



# SAFEGUARDING AND CHILD PROTECTION POLICY

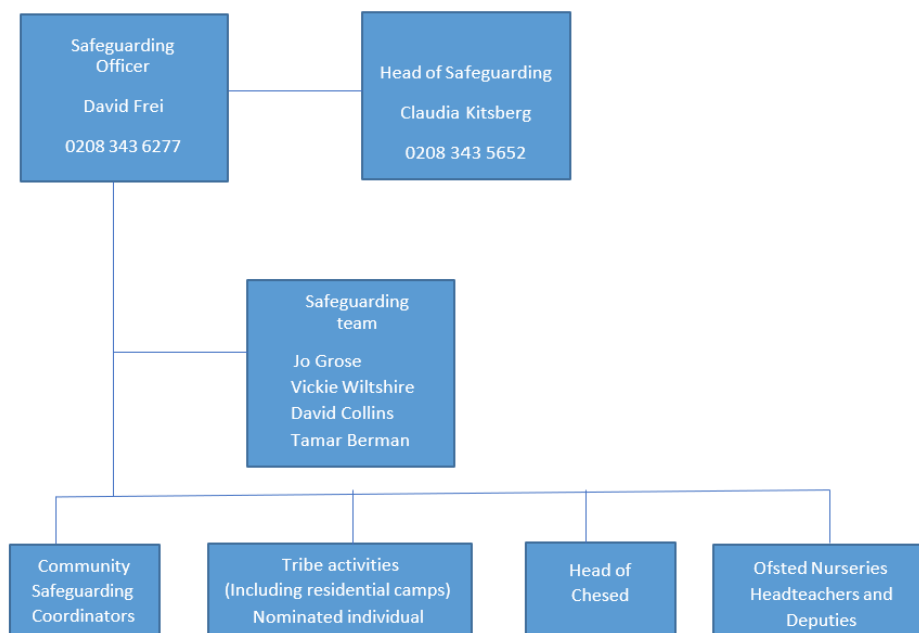
## Contents

|  |    |
|--|----|
| US Child Protection Contacts .....   | 4  |
| What to do if you have a child protection concern in the US .....          | 5  |
| Why are you concerned? .....   | 5  |
| Introduction and ethos .....   | 5  |
| Core Safeguarding Principles .....   | 6  |
| Main elements to our safeguarding policy .....                             | 6  |
| Scope and Coverage.....  | 6  |
| Statement of Principle .....   | 7  |
| Legal Basis.....   | 7  |
| Related Policies.....  | 7  |
| Additional Guidance .....  | 8  |
| Key responsibilities .....   | 8  |
| Safeguarding Team .....  | 8  |
| Safeguarding Officer .....   | 8  |
| Head of Safeguarding.....  | 8  |
| Deputy Safeguarding Officers .....   | 8  |
| Representatives .....  | 9  |
| Children and young people .....  | 9  |
| Parents and Carers.....  | 10 |
| Local support .....  | 10 |
| <b>Police</b> .....  | 10 |
| Recognition and categories of abuse .....                                  | 10 |
| Induction, awareness and training.....                                     | 11 |
| Safe working practice.....   | 12 |
| Staff supervision and support .....  | 13 |
| Safer recruitment.....   | 13 |
| Safeguarding and child protection procedures .....                         | 13 |
| Record keeping .....   | 15 |
| Working with other agencies .....  | 15 |
| Confidentiality and information sharing .....                              | 16 |
| Complaints.....  | 16 |
| Allegations against representatives .....                                  | 16 |
| Allegations against children .....   | 17 |
| Safeguarding children with special educational needs and disabilities..... | 17 |

|   |    |
|---|----|
| Online safety.....  | 17 |
| The use of organisation premises by other organisations .....                       | 18 |
| Provision of services to other organisations (i.e. schools) .....                   | 18 |
| Premises .....  | 18 |
| Periodic Review .....   | 18 |
| Appendix 1: Responsibilities of the Board of Trustees and the CEO .....             | 19 |
| Appendix 2: Categories of Abuse .....   | 20 |
| Appendix 3: Specific Safeguarding Issues .....                                      | 22 |
| Appendix 4: Keeping yourself safe when responding to disclosures .....              | 26 |
| <i>(the 6 R's – what to do if...)</i> .....   | 26 |
| Appendix 5: Logging a concern about a child/young person's safety and welfare ..... | 27 |
| Appendix 6: Body Map Guidance.....  | 28 |
| Appendix 7: Photography .....   | 33 |
| Appendix 8: Representation .....  | 34 |
| Appendix 9: Child Ratio levels:.....  | 35 |
| Appendix 10: National Support Organisations.....                                    | 36 |
| <b>Support for Learning Disabilities</b> .....                                      | 36 |
| <b>Domestic Abuse</b> .....   | 36 |
| Appendix 11: Safeguarding Contracts.....  | 38 |
| Appendix 12: US Child Protection Contacts .....                                     | 41 |

# US Safeguarding and Child Protection Policy

## US Child Protection Contacts



Please see Appendix 12 for roles and responsibilities of the above safeguarding contacts.

- **Consider: Is the child at risk of harm? If so, then the named Safeguarding Lead must be informed immediately.**
- **If the risk of harm is imminent, please call 999**

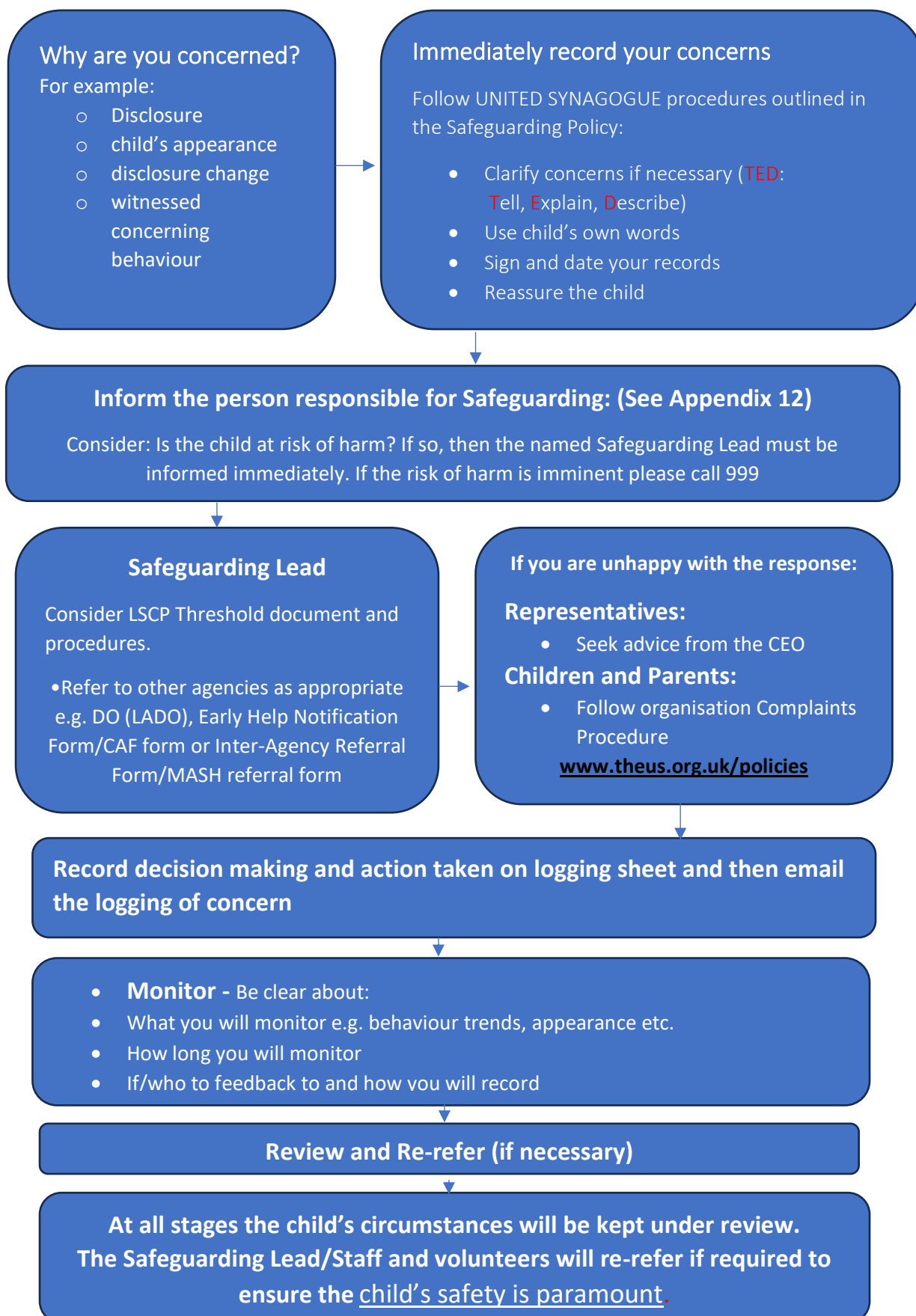
*For out of hours assistance please contact the US Child Protection line on 020 3758 8440 and your voicemail will be re-directed.*

- *If you have a query on Shabbat/Jewish Festivals and you believe a child may be at imminent risk, please contact 999 immediately.*

*The US Safeguarding Trustee Lead is Claire Lemer.*

- Should you wish to contact any of the individuals above, please contact The United Synagogue Reception on 0208 343 8989.

## What to do if you have a child protection concern in the US



## Introduction and ethos

The United Synagogue is the largest synagogue movement in Europe. It is made up of local communities supported by a central office that includes the Office of the Chief Rabbi. This policy refers to all United Synagogue Trustees, staff, volunteers and visitors.

*“Safeguarding is not just about protecting children from deliberate harm. It includes a wide range of issues relating to children’s welfare, health and safety.”*

The United Synagogue (US) and all representatives<sup>1</sup> have an essential role to play in making it safe and secure. The United Synagogue recognises our moral and statutory responsibility to safeguard and promote the welfare of all children.

The United Synagogue recognises the importance of providing an ethos and environment within the organisation that will help children to feel safe, secure and respected; encourage them to talk openly; and enable them to feel confident that they will be listened to. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice.

## Core Safeguarding Principles

- It is a whole organisation responsibility to safeguard and promote the welfare of children as its paramount concern.
- All children (defined as those up to the age of 18) regardless of age, gender, ability, culture, race, language, religion or sexual identity, have equal rights to protection.
- All children have a right to be heard and to have their wishes and feelings taken into account.
- All representatives understand safe professional practice and adhere to our code of conduct and other associated policies.
- All representatives have a responsibility to recognise vulnerability in children and act on any concern in accordance with this guidance.

