

Safeguarding Adults at Risk Policy

Policy by **Claudia Kitsberg**

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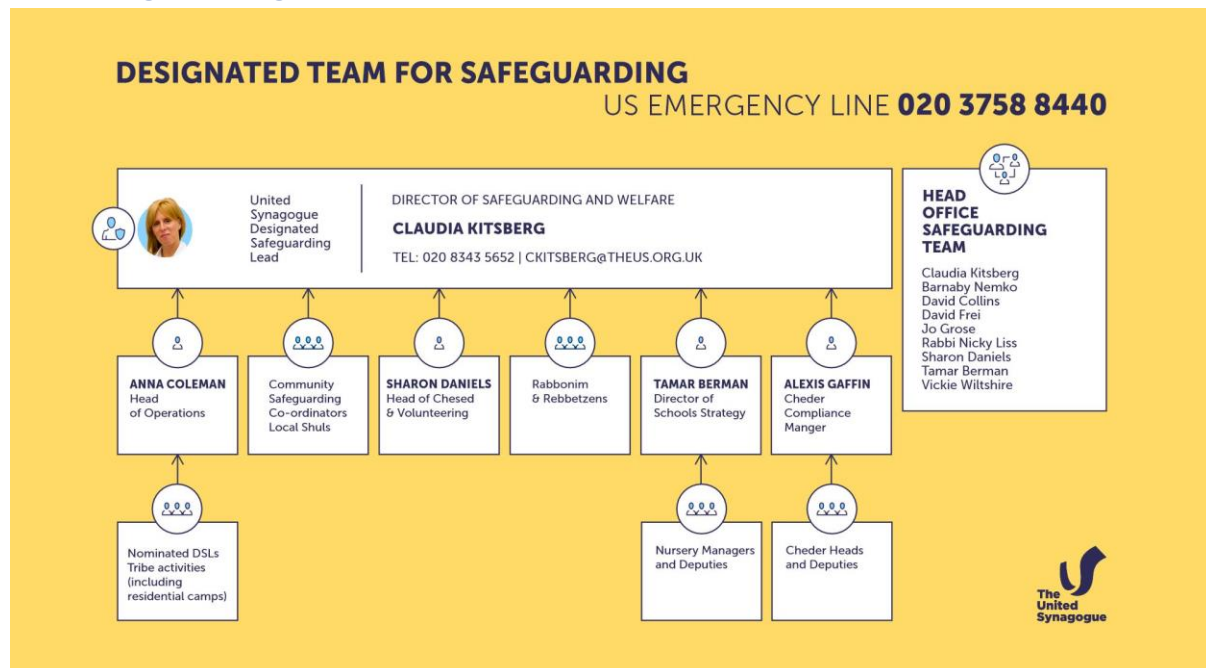
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US Safeguarding Adults at Risk Policy

US Safeguarding Contacts



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

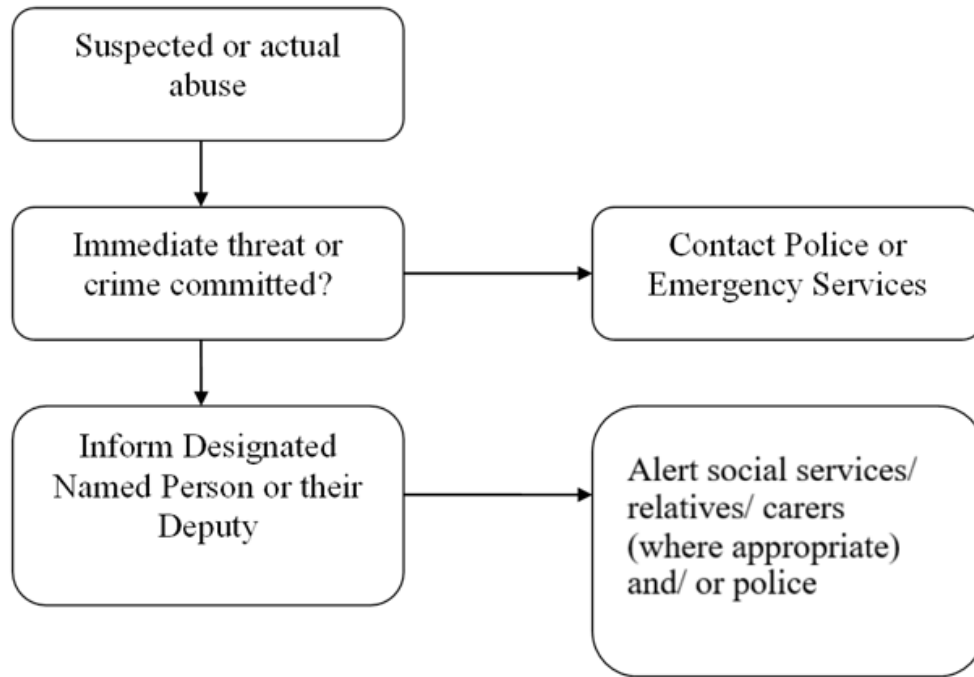
- **Consider: Is the adult at risk of harm? If so, then the named Designated Safeguarding Lead, Claudia Kitsberg must be informed immediately.**
- **If there is danger, or significant risk of harm, please call 999**

