for the rest of the day subject to the facts and the seriousness of the incident being established.

- A letter will be sent to parents informing them of the problem. A meeting with parents will be set up, and a warning given about what the next stage will be if there is no improvement in the child's behaviour.
- If the problem is severe or recurring then short-term exclusion procedures are implemented after consultation with the Designated Safeguarding Lead. This could mean the child being excluded from attending classes for a fixed period.
- Permanent exclusion may be considered after consultation with the Designated Safeguarding Lead.
- Where relevant the police or other authorities may be informed. Parents have the right of appeal to the Chair of the Trustees against any decision to exclude. It is important to stress that our emphasis would always be on supporting the child to appreciate where wrongdoing has taken place, to make amends and to work with parents to enable the child to reintegrate back into class at the earliest appropriate opportunity.

Intervention should never be physical except in certain extenuating circumstances. Intervention Strategies (non-physical) When dealing with a child with challenging behaviour, intervention needs to be prompt, calm and controlled, through eye contact/facial expression. Staff may only physically intervene in the following circumstances:

- A child poses a threat to themselves
- A child poses a threat to other children or adults
- A child is damaging property.

As a broad rule physical intervention must be seen to be reasonable and proportionate to the incident. Staff should remember they have a duty of care. Any incidents of physical intervention must be logged with the HT on an incident report form.

Bullying behaviour may occur and TLSE recognises this fact. We consider bullying to be a wilful, conscious desire to hurt, threaten or frighten someone else. Bullying can take many forms, it can be physical, verbal or even just a look. As a synagogue we are committed to taking action and to be seen to do so should any instances of bullying occur.

If any young member feels that s/he has been the subject of unfair treatment by any member of staff or voluntary leader they have the right to submit a formal letter (or email) of complaint to the HT or to approach the HT and express themselves directly. Any complaints will be dealt with seriously and promptly and a written record will be kept by the HT. In the event that a complainant is not satisfied with the response, they may pursue their complaint with the Chair of TLSE.

Health and Safety

Our policy is to ensure, so far as is reasonably practicable, that our activities are carried out safely and do not pose a risk to the health of our employees, volunteers, congregation, visitors and others who may use any building we meet within. This will be in accordance with good practice and any relevant statutory provisions where they apply. We have a member of TLSE Trustees who has specific responsibility for this policy and its implementation. We will keep health and safety matters under review at appropriate intervals. We will monitor the effectiveness of the policy, amending it where we believe it is no longer valid. It is the duty of each employee and volunteer to exercise personal responsibility for their own safety and that of others. This policy will be brought to their



attention. We will try to ensure that everyone involved with the community plays their part in its implementation.

Further details about our organisation and arrangements for managing health and safety is set out in our 'Health and Safety' policy.

TLSE has a responsibility to carry out the following steps to ensure best practice is maintained:

- All staff, volunteers and parents are made aware of our safeguarding policies and procedures. This Safeguarding Policy will be made available on the website,
- We will provide adequate and appropriate staffing resources to meet the needs of children.
- Applicants for posts within the setting are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974
- Candidates are informed of the need to carry out 'enhanced disclosure' checks with the Disclosure and Barring Service before posts can be confirmed.
- Where applicants are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information.
- We abide by safer recruitment guidance in respect of our interviewing process, two signed references and DBS checks for staff and volunteers, in order to protect against a disqualified or unsuitable person working at the setting or gaining access to the children.
- Volunteers do not work unsupervised.
- We abide by the Protection of Vulnerable Groups Act requirements in respect of any person who is dismissed from our employment or resigns in circumstances that would have otherwise led to dismissal for reasons of child protection concern.
- We have procedures for recording the details of visitors who come to the community.
- Where a member of staff or volunteer has been dismissed due to engaging in activities that caused concern for the safeguarding of children, we notify the Independent Safeguarding Authority (ISA) of relevant information so that individuals who pose a threat to children can be identified and barred from working with these groups.
- TLSE consistently seeks out training opportunities for adults (staff and volunteers) who have teaching and childcare related responsibilities to ensure that they are able to recognise the signs and signals of abuse and that they are aware of our procedures for expressing, recording and responding to suspicions (see below).
- The layout of rooms occupied by children (attending any activity at the community) should allow for constant supervision.
- We aim to introduce positive elements of keeping children safe into our programme in order that we promote their personal, social and emotional development, enabling them to grow to be strong, resilient, listened to and conscious of the importance of safety in their everyday life.
- We create within the synagogue setting a culture of value and respect for the individual, having positive regard for children's heritage arising from their colour, ethnicity, languages spoken at home, cultural and social background.
- We make sure that this is carried out in a way that is developmentally appropriate for the children.

- All suspicions and investigations are kept confidential and shared only with those who need to know. In most cases this is the Safeguarding Officer and Safeguarding Lead and no one else.
- We build trusting and supportive relationships with parents and families. Accordingly, we make it clear to parents and guardians our role and responsibilities in relation to child protection, such as the reporting of concerns, providing information, monitoring of the child, and liaising at all times with other relevant agencies.
- We continue to welcome the child and family if and when any investigation is underway and less advised otherwise.
- We do our best always to play our part in implementing the terms of any Child Protection Plan as drawn up.
- We take steps to ensure that children are not photographed or filmed on video for any other purpose than to record their development or their participation in events organised by us. Parents sign a consent form and have access to records holding visual images of their child.