## Main elements to our safeguarding policy

- **Prevention** (e.g. positive, supportive, safe organisation culture, curriculum and pastoral opportunities for children, safer recruitment procedures);
- **Protection** (by following the agreed procedures, ensuring all representatives are trained and supported to respond appropriately and sensitively to safeguarding concerns);
- **Support** (for all children, parents and representatives, and where appropriate specific intervention for those who may be at risk of harm);
- **Working with parents and other agencies** (to ensure appropriate communications and actions are undertaken).

## Scope and Coverage

For the purposes of this policy, Representatives are defined as employees of The United Synagogue, volunteers and or independent contractors (consultants) who carry out work on behalf of the organisation, either in synagogues, after school clubs, nurseries, Chedarim, play schemes, camps and Tribe events as well as activities and events held in members’ homes.

This policy incorporates a range of safeguarding issues including (but not limited to):

- Abuse and neglect
- Bullying including cyberbullying
- Child-on-child abuse
- Children with family members in prison
- Children missing from home or care

- Child Sexual Exploitation (CSE)
- Child Criminal Exploitation (CCE)
- Contextual safeguarding (risks outside the family home)
- County lines and gangs
- Domestic abuse
- Drugs and alcohol misuse
- Fabricated or induced illness
- Faith abuse
- Gender based abuse and violence against women and girls
- Hate
- Homelessness
- Human trafficking and modern slavery
- Mental health
- Online Safety including Youth Produced Sexualised Imagery (Sexting) Nudes and Semi-Nudes
- Preventing radicalisation and extremism
- Private fostering
- Relationship abuse
- Serious violence
- Sexual violence and sexual harassment
- So-called 'honour-based' abuse, including Female Gender Mutilation (FGM) and forced marriage
- Up-skirting

## Statement of Principle

Every representative at The United Synagogue recognises that children experiencing specific safeguarding issues identified above are no different to safeguarding against any other vulnerability or concern and will be approached and responded to in the same way as protecting children from any other risks.

The procedures contained in this policy apply to all representatives and trustees and are consistent with those of London Safeguarding Children Partnership (LSCP).

Historical Abuse - When allegations of historical abuse are made this procedure should also be followed.

## Legal Basis

This policy has been developed in accordance with the principles established by the Children Acts 1989 and 2004 and related guidance. This includes:

- DfE guidance Keeping Children Safe in Education 2023 (KCSIE)
- Working Together to Safeguard Children 2018 (WTSC)
- What to do if you're worried a child is being abused – DfE March 2015
- Framework for the Assessment of Children in Need and their Families (2000)
- Early Years Foundation Stage 2013 (EYFS)
- London Child Protection Procedures and Practice Guidance
- The Human Rights Act 1998
- The Equality Act 2010 (including the Public Sector Equality Duty)

## Related Policies

This policy is one of a series in the organisation's integrated safeguarding portfolio and should be read in conjunction with the policies/procedures as listed below, which can be found on the US website.

- Managing Allegations Against Representatives
- Code of Conduct for Representatives
- Safer Recruitment
- Whistleblowing

- Complaints Procedure
- Data Protection and Information Sharing
- Health and Safety
- Risk Assessments (e.g. organisation trips, use of technology)
- First Aid and Accidents
- Personal and Intimate Care (Early Years and Camps)
- Social Media
- Behaviour Policy
- Prevent

### Additional Guidance

- “Safeguarding Disabled Children – Practice Guidance” - DOH, 2009
- “Guidance for Safer Working Practice for Adults who Work with Children and Young People in Education Settings” Safer Recruitment Consortium February 2022

### Key responsibilities

- Everyone who comes into contact with children and their families has a role to play in safeguarding children.
- The Board of Trustees, the CEO and the Safeguarding Officer have read and will follow Working Together to Safeguard Children (2018). Further information regarding the key strategic responsibilities of the Board of Trustees and the CEO are identified in Appendix 1.
- The United Synagogue has a nominated trustee for safeguarding named on the front of this document. The nominated trustee will take the lead role in ensuring that the organisation has an effective policy which interlinks with other related policies; that locally agreed procedures are in place and being followed; and that the policy and structures supporting safeguarding children are reviewed at least annually.
- The Board of Trustees, CEO and the Leadership Team will ensure that the SO and Head of Safeguarding are properly supported in this role at a time and resource level.

### Safeguarding Team

#### Safeguarding Officer

David Frei US Legal Director Frei (020 8343 6277), is the Safeguarding Officer (SO), for the United Synagogue. The SO is the designated named person responsible for safeguarding children and young people within the organisation and has lead responsibility in this area at a strategic level.

#### Head of Safeguarding

Claudia Kitsberg (0208 343 5652) is Head of Safeguarding for the organisation and is responsible for day-to-day oversight of safeguarding and child protection processes in the organisation, as well as being the organisational Designated Safeguarding Lead. They are responsible for keeping detailed, accurate and secure written records of concerns and referrals.

#### Deputy Safeguarding Officers

Jo Grose, Vickie Wiltshire, David Collins and Tamar Berman are each Deputy Safeguarding Officers (DSO)'s. Duties of the designated safeguarding lead may be delegated to DSO's, however the ultimate primary responsibility for safeguarding and child protection remains with the designated safeguarding lead.



The Central SO team all have regular training to provide them with the knowledge and skills required to carry out their role. This training will be approved by and meet the standards as required by the London Safeguarding Children Partnership. The SO's training will be updated formally every two years, but their knowledge and skills will be updated through a variety of methods at regular intervals, at least annually, to keep up with any developments relevant to their role.

Each US nursery have designated named safeguarding leads within each setting, who will undertake the SO roles within their respective teams. (See Appendix 12).

## Representatives

All representatives have a responsibility to:

- Provide a safe environment in which children can engage and learn.
- Ensure all children are able to develop appropriate strategies to recognise and respond to risk and build resilience.
- Identify and recognise children who may be in need of extra help, who are suffering, or are likely to suffer significant harm.
- Provide help for children, where appropriate and reasonable.
- Take appropriate action to prevent safeguarding concerns escalating and work with other services as needed.
- Maintain an attitude of 'it could happen here' where safeguarding is concerned and to always act in the best interests of the child.
- Respond to and refer any concerns about children or other members of the community in accordance with this policy.
- Recognise that children may not feel ready or know how to tell someone that they are being abused, exploited or neglected and/or they may not recognise their experiences as being abusive or harmful. This should not prevent representatives from having professional curiosity and speaking to a safeguarding officer if they have any concerns about a child.
- Contribute towards, read and adhere to the United Synagogues policies.

All representatives of the United Synagogue are provided guidance on responding to a disclosure (see Appendix 4) and know who their safeguarding contacts are (see Appendix 12) to respond to if a child tells them he/she is being abused or neglected.

Representatives also know to maintain an appropriate level of confidentiality whilst at the same time liaising with relevant professionals such as the SO and other agencies as appropriate.

Representatives also understand that they must never promise a child that they will not tell anyone about a concern or allegation as this may ultimately not be in the best interests of the child. See appendix 4 for advice for representatives on responding to safeguarding concerns.

*The welfare and safety of children is the responsibility of all representatives of the United Synagogue and **ANY** concern for a children's welfare **MUST** always be reported to your relevant Safeguarding Contact immediately, (Appendix 12).*

## Children and young people

Children and young people (children) have a responsibility to:

- Read and adhere to (at a level appropriate to their age and ability) the organisation's safeguarding policies and procedures.

- Seek help from a trusted adult if things go wrong, and support others that may be experiencing safeguarding concerns.
- Develop and take responsibility (at a level that is appropriate to their individual age, ability and vulnerabilities) for keeping themselves and others safe, including online.

## Parents and Carers

Parents/carers have a responsibility to:

- Read the relevant organisation/policies and procedures, encouraging their children to adhere to them, and adhering to them themselves where appropriate.
- Discuss safeguarding issues with their children, support the organisation in their safeguarding approaches, and reinforce appropriate safe behaviours at home.
- Identify changes in behaviour which could indicate that their child is at risk of harm online.
- Seek help and support from the organisation, or other appropriate agencies, if they or their child encounters any safeguarding concern.

*Parents can obtain a copy of the organisation Child Protection Policy and other related policies on request and can view them via the organisation.*

## Local support

All US Representatives are made aware of local support available within their Local Authority Area. Below are the contact details for Barnet:

- Barnet MASH team or other named point of entry
- Central Duty Team: 020 8359 4066
- Out of Hours Number: 020 8359 2000

**NB.** The Designated Officer (DO) (formerly Local Authority Designated Officer, LADO), deals specifically with allegations of wrongful behaviour towards children by Representatives. The contact details for Barnet are:

**Name:** Rob Wratten

**Tel:** 0208 3594528

*LADO advice is sought from the LADO based in the local authority area where the representative is located.*

## Police

- 101 (or 999 if there is an immediate risk of harm)
- London Safeguarding Children Partnership (LSCP) which provides further guidance
- [www.londonscb.gov.uk](http://www.londonscb.gov.uk)

## Recognition and categories of abuse

All representatives within the United Synagogue should be aware of the definitions and signs and symptoms of abuse. There are four categories of abuse:

- Physical abuse
- Sexual abuse
- Neglect
- Emotional abuse

The most up to date definitions and possible indicators and signs of abuse are found in Appendix 2. Staff should also refer to 'What to do if you are worried a child is being abused' 2015.

Representatives are made aware that child welfare concerns may arise in many different contexts and can vary greatly in terms of their nature and seriousness. Children may be abused in a family or in an institutional or community setting, by those known to them or by a stranger. They may be abused by an adult or adults, or another child or children. Children may be abused via the internet by their peers, family members or by unknown and in some cases unidentifiable individuals. An abused child will often experience more than one type of abuse, as well as other difficulties in their lives.

Abuse and neglect can happen over a period of time, but can also be a one-off event. Child abuse and neglect can have major long-term impacts on all aspects of a child's health, development and well-being.

The warning signs and symptoms of child abuse and neglect can vary from child to child. Children also develop and mature at different rates so what appears to be worrying for a younger child might be normal behaviour for an older child. Parental behaviours may also indicate child abuse or neglect, so representatives should also be alert to parent-child interactions which are concerning and other parental behaviours. This could include parents who are under the influence of drugs or alcohol or if there is a sudden change in their mental health.

By understanding the warning signs, we can respond to problems as early as possible and provide the right support and services for the child and their family. It is important to recognise that a warning sign doesn't automatically mean a child is being abused.

## Induction, awareness and training

The Head of Safeguarding will ensure that all new representatives are appropriately inducted as regards the organisation's internal safeguarding procedures and communication lines.

All representatives will receive appropriate safeguarding and child protection training (organised by the Safeguarding Team) which will be as follows:

- All representatives will watch the 'Child Protection Training Video' at induction.
- All representatives with an Enhanced DBS check will undertake 'Child Protection Awareness' training every 3 years.
- All other representatives will watch the updated 'Child Protection Training Video' every 3 years.

This training will ensure that all representatives:

- Recognise potential safeguarding and child protection concerns involving children and adults (colleagues, other professionals and parents/carers).
- Respond appropriately directly with children and young people to safeguarding issues and take action in line with this policy.
- Record concerns in line with the organisation policies
- Refer concerns to the Safeguarding Team and be able to seek support external to the organisation if required.

All Community Safeguarding Coordinators will receive a specific guidance document setting out the US procedures that they will need to follow.

Representatives recognise that technology can be a significant component in many safeguarding and wellbeing issues; children are at risk of online abuse from people they know (including other children) and from people they don't know; in many cases, abuse will take place concurrently via online channels and in daily life.

Representatives will receive appropriate training to ensure they are aware of a range of safeguarding issues (see definition of safeguarding) and are aware that behaviours linked to the likes of drug taking, alcohol abuse, child on child abuse such as, bullying and sending nudes and semi-nudes can put children in danger.

The representatives' training will also include organisation responsibilities, the organisation child protection procedures, online safety, safe working practice and external reporting mechanisms.

As appropriate representatives will receive safeguarding and child protection updates reflective of their role in the organisation.

All representatives will be made aware of the organisation's expectations regarding safe and professional practice via the Code of Conduct.

The SO will provide an annual report to the Board of Trustees detailing safeguarding training undertaken by all representatives and will maintain up to date registers of who has been trained.

Although the United Synagogue has a nominated lead for safeguarding on the Board of Trustees (Claire Lemer), all members of the board of trustees will access appropriate safeguarding training which covers their specific strategic responsibilities on a regular basis.

## Safe working practice

All representatives are required to work within the clear guidelines within the United Synagogue's Code of Conduct.

Children may make allegations against representatives in situations where they feel vulnerable or where they perceive there to be a possible risk to their welfare. As such, all representatives should take care not to place themselves in a vulnerable position regarding child protection or potential allegations. For example, it is always advisable for interviews or work with individual children or parents to be conducted in view of other adults.

Physical intervention should only be used when the child is endangering him/herself or others and such events should be recorded and signed by a witness.

Representatives should be particularly aware of the professional risks associated with the use of social media and electronic communication (email, mobile phones, texting, social network sites etc.) and should familiarise themselves with advice and professional expectations outlined in the organisation's Code of Conduct and Social Media Policy.

If any synagogue requests a photographer for a synagogue event, whether on a paid or a voluntary basis, Appendix 7 must be followed. There may be occasions where representatives are expected to provide information/present evidence to statutory agencies, Appendix 8 must be followed.

Within our early years and youth provision, when working with groups of children or young people, it is important that the level of supervision is appropriate to their age group and their needs, which may be very specific. Please see Appendix 9 for further information.

In order to provide clarity and transparency of process and to assist in the safeguarding of our synagogues, the United Synagogue sets out as follows how it manages situations in which individuals who have been convicted of child sex abuse wish to return to the United Synagogue community. Please see Appendix 11.

## Staff supervision and support

Any representative affected by issues arising from concerns for children's welfare or safety can seek support from the SO team. All new representatives will receive induction training and have a named manager with whom they can discuss concerns including safeguarding concerns.

The induction process will include familiarisation with child protection responsibilities and procedures to be followed if representatives have any concerns about a child's safety or welfare.

The United Synagogue will provide appropriate supervision and support for roles where required to ensure:

- Competency to carry out their responsibilities for safeguarding and promoting the welfare of children.
- Creation of an environment to be able to raise concerns and feel supported in their safeguarding role.
- Review their own practice to ensure they improve over time.

The United Synagogue will ensure that representatives who are working within early years are provided with appropriate supervision in accordance with the statutory requirements of Early Years Foundation Stage 2023.

## Safer recruitment

The United Synagogue is committed to ensure that all steps are taken to recruit representatives who are safe to work with children and have their welfare and protection as the highest priority. The Board of Trustees and Management Team are responsible for ensuring that the organisation follows safe recruitment processes outlined within guidance, including accurate maintenance of the Single Central Record (SCR); and an application, vetting and recruitment process which places safeguarding at its centre, regardless of employee or voluntary role.

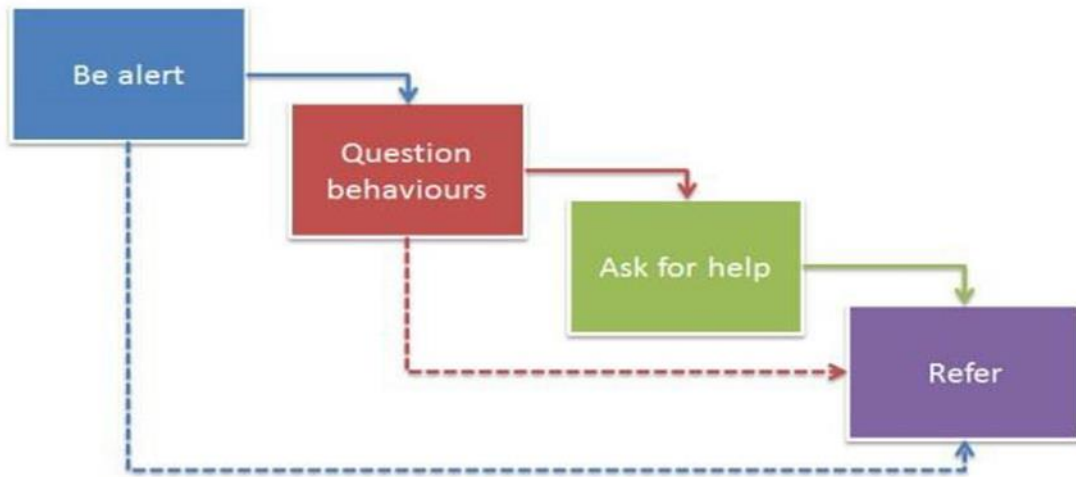
The Board of Trustees will ensure that the Leadership Team, other senior representatives responsible for recruitment and one member of the Board of Trustees complete accredited Safer Recruitment Training in line with government requirements.

## Safeguarding and child protection procedures

The United Synagogue adheres to the London Child Protection Procedures and Practice Guidance. The full LSCP procedures and additional guidance relating to specific safeguarding issues can be found on the LSCP website [www.londonscb.gov.uk](http://www.londonscb.gov.uk).

‘What to do if you are worried about a child being abused’ (DfE 2015 p.12) identifies that there are four key steps for professionals to follow to help identify and respond appropriately to possible abuse and/or neglect.

All representatives are expected to be aware of and follow this approach:



It may not always be appropriate to go through all four stages sequentially and if a child is in immediate danger or is at risk of harm, a referral should be made immediately to Children’s Social Care and/or the police.

*The role of the organisation in situations where there are child protection concerns is NOT to investigate, but to recognise and refer.*

It is the responsibility of the Safeguarding team to receive and collate information regarding individual children, to make immediate and on-going assessments of potential risk and to decide actions necessary (with parents/carers in most cases). This includes the need to make referrals to partner agencies and services.

All representatives are made aware of the early help process and understand their role within it. This includes identifying emerging problems, liaising with the SO, sharing information with other professionals to support early identification and assessment and in some cases, acting as the lead professional in undertaking an early help assessment.

If early help is assessed to be appropriate then the SO will support representatives involved with the family in liaising with other agencies and submitting an Early Help Notification Form. The SO will keep all early help cases under constant review and will give consideration to making a referral to MASH if the situation doesn’t appear to be improving for the child.

All representatives are aware of the process for making referrals to MASH for statutory assessments under the Children Act 1989 or in the case of an emergency to call 999. (Please see flowchart on p.5)

*In all but the most exceptional circumstances, parents/carers will be made aware of the concerns felt for a child or young person at the earliest possible stage. In the event of a referral being necessary, parents/carers will be informed and consent to this will be sought unless there is a valid reason not to do so.*

In the absence of the availability of the SO to discuss an immediate and urgent concern, representatives can seek advice on the US Child Protection line: 020 3758 8440. If anyone other than the SO makes a referral to external services, then they will inform the SO as soon as possible.

On occasions, representatives may pass information about a child to the SO, but remain anxious about action subsequently taken. Staff should feel able to clarify with the SO further progress, so that they can reassure themselves the child is safe and their welfare is being considered.

If after a referral a child's situation does not appear to be improving then the SO (or the person that made the referral) will press for reconsideration to ensure that the

organisation's concerns have been addressed and, most importantly, that the child's situation improves. Professional disagreements (escalation) will be responded to in line with the LSCP procedures and SOs may request support via the LSCP.

## Record keeping

- Representatives will request a 'Logging of concern form' from their named safeguarding contact.
- Representatives will record any welfare concern that they have about a child on the 'Logging a concern form' (with a Body Map where injuries have been observed) and pass them without delay to their named safeguarding contact. Records will be completed as soon as possible after the incident/event, using the child's words and will be signed and dated.
- All safeguarding concerns, discussions and decisions made and the reasons for those decisions will be recorded in writing. If representatives are in any doubt about recording requirements representatives then they will discuss their concerns with SO.
- Logging a concern forms/Body Maps can be found at Appendix 5 and 6.
- Safeguarding records are kept for individual children and are separate from all other records relating to the child in the organisation. They are retained centrally and securely (with the exception of nurseries) by the SO and are shared with representatives on a 'need to know' basis only.
- The CEO will be kept informed of any significant issues by the SO.
- All safeguarding records will be forwarded in accordance with data protection legislation to a child's subsequent organisation/setting, under confidential and separate cover to the new SO or CEO and a receipt of delivery will be obtained.

## Working with other agencies

The United Synagogue recognises and is committed to its responsibility to work with other professionals and agencies both to ensure children's needs are met and to protect them from harm. We will endeavour to identify those children and families who may benefit from the intervention and support of external professionals and will seek to enable referrals, in discussion with parents/carers as appropriate.

Organisations are not the investigating agency when there are child protection concerns and the organisation will therefore pass all relevant cases to the statutory agencies. We will however contribute to the investigation and assessment processes as required, and recognise that a crucial part of this may be in supporting the child while these take place.

The United Synagogue recognises the importance of multi-agency working and will ensure that representatives are enabled to attend relevant safeguarding meetings, including Child Protection Conferences, Core Groups, Strategy Meetings, Child in Need Meetings and Early Help Teams around the Child/Family. Please refer to Appendix 8 in the case of any request to attend a representative meeting with a statutory agency.

## Confidentiality and information sharing

The United Synagogue recognises that all matters relating to child protection are confidential.

The CEO or SO will only disclose information about a child to representatives on a need-to-know basis. All representatives must be aware that they cannot promise a child to keep secrets which might compromise the child's safety or wellbeing. Further advice on responding to disclosures can be found in Appendix 4.

All representatives must be aware that whilst they have duties to keep any information about children, families and colleagues which have access to as a result of their role confidential, they also have a professional responsibility to share information with other agencies in order to safeguard children.