Responding to suspicions of abuse

If abuse has taken place, or is taking place in the present – or if the child is at significant risk of harm – it may be that other persons become aware of indicators which alert their suspicions; alternatively, a child or young person may themselves disclose abuse. It is vital to:

Recognise the signs and behaviours which may be cause for concern

Respond to the child or young person sensitively

Record everything accurately

Refer the situation to the Designated Safeguarding Lead; they will decide what further action to take and inform the relevant safeguarding agencies as necessary.

More specifically:

- We acknowledge that abuse of children can take different forms – physical, emotional and sexual as well as neglect.
- When children are suffering from physical, sexual or emotional abuse, or may be experiencing neglect, this may be demonstrated through the things they say (direct or indirect disclosure) or through changes in their appearance, their behaviour or their play
- We need to take into account factors affecting parental capacity, such as social exclusion, domestic violence, parent's drug or alcohol abuse, mental or physical illness or parent's learning disability.
- We likewise have to be aware of other factors that affect children's vulnerability, such as abuse of disabled children, fabricated or induced illness, abuse linked to beliefs.
- We must always remember that other local agencies bear major legal responsibilities in the area of child protection; therefore, it is important that our Designated Safeguarding Officer should report cases as necessary to the local authority, Multi Safe-guarding Hub and the Police and should ensure that the community co-operates fully in any subsequent

investigation. We need to remember to take care not to influence the outcome either through the way we speak to children or by asking questions of the children.

- We take account of the need to protect young people aged 16-19, as defined by the Children Act 1989. This may include students or school children on work placement, young employees or young parents. Where abuse is suspected we follow the procedure for reporting other child protection concerns. The views of the young person will always be taken into account, but the setting may override the young person's refusal to consent to share information if it is felt that such an intervention is speedily required in order to prevent a crime from being committed or to prevent some other form happening to child or young person. Sharing confidential information without consent is done only where not sharing it could be worse than the outcome of not having shared it.
- Where a child says things to a member of staff that give cause for concern ('disclosure', as detailed below) it is important to observe signs or signals that give cause for concern, such as significant changes in behaviour, deterioration in general wellbeing, unexplained bruising, marks or signs of possible abuse or neglect.

Disclosure of Abuse

This relates to a range of possible comments a child or young person may make – including outright statements, allegations, expressions of alarm or fear, incongruous questions of allusions (e.g. to sexual activity), imaginative narratives, persistent worries etc...

If a child or young person has chosen to disclose abuse to you, you must follow this procedure:

Never promise that you can keep anything a secret that a child or young person tells you. You have a duty to pass information on in order to protect children and young people. If they then choose not to share the information, you must inform the Designated Safeguarding Lead.

Receive:

- Listen to what is being said, trying not to display shock or disbelief. Be careful about physical messages.
- Accept what is being said and do not comment on it.
- Do not ask leading questions, for example 'what did they do next'. Such questions may invalidate the evidence in court.

Reassure:

- Reassure the young person, but only so far as it is honest and reliable. Do not make promises you will not be able to keep, for example promising to stay with them or that everything will be alright.
- Do reassure and alleviate guilt, if the individual refers to it. For example you can say: "You are not to blame" or "you are not alone, you're not the only one this sort of thing has happened to".

- Do not criticise the perpetrator.

Record:

- As soon as possible (within 24 hours of the disclosure being made) all information should be recorded. Record as much detail as possible, including names, addresses and contact information.
- Write down the nature of the allegation, do not include your own judgement or assumptions. Stick to what was actually said by the young person. You should use their own words, and this includes any slang words for body parts if the child used those words. You may add detail of any physical marks to a standard body outline drawing, but never under any circumstances take any photographs.
- Note any observations on behaviour/ emotional state or injuries and bruising.
- Note time, location and date of the disclosure and sign the notes.
- Do not investigate the matter yourself, merely receive the information and be ready to refer.

The Designated Safeguarding Lead will keep a locked file or password protected computer file of notes on any child where there are child protection concerns which will be held by the Designated Safeguarding Lead.

In the event of concerns the Designated Safeguarding Lead will liaise with the child's school, or appropriate authority in relation to children.

If a child, where there are concerns, transfers to a new synagogue any safeguarding notes will be forwarded confidentially between Safeguarding Leads.

Refer:

Pass this information on – a verbal account must be conveyed immediately to the Designated Safeguarding Lead. In their absence refer it on to the Rabbi (as long as they are not implicated) or the Designated Safeguarding Deputy or Officer. Ensure that they will pass it onto the Lead as a matter of high urgency.

It is your duty to refer this information – you cannot keep it a secret.

Information should only be shared with the Designated Safeguarding Lead or Deputy.

External information sources

<https://www.gov.uk/government/collections/keeping-children-safe-in-out-of-school-settings>