The Safeguarding Team will have due regard to the relevant data protection principles, which allow them to share and withhold personal information. The Data Protection Act 2018 and UK GDPR do not prevent the sharing of information for the purposes of keeping children safe. Fears about sharing information, must not be allowed to stand in the way of the need to safeguard and promote the welfare and safety of children (KCSIE 2023).

The Information Commissioner's Office (ICO) and the DfE "Information sharing advice for safeguarding practitioners" (2018) guidance provides further details regarding information sharing principles and expectations.

## Complaints

The United Synagogue has a Complaints Procedure available to parents, children and representatives who wish to report concerns. This can be found on the United Synagogue website.

All reported concerns will be taken seriously and considered within the relevant and appropriate process. Anything that constitutes an allegation against a representative will be dealt with under the specific section Managing Allegations Information within the United Synagogue Child Protection Policy.

## Allegations against representatives

Whistleblowing is the raising of a concern against a representative and should there be concerns raised the 'Managing Allegations' policy will be implemented.

The United Synagogue recognises that it is possible for representatives to behave in a way that might cause harm to children and takes seriously any allegation received. Such allegations should be referred immediately to the CEO who will first contact the SO and/or the Head of Safeguarding. They will then contact the Local Authority Designated Officer (LADO) to agree further action to be taken in respect of the child and representative. In the event of allegations of abuse being made against the CEO then representatives are advised that allegations should be reported to the named member of the Board of Trustees.



All representatives should feel able to raise concerns about poor or unsafe practice and such concerns will always be taken seriously by the senior leadership team. All representatives are made aware of the organisation's Whistle-blowing procedure and that it is a disciplinary offence not to report concerns about the conduct of a colleague that could place a child at risk.

Members of Staff can also access the NSPCC whistleblowing helpline if they do not feel able to raise concerns regarding child protection failures internally. Staff can call: 0800 0280285 (8:00 AM to 8:00 PM Monday to Friday) or email: [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

For specific guidance on how to respond to allegations against representatives, please refer to the Managing Allegations Information within the United Synagogue Child Protection Policy.

## Allegations against children

The United Synagogue recognises that young people are capable of abusing their peers. Child-on-child abuse can take many forms, including (but not limited to):

- Bullying (including cyberbullying;
- Physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm;
- Sexual violence and sexual harassment;
- Sending nudes and semi nudes (also known as youth produced sexual imagery);

The United Synagogue believes that abuse is abuse and it will never be tolerated, dismissed or minimised.

Children who have been experienced child on child abuse will be listened to, supported and referred on where necessary. Children who are alleged to have abused other children will be helped appropriately, including sanctioning in line with the Tribe's Behaviour Policy and referring to external agencies where necessary.

## Safeguarding children with special educational needs and disabilities

The United Synagogue acknowledges that children with special educational needs and disability (SEND) can face additional safeguarding challenges as they may have an impaired capacity to resist or avoid abuse. They may have speech, language and communication needs which may make it difficult to tell others what is happening.

The United Synagogue will ensure that children with SEND, specifically those with communication difficulties will be supported to ensure that their voice is heard and acted upon.

Representatives are encouraged to be aware that children with SEND can be disproportionately impacted by safeguarding concerns such as bullying. All representatives will be encouraged to appropriately explore possible indicators of abuse such as behaviour/mood change or injuries and not to assume that they are related to the child's disability and be aware that children with SEND may not always outwardly display indicators of abuse.

## Online safety

It is recognised by the United Synagogue that the use of technology presents particular challenges and risks to children and adults both inside and outside of the organisation.

The United Synagogue identifies that the issues classified within online safety are considerable, but can be broadly categorised into four areas of risk:

- **content:** being exposed to illegal, inappropriate or harmful material
- **contact:** being subjected to harmful online interaction with other users
- **conduct:** personal online behaviour that increases the likelihood of, or causes, harm
- **commerce:** risks such as online gambling, inappropriate advertising, phishing and or financial scams

The SO and leadership team will refer to the 'Sharing nudes and semi-nudes guidance' (December 2020) – in response to incidents as an example of best practice. For further information please see the US Social Media Policy.

## The use of organisation premises by other organisations

Where services or activities are provided separately by another body using the United Synagogue premises, the United Synagogue will seek written assurance that the organisation concerned has appropriate policies and procedures in place with regard to safeguarding children and child protection and that relevant safeguarding checks have been made in respect of representatives.

If this assurance is not achieved then an application to use premises will be refused

## Provision of services to other organisations (i.e. schools)

Where services or activities are provided to another organisation by representatives of the US, the SO will seek written clarification through Service Level Agreements as to the Safeguarding arrangements that will be in place. If this assurance is not achieved, the relationship will be terminated.

Where services (e.g. trips) are jointly provided, should the safeguarding arrangements follow the external organisation's policies/procedures, separate agreements will be made concerning US representatives who will follow US policies/procedures only.

## Premises

All representatives have a responsibility for maintaining awareness of buildings and grounds security and for reporting concerns that may come to light. We operate within a whole- organisation community ethos and welcome comments from children, parents and others about areas that may need improvement as well as what we are doing well.

The United Synagogue will not accept the behaviour of any individual (parent or other) that threatens organisation security or leads others (child or adult) to feel unsafe. Such behaviour will be treated as a serious concern and may result in a decision to refuse access for that individual to the organisation's site.

## Periodic Review

All safeguarding policies will be reviewed on an annual (minimum) basis by the Board of Trustees which has responsibility for oversight of organisation safeguarding and child protection systems. The Head of Safeguarding will report on safeguarding activity and systems within the US to the Board of Trustees at every Trustee meeting. The Board of Trustees will not receive details of individual child situations or identifying features of families as part of their oversight responsibility.

## Appendix 1: Responsibilities of the Board of Trustees and the CEO

### **The Board of trustees has the responsibility to ensure:**

- There is a named Safeguarding Officer (SO), who is a member of the senior leadership team and who has undertaken approved LSCP training in inter-agency working, in addition to child protection awareness training.
- The United Synagogue has an up-to-date child protection policy which is consistent with LSCP requirements, reviewed annually and made available to parents on request.
- Procedures are in place for dealing with allegations of abuse made against representatives including allegations made against the manager.
- Safer recruitment procedures, which include the requirement for appropriate checks in line with national guidance are in place.
- There is an up-to-date and appropriate training strategy which ensures all representatives, including the managers, representatives and volunteers, receive safeguarding training.
- That all representatives are made aware of the organisation's arrangements for safeguarding.
- That the Board of Trustees nominates a member (the chair or their designate) to be responsible for liaising with the local authority and other agencies in the event of an allegation being made against the CEO.

### **The CEO has the responsibility to ensure:**

- That the child protection policy and procedures are implemented and followed by all representatives.
- That sufficient time and resources are allocated to enable the SO (and any appropriately trained deputies) to carry out their roles effectively, including the assessment of children and the attendance at strategy discussions and other necessary meetings.
- That all representatives feel able to raise concerns about poor or unsafe practice and that such concerns are handled sensitively and in accordance with the organisation's whistle blowing procedures.
- That child's safety and welfare is addressed throughout all of the services provided across the organisation.

## Appendix 2: Categories of Abuse

**Abuse:** a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. They may be abused by an adult or adults or another child or children. It should be noted that abuse can be carried out both on and offline and be perpetrated by men, women and children.

**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.

### Signs that MAY INDICATE Sexual Abuse

- Sudden changes in behaviour and organisation performance
- Displays of affection which are sexual and age inappropriate
- Self-harm, self-mutilation or attempts at suicide
- Alluding to secrets which they cannot reveal
- Tendency to cling or need constant reassurance
- Regression to younger behaviour for example thumb sucking, playing with discarded toys, acting like a baby
- Distrust of familiar adults e.g. anxiety of being left with relatives, a child minder or lodger
- Unexplained gifts or money
- Depression and withdrawal
- Fear of undressing for PE
- Sexually transmitted disease
- Fire setting

**Physical abuse:** a form of abuse which may involve hitting, shaking, throwing, poisoning, burning or 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.

### Signs that MAY INDICATE physical abuse

- Bruises and abrasions around the face
- Damage or injury around the mouth
- Bi-lateral injuries such as two bruised eyes
- Bruising to soft area of the face such as the cheeks
- Fingertip bruising to the front or back of torso
- Bite marks
- Burns or scalds (unusual patterns and spread of injuries)
- Deep contact burns such as cigarette burns
- Injuries suggesting beatings (strap marks, welts)
- Covering arms and legs even when hot
- Aggressive behaviour or severe temper outbursts.

Injuries need to be accounted for. Inadequate, inconsistent or excessively plausible explanations or a delay in seeking treatment should signal concern.

**Emotional abuse:** the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child 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 a 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.

#### **Signs that MAY INDICATE emotional abuse**

- Over reaction to mistakes
- Lack of self-confidence/esteem
- Sudden speech disorders
- Self-harming
- Eating Disorders
- Extremes of passivity and/or aggression
- Compulsive stealing
- Drug, alcohol, solvent abuse
- Fear of parents being contacted
- Unwillingness or inability to play
- Excessive need for approval, attention and affection

**Neglect:** the persistent failure to meet a child's 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); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

#### **Signs that MAY INDICATE neglect.**

- Constant hunger
- Poor personal hygiene
- Constant tiredness
- Inadequate clothing
- Frequent lateness or non-attendance
- Untreated medical problems
- Poor relationship with peers
- Low self esteem
- Compulsive stealing and scavenging
- Rocking, hair twisting and thumb sucking
- Running away
- Loss of weight or being constantly underweight

## Appendix 3: Specific Safeguarding Issues

### **Child Sexual Exploitation (CSE)**

The United Synagogue identifies that CSE involves exploitative situations, contexts and relationships where young people receive something (for example food, accommodation, drugs, alcohol, gifts, money or in some cases simply affection) as a result of engaging in sexual activities.

The United Synagogue is aware that sexual exploitation can take many forms ranging from the seemingly ‘consensual’ relationship where sex is exchanged for affection or gifts, to serious organised crime by gangs and groups. What marks out exploitation is an imbalance of power in the relationship. The perpetrator always holds some kind of power over the victim which increases as the exploitative relationship develops. Sexual exploitation may involve varying degrees of coercion, intimidation or enticement, including unwanted pressure from peers to have sex, sexting, sexual bullying including cyberbullying and grooming. However, it is also important to recognise that some young people who are being sexually exploited do not exhibit any external signs of this abuse or recognise this as abusive.

Every representative at The United Synagogue recognises that children at risk of CSE need to be identified and issues relating to CSE should be approached in the same way as protecting children from other risks.

Whilst age may be the most obvious, this power imbalance can also be due to a range of other factors including gender, cognitive ability, physical strength, status and access to economic or other resources.

### **Domestic abuse**

The cross-government definition of domestic violence and abuse is: Any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality. The abuse can encompass, but is not limited to:

- psychological;
- physical;
- sexual;
- financial; and
- emotional

Exposure to domestic abuse and/or violence can have a serious, long lasting emotional and psychological impact on children. In some cases, a child may blame themselves for the abuse or may have had to leave the family home as a result. Domestic abuse affecting young people can also occur within their personal relationships, as well as in the context of their home life.

### **Child criminal exploitation**

Child criminal exploitation (CCE) is a form of abuse where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child into criminal activity, in exchange for something the victim needs or wants, and/or for the financial or other advantage of the perpetrator or facilitator, and/or through violence or the threat of violence.

The abuse can be perpetrated by males or females, and children or adults. It can be a one-off occurrence or a series of incidents over time, and range from opportunistic to complex organised abuse.

The victim can be exploited even when the activity appears to be consensual. It does not always involve physical contact and can happen online. For example, young people may be forced to work in cannabis factories, coerced into moving drugs or money across the country (county lines), forced to shoplift or pickpocket, or to threaten other young people.

### **Indicators of CCE can include a child:**

- Appearing with unexplained gifts or new possessions
- Associating with other young people involved in exploitation
- Suffering from changes in emotional wellbeing
- Misusing drugs and alcohol
- Going missing for periods of time or regularly coming home late
- Regularly missing school or education
- Not taking part in education

*If a representative suspects CCE, it should be approached in the same way as protecting children from other risks.*

### **Radicalisation**

The United Synagogue recognises that exposure of children (and adults) to extremist ideology can hinder their social development and educational attainment alongside posing a very real risk that they could support or partake in an act of violence. Radicalisation of young people can be compared to grooming for sexual exploitation.

All Nursery Schools run by the United Synagogue are subject to the United Synagogue Protecting Children at Risk of Radicalisation policy which is a separate document available within nursery settings.

The United Synagogue Prevent Duty Co-ordinator is **David Frei, Director of External Affairs.**

### **Child-on-child abuse**

Child-on-child abuse is when children abuse other children. This type of abuse can take place inside and outside of education environmental. It can also take place both face-to-face and online, and can occur simultaneously between the two.

The United Synagogue has a zero-tolerance approach to sexual violence and sexual harassment. We recognise that even if there are there no reports, that doesn't mean that this kind of abuse isn't happening. We recognise that all children are at risk but that some groups are more vulnerable than others and includes:

- A child with additional needs and disabilities
- A child living with domestic abuse
- A child who is at risk of/suffering significant harm
- A child who is at risk of/or is been exploited or at risk of exploited (CRE, CSE)
- A looked after child
- A child who goes missing or is missing education
- Children who identifies as or are perceived as LGBTQI+ and/or any of the protective characteristics.

Research indicates that girls are more frequently identified as been abused by their peers and more likely to experience unwanted sexual touching, and sexual harassment. They often are exploited into gangs and are victims of sexual violence when in gangs. However, we are aware as an organization that these are behaviours not just confined to girls.

Boys are less likely to report intimate relationship abuse and may display other behaviour such as anti-social/criminal behaviours. Boys are more likely to be exploited /entrapped into gangs and subject to violence as a result of gang culture.

Child-on-child abuse is most likely to include, but may not be limited to:

- Bullying (including cyber-bullying, prejudice-based and discriminatory bullying)
- Abuse in intimate personal relationships between children (this is sometimes known as 'teenage relationship abuse')
- Physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm (this may include an online element which facilitates, threatens and/or encourages physical abuse)
- Sexual violence, such as rape, assault by penetration and sexual assault (this may include an online element which facilitates, threatens and/or encourages sexual violence)
- Sexual harassment, such as sexual comments, remarks, jokes and online sexual harassment, which may be standalone or part of a broader pattern of abuse
- Causing someone to engage in sexual activity without consent, such as forcing someone to strip, touch themselves sexually, or to engage in sexual activity with a third party
- Consensual and non-consensual sharing of nude and semi-nude images and/or videos (also known as sexting or youth produced sexual imagery)
- Upskirting, which typically involves taking a picture under a person's clothing without their permission, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm
- Initiation/hazing type violence and rituals (this could include activities involving harassment, abuse or humiliation used as a way of initiating a person into a group and may also include an online element)
- Prejudiced behaviour- homophobic, disabilities
- Radicalisation
- Race hate and Racism

Where children abuse their peers online, this can take the form of, for example, abusive, harassing, and misogynistic messages; the non-consensual sharing of indecent images, especially around chat groups; and the sharing of abusive images and pornography, to those who don't want to receive such content. This abuse can:

- Be motivated by perceived differences e.g., on grounds of race, religion, gender, sexual orientation, disability or other differences.
- Result in significant, long lasting and traumatic isolation, intimidation or violence to the victim; vulnerable adults are at particular risk of harm.
- Staff should be aware that children or young people who harm others may have additional or complex needs e.g.
  - Significant disruption in their own lives.
  - Exposure to domestic abuse or witnessing or suffering abuse
  - Educational under-achievement.
  - Involved in crime.



Stopping violence and ensuring immediate physical safety is the first priority of any representative, but emotional bullying can sometimes be more damaging than physical bullying. If representatives have any concerns about child-on-child abuse, or a child makes a report to them, they will follow the procedures set out in this Policy.

When considering instances of harmful sexual behaviour between children, we will consider their ages and stages of development. We recognise that children displaying harmful sexual behaviour have often experienced their own abuse and trauma, and will offer them appropriate support.

### **Mental Health**

Mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation. Representatives will be alert to behavioural signs that suggest a child may be experiencing a mental health problem or be at risk of developing one. If you have a mental health concern about a child that is also a safeguarding concern, take immediate action by sharing the information with the safeguarding team. If you have a mental health concern that is not also a safeguarding concern, speak to the safeguarding team to agree a course of action

### **Homelessness**

Being homeless or being at risk of becoming homeless presents a real risk to a child's welfare. The Safeguarding Team will be aware of contact details and referral routes in to the local housing authority so they can raise/progress concerns at the earliest opportunity (where appropriate and in accordance with local procedures). Where a child has been harmed or is at risk of harm, the Safeguarding Team will also make a referral to children's social care.

### **So-called 'honour-based' abuse (including FGM and forced marriage)**

So-called 'honour-based' abuse (HBA) encompasses incidents or crimes committed to protect or defend the honour of the family and/or community, including FGM, forced marriage, and practices such as breast ironing.

Abuse committed in this context often involves a wider network of family or community pressure and can include multiple perpetrators. All forms of HBA are abuse and will be handled and escalated as such. All staff will be alert to the possibility of a child being at risk of HBA or already having suffered it. If staff have a concern, they will speak to the Safeguarding Team, who will activate local safeguarding procedures.

## Appendix 4: Keeping yourself safe when responding to disclosures

*(the 6 R's – what to do if...)*

### 1. Receive

- Keep calm
- Listen to what is being said without displaying shock or disbelief
- Take what is being said to you seriously
- Note down what has been said

### 2. Respond

- Reassure the child that they have done the right thing in talking to you
- Be honest and do not make promises you cannot keep e.g. “It will be alright now”
- Do not promise confidentiality; you have a duty to refer
- Reassure and alleviate guilt, if the child refers to it e.g. “you’re not to blame”
- Reassure the child that information will only be shared with those who need to know

### 3. React

- React to the child only as far as is necessary for you to establish whether or not you need to refer the matter, but do not interrogate for full details.
- Do not ask leading questions; “Did he/she....?” Such questions can invalidate evidence.
- Do ask open “TED” questions; Tell, explain, describe
- Do not criticise the perpetrator; the child may have affection for him/her
- Do not ask the child to repeat it all for another representative
- Explain what you have to do next and who you have to talk to

### 4. Record

- Make some brief notes at the time on any paper which comes to hand and write them up as soon as possible.
- Do not destroy your original notes
- Record the date, time, place, any non-verbal behaviour and the words used by the child. Always ensure that as far as possible you have recorded the actual words used by the child.
- Record statements and observable things rather than your interpretations or assumptions (please ensure the organisations templates are used)

### 5. Remember

- Contact the designated safeguarding lead (SO)
- The SO may be required to make appropriate records available to other agencies
- LSCB: [www.londonscb.org.uk](http://www.londonscb.org.uk)

### 6. Relax

- Get some support for yourself, dealing with disclosures can be traumatic for professionals

## Appendix 5: Logging a concern about a child/young person’s safety and welfare

Check to make sure your report is clear to someone else reading it. Please pass this form to your Safeguarding Leader.

|  |          |          |          |          |                                    |          |          |          |           |
|--|----------|----------|----------|----------|------------------------------------|----------|----------|----------|-----------|
| <b>Child’s Name:</b>   |          |          |          |          | <b>Date of Birth:</b>              |          |          |          |           |
| <b>Date and Time of Incident:</b>  |          |          |          |          | <b>Date and Time (of writing):</b> |          |          |          |           |
| <b>Name:</b><br>..... <b>Print</b><br><b>Signature</b><br><br><b>Job Title:</b>  |          |          |          |          |                                    |          |          |          |           |
| <b>Record the following factually: What are you worried about? Who? What (if recording a verbal disclosure by a young person use their words)? Where? When (date and time of incident)? Any witnesses?</b><br><br><b>PLEASE ADD BODY MAPS WHERE RELEVANT</b> |          |          |          |          |                                    |          |          |          |           |
| <b>What is the child’s account/perspective?</b>  |          |          |          |          |                                    |          |          |          |           |
| <b>Professional opinion where relevant.</b>  |          |          |          |          |                                    |          |          |          |           |
| <b>Any other relevant information (distinguish between fact and opinion). Previous concerns etc.</b>   |          |          |          |          |                                    |          |          |          |           |
| <b>What needs to happen? Note actions, including names of anyone to whom your information was passed and when.</b>   |          |          |          |          |                                    |          |          |          |           |
| <b>Please circle below the level of safety you feel the child has at this time</b><br><b>(0 = is currently risk of harm – 10 = no concerns regarding the child’s safety)</b>   |          |          |          |          |                                    |          |          |          |           |
| <b>1</b>   | <b>2</b> | <b>3</b> | <b>4</b> | <b>5</b> | <b>6</b>                           | <b>7</b> | <b>8</b> | <b>9</b> | <b>10</b> |

## Appendix 6: Body Map Guidance

Body Maps should be used to document and illustrate visible signs of harm and physical injuries. Always use a black pen (never a pencil) and do not use correction fluid or any other eraser.

Do not remove clothing for the purpose of the examination unless the injury site is freely available because of treatment.

\*At no time should a representative take photographic evidence of any injuries or marks to a young person's person, the body map below should be used. Any concerns should be reported and recorded without delay to the appropriate safeguarding services, e.g. Social Care direct or young person's social worker if already an open case to social care.

When you notice an injury to a young person, try to record the following information in respect of each mark identified e.g. red areas, swelling, bruising, cuts, lacerations and wounds, scalds and burns:

- Exact site of injury on the body, e.g. upper outer arm/left cheek. Size of injury - in appropriate centimetres or inches.
- Approximate shape of injury, e.g. round/square or straight line. Colour of injury - if more than one colour, say so.
- Is the skin broken?
- Is there any swelling at the site of the injury, or elsewhere? Is there a scab/any blistering/any bleeding?
- Is the injury clean or is there grit/fluff etc.?
- Is mobility restricted as a result of the injury? Does the site of the injury feel hot?
- Does the young person feel hot? Does the young person feel pain?
- Has the young person's body shape changed/are they holding themselves differently?

Importantly the date and time of the recording must be stated as well as the name and designation of the person making the record. Add any further comments as required.

**Ensure First Aid is provided where required and record**

A copy of the body map should be kept with the logging of concern form.

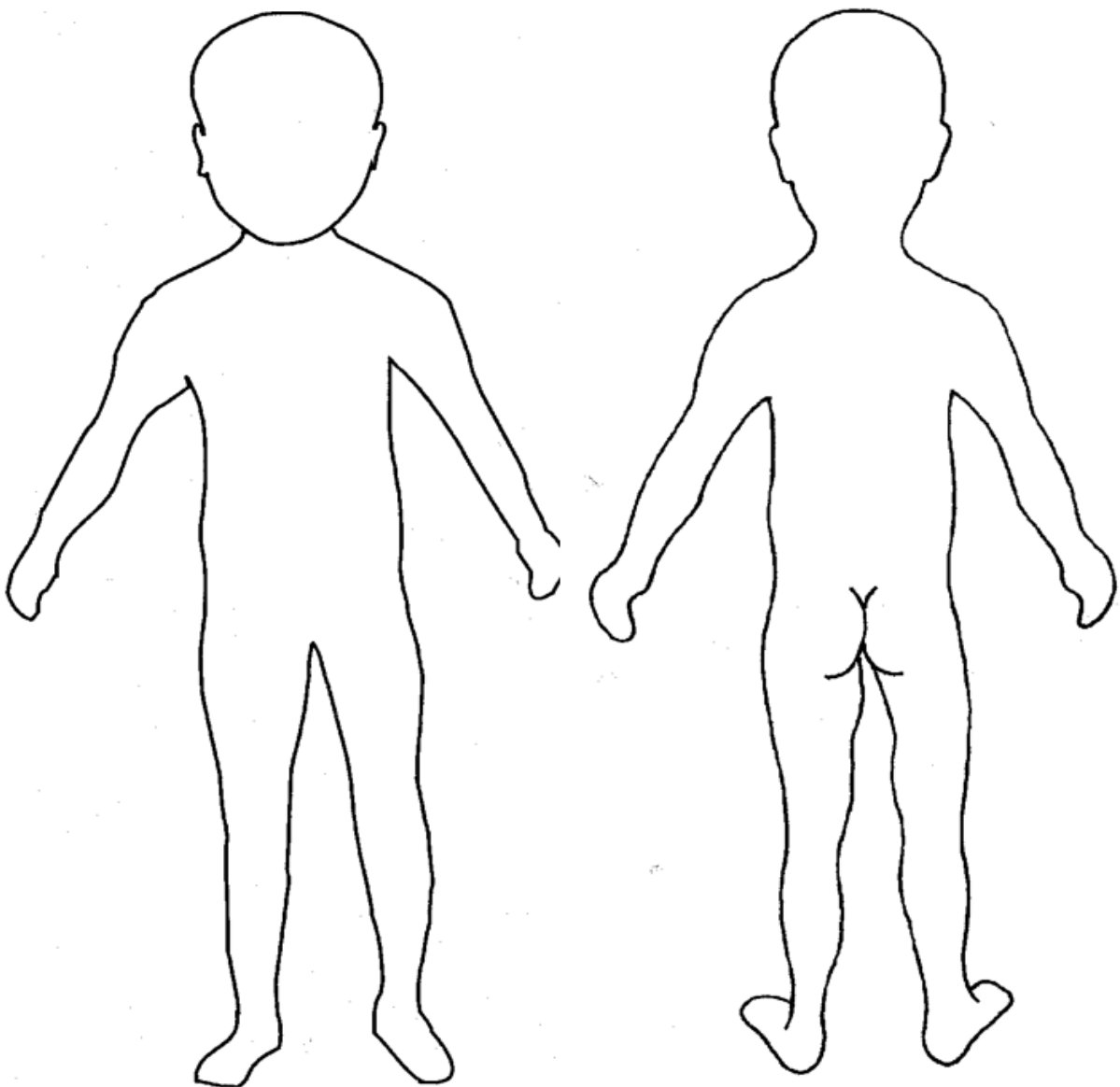
**BODYMAP**

(This must be completed at time of observation)

Name of child: ..... Date of Birth: .....

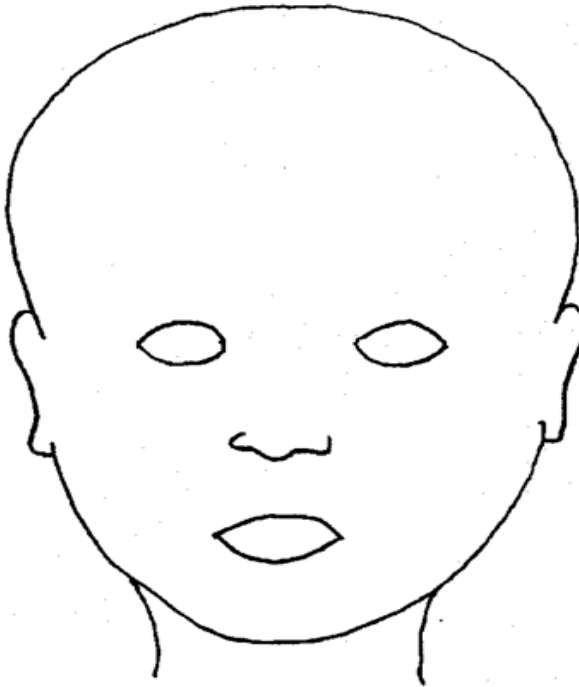
Name of representative: ..... Job title: .....

Date and time of observation: .....

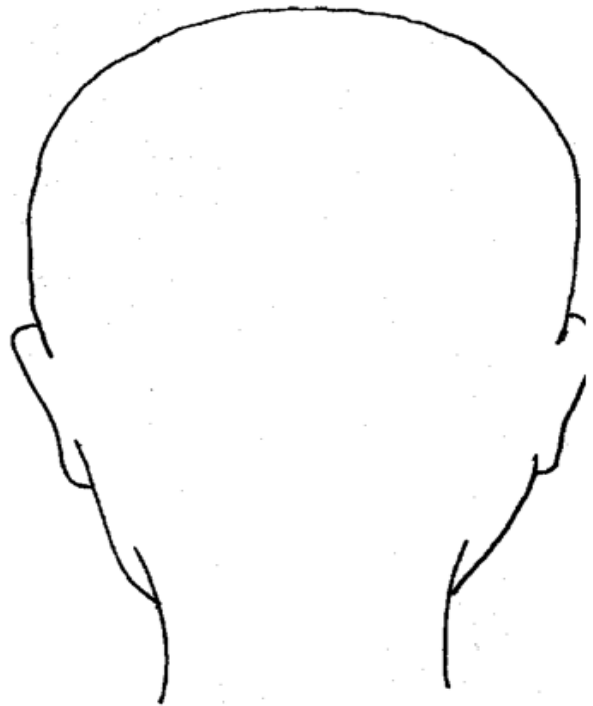


Name of child: .....

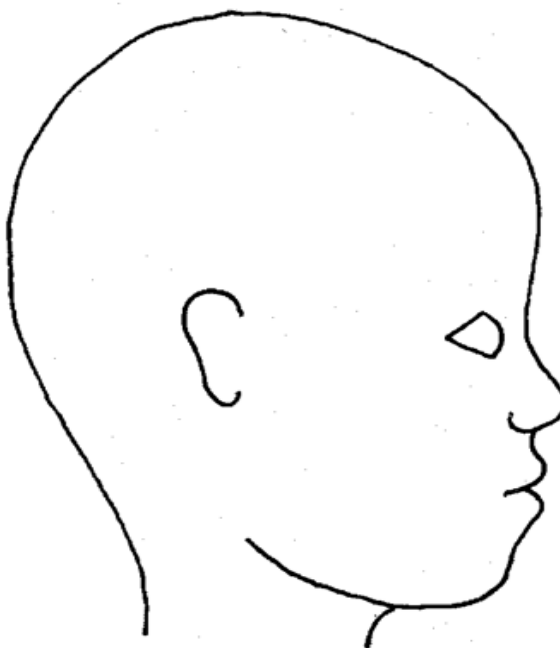
Date and time of  
observation: .....



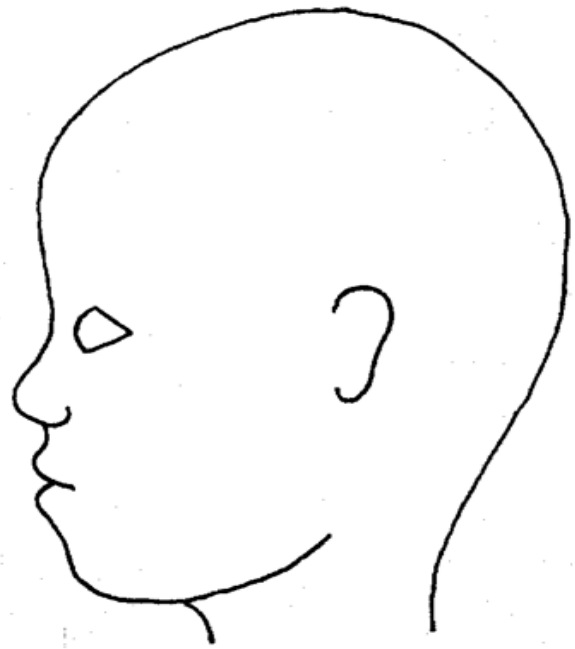
**FRONT**



**BACK**



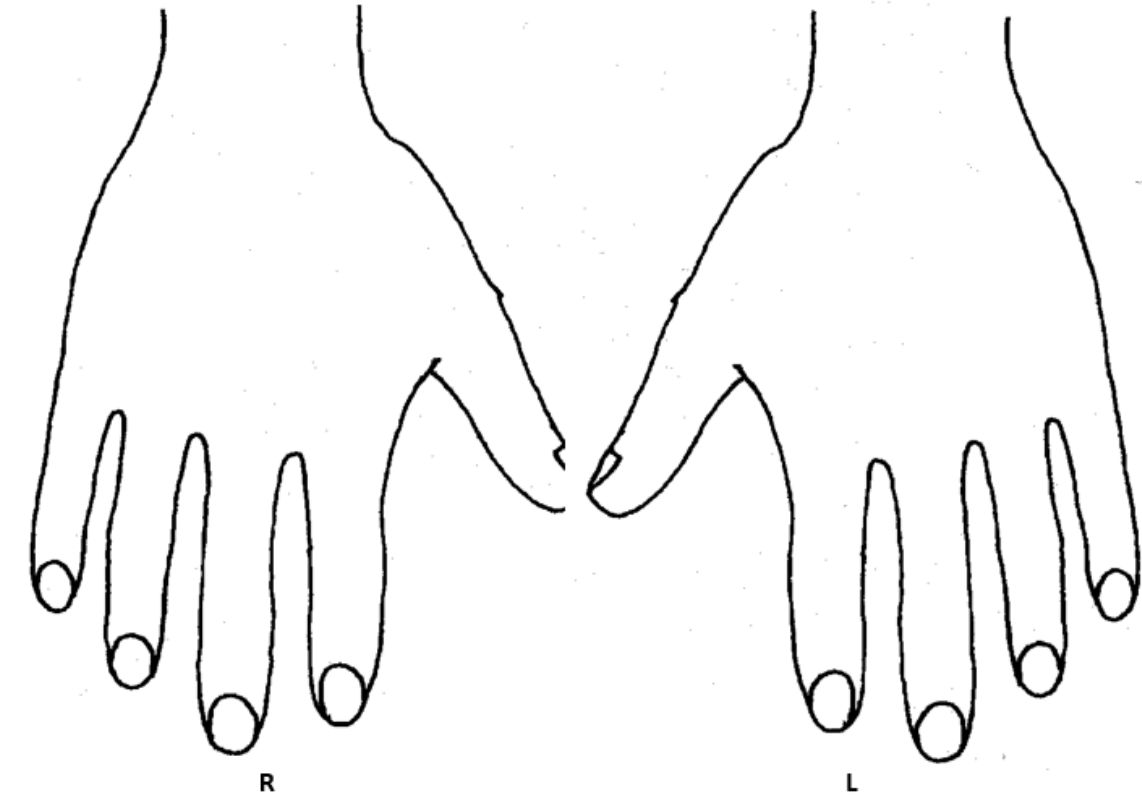
**RIGHT**



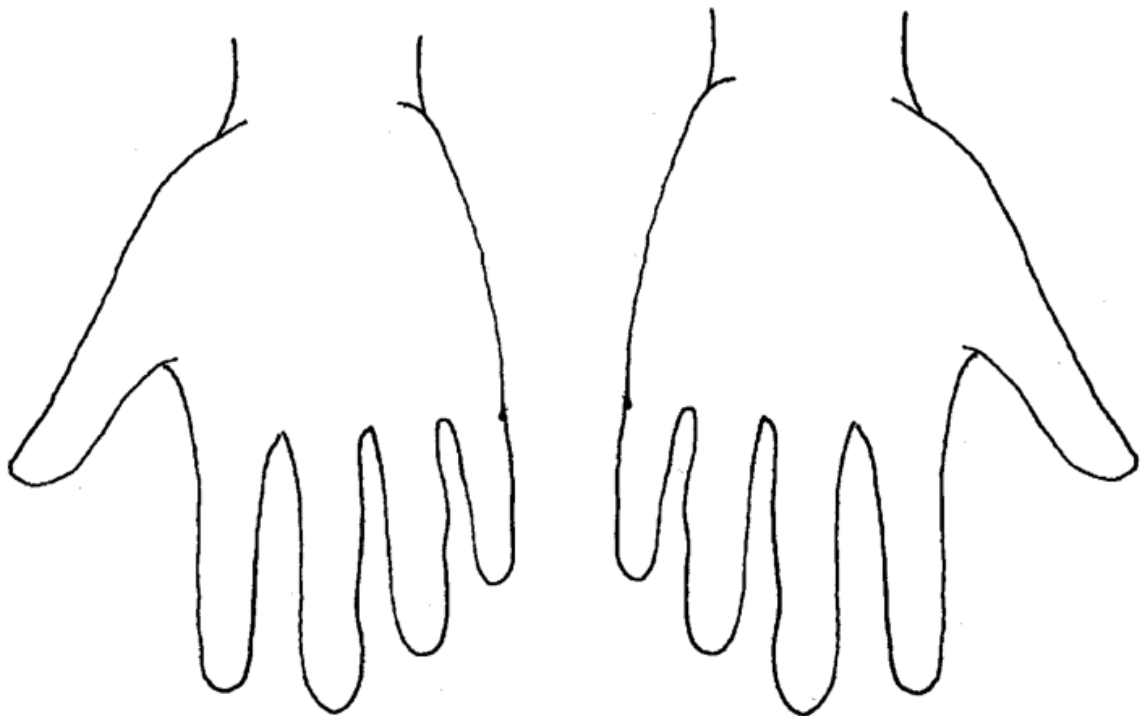
**LEFT**

Name of child:

Date and time of  
observation: .....

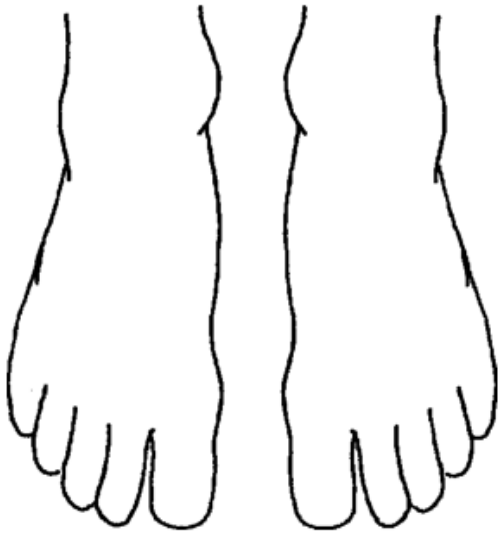


BACK



Name of child: .....

Date and time of observation: .....



R

TOP

L

R



BOTTOM

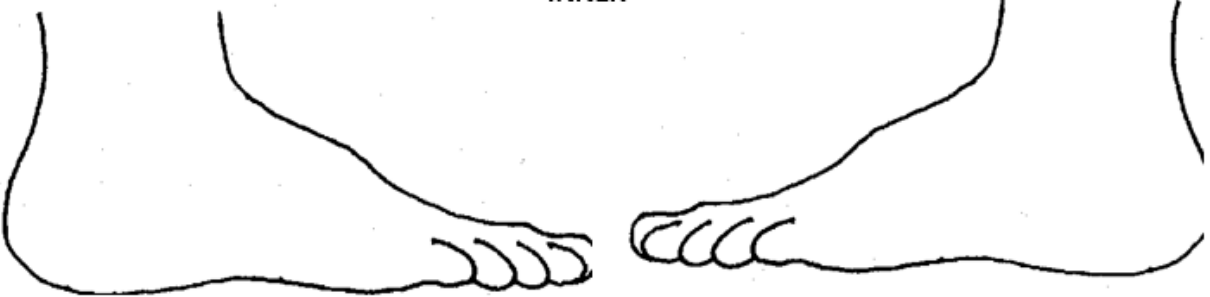
L



R

INNER

L



R

L

OUTER

Printed Name,  
Signature and Job  
title of staff: .....



## Appendix 7: Photography

If any synagogue requests a photographer for a synagogue event, whether on a paid or a voluntary basis, the following conditions apply:

1. Photographers should not have unsupervised access to children. If the photographer is to have regular contact with children and/or vulnerable adults, he/she must have a valid DBS certificate (within 3 years).
2. Photography of children and/or vulnerable adults should only take place in public or communal spaces and in no circumstances should they take place outside an event or at the home of a child/vulnerable adult.
3. Photography of children/vulnerable adults should be in groups only rather than individually.
4. The individual concerned must confirm that all images taken on a personal device/camera will be transferred to a United Synagogue account and all private copies deleted without unreasonable delay. Hard copies of images should be kept in a locked drawer and electronic images should be in a protected folder with restricted access.
5. All those being photographed (or their parents in the case of children under the age of 12) should be told that photos are being taken. Anyone not wanting to be photographed must have the chance to opt out. If the photography is to be used in a way that falls outside what someone might reasonably expect then specific consent is required. For example if a photo taken at an event was to be used in an advertising campaign/See further Appendix 3 of the Staff Handbook, Requirements for Photos Appearing on United Synagogue Websites.
6. No photo of a child under 18 should allow for the identification of that child with the picture by including their full name together with their contact details.
7. With regard to children's events, the organiser of the photographer must ask parents not to share photos on social media without parental consent.
8. With regard to events organised jointly with other organisations, an approach to photography should be agreed ahead of time and should be consistent with the spirit of this policy.

## Appendix 8: Representation

On occasions Rabbis, Rebbetzins, other United Synagogue employees or lay office holders may receive requests for references either in relation to employment, to give evidence in court proceedings or to attend meetings as a representative of the United Synagogue with statutory agencies (e.g. police, Children's Services or Adult Social Care) relating to a safeguarding matter.

When being summoned by the court as a witness, there is a legal requirement to attend in order to provide confirmation of a factual account. This is different from being asked to provide a statement relating to the good character of the party in court for the defence. It is important to clarify on which basis involvement is being sought.

When attending meetings with statutory agencies as a representative of the United Synagogue or to accompany a fellow member of the United Synagogue, it is important to understand what is expected and whether attendance is requested in a support role or to contribute to planning/assessment of the situation. If it is the latter, it is important to provide material only about what the attendee knows or reasonably believes first hand, while ensuring, as far as possible, that what is said cannot be interpreted as support for one side or another in a legal dispute. Any such attendance should be discussed with the United Synagogue External Legal Services Director, David Frei.

Character references should not be provided to court, to statutory authorities [or in relation to employment] except in exceptional circumstances which should be discussed with the United Synagogue Child Protection Officer. If it is in relation to a lay employee, a discussion should also be had with the Head of Human Resources.

## Appendix 9: Child Ratio levels:

(This does not apply to nurseries as they follow EYFS)

When representatives are working with groups of children or young people, it is important that the level of supervision is appropriate to their age group and their needs, which may be very specific.

In general, younger children need to be more closely supervised and will require a higher adult to child ratio.

The following ratio must be used when running activities that involve working with children and young adults between the ages of 0 – 16 year olds.

Although the ratio table below allows for one adult to supervise groups of children, it is the United Synagogue's recommendation that at least 1 male and 1 female leader are in attendance when groups are of mixed gender.

| Age of Children | Adult Ratio            |
|-----------------|------------------------|
| Age 0 - 2       | 1 adult to 3 children  |
| Age 2 - 3       | 1 adult to 4 children  |
| Age 4 - 8       | 1 adult to 6 children  |
| Age 9 - 12      | 1 adult to 8 children  |
| Age 13 - 16     | 1 adult to 10 children |

When deciding on the number of adults required, it is important to bear in mind **that these ratios are guidelines only**: in certain situations it will be necessary to have a higher number of adults than our recommendations suggest. If, for instance, the children or young people have specific support needs, or a risk assessment identifies behaviour as a potential issue for the group or event, the number of supervising adults will need to be higher.

The table above depicts ratios for all activities that take place at one specific location. When field trips or activities are planned including where children are travelling to another location, higher ratios may be required.

## Appendix 10: National Support Organisations

### Support for representatives

- Professional Online Safety Helpline: [www.saferinternet.org.uk/helpline](http://www.saferinternet.org.uk/helpline)

### Support for Children

- Norwood: [www.norwood.org.uk](http://www.norwood.org.uk)
- NSPCC: [www.nspcc.org.uk](http://www.nspcc.org.uk)
- ChildLine: [www.childline.org.uk](http://www.childline.org.uk)
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- Papyrus: [www.papyrus-uk.org](http://www.papyrus-uk.org)
- Young Minds: [www.youngminds.org.uk](http://www.youngminds.org.uk)
- The Mix: [www.themix.org.uk](http://www.themix.org.uk)

### Support for adults

- Family Lives: [www.familylives.org.uk](http://www.familylives.org.uk)
- Crime Stoppers: [www.crimestoppers-uk.org](http://www.crimestoppers-uk.org)
- Victim Support: [www.victimsupport.org.uk](http://www.victimsupport.org.uk)
- Kidscape: [www.kidscape.org.uk](http://www.kidscape.org.uk)
- The Samaritans:

- [www.samaritans.org](http://www.samaritans.org)
- Mind: [www.mind.org.uk](http://www.mind.org.uk)
- NAPAC (National Association for People Abused in Childhood): [www.napac.org.uk](http://www.napac.org.uk)
- MOSAC: [www.mosac.org.uk](http://www.mosac.org.uk)
- Action Fraud: [www.actionfraud.police.uk](http://www.actionfraud.police.uk)

### Support for Learning Disabilities

- Respond: [www.respond.org.uk](http://www.respond.org.uk)
- Mencap: [www.mencap.org.uk](http://www.mencap.org.uk)

### Domestic Abuse

- Jewish Women's Aid: [www.jwa.org.uk](http://www.jwa.org.uk)
- Refuge: [www.refuge.org.uk](http://www.refuge.org.uk)
- Women's Aid: [www.womensaid.org.uk](http://www.womensaid.org.uk)

- Men's Advice Line: [www.mensadvice.org.uk](http://www.mensadvice.org.uk)
- Mankind: [www.mankindcounselling.org.uk](http://www.mankindcounselling.org.uk)

### Sexual Abuse and CSE

- Lucy Faithfull Foundation: [www.lucyfaithfull.org.uk](http://www.lucyfaithfull.org.uk)
- Stop it Now!: [www.stopitnow.org.uk](http://www.stopitnow.org.uk)
- Parents Protect: [www.parentsprotect.co.uk](http://www.parentsprotect.co.uk)
- CEOP: [www.ceop.police.uk](http://www.ceop.police.uk)

- Marie Collins Foundation: [www.mariecollinsfoundation.org.uk](http://www.mariecollinsfoundation.org.uk)
- Internet Watch Foundation (IWF): [www.iwf.org.uk](http://www.iwf.org.uk)

## Online Safety

- Childnet International:  
[www.childnet.com](http://www.childnet.com)
- UK Safer Internet Centre:  
[www.saferinternet.org.uk](http://www.saferinternet.org.uk)
- Parents Info: [www.parentsinfo.org](http://www.parentsinfo.org)
- Internet Matters:  
[www.internetmatters.org](http://www.internetmatters.org)
- Net Aware: [www.net-aware.org.uk](http://www.net-aware.org.uk)
- ParentPort: [www.parentport.org.uk](http://www.parentport.org.uk)
- Get Safe Online:  
[www.getsafeonline.org](http://www.getsafeonline.org)

## Appendix 11: Safeguarding Contracts

In order to provide clarity and transparency of process and to assist in the safeguarding of our synagogues, the United Synagogue sets out as follows how it manages situations in which individuals who have been convicted of child sexual abuse wish to return to the United Synagogue community.

As part of its safeguarding structure, the United Synagogue has a central safeguarding team which meets regularly to discuss any safeguarding issues arising. This group consists of Jo Grose

(Chief Executive), David Frei (Safeguarding Officer), Claudia Kitsberg (Head of Safeguarding), David Collins (Chief Operating Officer), Vickie Wiltshire (HR Director) and Tamar Berman (Director of Schools Strategy).

In addition, each synagogue should have a designated and trained individual responsible for safeguarding and for liaising with the central safeguarding team where any issues of concern arise. This individual is known as the Community Safeguarding Coordinator.

This central safeguarding team seeks to make itself aware of any situation in which a member of the United Synagogue who is to be released from prison after having served a sentence for child sexual abuse or alternatively any member who has been convicted and given a non-custodial sentence for child sexual abuse and/or been added to the sex offenders register. At such a time it will draw up a Safeguarding Contract.

### Key components of a Safeguarding Contract

- A member of the United Synagogue central safeguarding team should be in contact with the Local Authority risk management panel, the offender's probation officer and the police, so that any agreement regarding involvement in the United Synagogue is known and part of the multiagency, multi-disciplinary approach to the oversight of the offender upon release from prison. Any relevant survivors should also be contacted and their input requested.
- Terms of a Safeguarding Contract will vary depending on the level of and nature of risk posed to the community as advised by those professionals who have direct contact with the individual. It should be noted that offences can vary and include contact offences as well as non-contact offences (relating to child sexual abuse images).
- In no circumstances will an offender be allowed to re-enter a community where the victim of his/her offence is a member.
- A small group of about five people should be set up (the 'Monitoring Group'). This should include a member of the central safeguarding team, the designated Community Safeguarding Coordinator, the Rabbi and any member of the group who has agreed to [offer pastoral support for the offender and] accompany the offender at synagogue services or other activities. It should also include someone with expertise or experience in this field and someone to represent the wider synagogue community. The group should acquaint itself with any therapeutic programme the offender has undergone or will continue to be part of
- A risk assessment should be carried out. This will involve looking at the synagogue premises and activities with a view to identifying potential risks. The offender's probation officer or another member of the risk management panel may be willing to help with this assessment as part of their arrangements for the offender. Having identified the potential risks, the group needs to consider how they can be minimised either by a change in practice or by restricting the agreed 'contract' with the offender.

## Contract

The boundaries and terms of involvement in the United Synagogue should be written into a contract which clarifies the terms on which the person is involved in the life of the United Synagogue. The document needs to be signed and dated by the offender and by the relevant synagogue

representatives. The contract should involve the person's family and partner who may also be attending the synagogue and need to be informed. It will need to include conditions in addition to any pastoral support arrangements. Care should be taken to ensure that the requirements relate to perceived risk in the individual case. For example:

- I will never allow myself to be in a situation where I am alone with children/young people.
- I will sit where directed in the synagogue and will not place myself in the vicinity of children and young people.
- I will not enter certain parts of the building designated by the small group, nor any area where children's activities are in progress.
- I will decline invitations of hospitality where there are children in the home.
- I accept that 'x' and 'y' will sit with me during synagogue activities, accompanying me when I need to use other facilities. They will know that I am a [Schedule 1 offender/registered with the police] under the terms of the Sex Offenders Act.
- I will not take up voluntary roles within the synagogue where they bring me into contact with children.
- I accept that 'z' will provide me with pastoral care.

### **Additional issues which might need to be considered in the contract:**

- Any residential events, especially 'all-age' events.
- Events in another synagogue or other community events under the auspices of the United Synagogue [or other communal organisation]. A joint agreement is often desirable in these circumstances.
- When there are abuse [victims/survivors] in the synagogue (albeit of a different perpetrator), considering whether it is feasible to find an alternative synagogue.
- Opportunities for amendment of the terms of the contract once the offender has demonstrated cooperation and trust with the agreement and once any risks are deemed by external authorities to have lessened.

### **The Monitoring Group**

- The signed Safeguarding Contract should be completed and kept by the Safeguarding Officer. Additionally a logging sheet should be completed when the contract is reviewed and/or when circumstances change.
- The small group should continue to meet the individual from time to time to review the arrangement and address any concerns. It should keep a record of its meetings. As a general rule the review should take place annually and the United Synagogue Safeguarding Risk Assessment should be followed. If boundaries are not being kept, or if the contract is not being kept in other ways, it is important to address the problem (In situations where boundaries are not kept, it may be necessary to prohibit the offender from coming on the premises).

- Over time, the regularity of meetings can be reduced. The individual should never be left completely without support and monitoring. The minimum provision would be an annual, recorded discussion between the Rabbi, CSC and the individual.
- When Honorary Officers or Rabbis change in the community it will be important to ensure continuity of awareness and monitoring of and provision of pastoral support for the offender.



## Appendix 12: US Child Protection Contacts

### **Safeguarding Officer – David Frei**

The US Child Protection Officer is the designated named person for safeguarding children and young people within the organisation and has lead responsibility at a strategic level. They are responsible for keeping detailed, accurate and secure written records of concerns and referrals.

### **Head of Safeguarding – Claudia Kitsberg**

The Head of Safeguarding acts as a source of support, advice and expertise to all representatives on matters of safeguarding and takes the lead responsibility on all reported concerns and child protection referrals, with the support of the Safeguarding Officer. They are responsible for ensuring that all representatives are aware of the procedures for raising safeguarding concerns in accordance with the Child Protection Policy and that all associated policies and procedures are reviewed and updated regularly.

### **Safeguarding Officer Team – Jo Grose/Vickie Wiltshire/David Collins/Tamar Berman**

The United Synagogue Child Protection Officer Team is defined as the responsible group of senior people within the organisation who have received Designated Safeguarding Lead training and undertake the role as Deputy Designated Safeguarding Leads. They share responsibility for safeguarding and meet regularly to discuss any safeguarding issues arising. The Team consists of Jo Grose (Chief Executive), David Frei (Child Protection Officer), Claudia Kitsberg (Head of Safeguarding), Vickie Wiltshire (HR Director), David Collins (Chief Operating Officer) and Tamar Berman (Director of Schools Strategy).

### **Community Safeguarding Coordinators – Site Specific**

Each synagogue has a designated and trained individual responsible for safeguarding. They are the primary point of contact at local level and liaise with the central Safeguarding Officer Team when any issues of concern arise. This individual is known as the Community Safeguarding Coordinator.

### **Tribe activities (Including residential camps) Nominated Individual (Tamar Berman)/Head of Chesed/Ofsted Nurseries Headteachers and Deputies - Setting Specific**

Each setting has a designated and trained individual responsible for safeguarding. They are the primary point of contact at local level and liaise with the central Safeguarding Officer Team when any issues of concern arise. This individual is known as the Safeguarding Leader or Designated Safeguarding Lead.

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| Date Reviewed: <b>November 2023</b>                         |
| Reviewed By: <b>Claudia Kitsberg - Head of Safeguarding</b> |
| Approved/Ratified By: Claire Lemer                          |
| Next Review Date: <b>November 2024</b>                      |