For out of hours assistance please contact the US Emergency line on 0203 758 8440 and your voicemail will be re-directed.

- *If you have a query on Shabbat/Jewish Festivals and you believe an adult may be at significant risk of harm, please contact 999 immediately.*

The US Safeguarding Trustee Lead is Rachel Hartog.

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



US Safeguarding Adults at Risk Policy

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 protection from deliberate harm. It includes a wide range of issues relating to welfare, health and safety.”

The United Synagogue (US) and all representatives¹ 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.

The United Synagogue recognises the importance of providing an ethos and environment within the organisation that will help adults 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 adults receive effective support, protection and justice.

Core Safeguarding Principles

Everyone has the right to live a life free from harm and abuse. The purpose of this policy is to develop and embed a safeguarding ethos and inform The United Synagogue’s commitment to ensure all adults are in an environment that is safe to live and work in.

The United Synagogue believes that all Adults at Risk, have the right to protection from abuse.

The United Synagogue understands its duty of care to safeguard all Adults at Risk involved in any activities undertaken by or on behalf of the organisation. To this end its policies, procedures, and practices as they relate to Representatives (*employees of The United Synagogue and/or volunteers of the organisation including in shuls, welfare groups etc. with Adults at Risk*), will endeavour to protect Adults at Risk. All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.

When allegations of historical abuse are made the procedures below should also be followed.

The aim of the United Synagogue Adults at Risk Protection Policy is to promote good practice by:

- providing an environment in which Adults at Risk feel safe and valued,
- providing Representatives working on behalf of United Synagogue with clear guidelines and procedures to follow that will not only help avoid inappropriate, misguided, or wrong behaviour, but will also provide information as to what action to take should they be concerned about an Adult at Risk's welfare,
- protecting the United Synagogue's name and reputation from being brought into disrepute,
- promoting an environment where Adults at Risk are safe from abuse,

The United Synagogue will underpin their work, involving adult safeguarding, with the six key principles outlined in the Care Act 2014:

Empowerment: People being supported and encouraged to make their own decisions and informed consent.

Prevention: It is better to take action before harm occurs.

Proportionality: The least intrusive response appropriate to the risk presented.

Protection: Support and representation for those in greatest need.

Partnership: Local solutions through services working with their communities. Communities have a part to play in preventing, detecting, and reporting neglect and abuse.

Accountability: Accountability and transparency in delivering safeguarding.

The United Synagogue is committed to partnership working with the Barnet Safeguarding Adults Board (BSAB), a multi-agency partnership with representation from the organisations that work with and support adults at risk in the Barnet community, or other Local Safeguarding Adults Board, dependant on where a representative is located.

Legal Basis

The Care Act 2014

The Care Act 2014 sets out a clear legal framework for local authorities and other statutory agencies on how to protect adults with care and support needs at risk of abuse or neglect.

The Care Act 2014 encompasses the need for professionals to prevent care needs becoming serious, inform and advise adults on making good decisions about their care and support and it also outlines the duty for professionals to cooperate with each other to protect adults. The Care Act 2014 is designed to transform adult social care by ensuring greater multi-agency collaboration as directed by the BSAB. This gives Barnet Borough Council (as the local authority) responsibility for:

- promoting individual well-being.
- preventing needs for care and support.
- promoting integration of care and support within health services.

- providing information and advice; and
- promoting diversity and quality in provision of services.

As a partner of Barnet Borough Council, The United Synagogue must cooperate with any enquiries they make into an adult at risk where The United Synagogue is providing them with a service.

The Mental Capacity Act 2005

The Mental Capacity Act 2005 provides a framework to empower and protect people who may lack capacity to make some decisions for themselves, or who have capacity and want to prepare for a time when they may lack capacity in the future. Someone who lacks capacity due to an illness or disability (such as a mental health problem, dementia, or a learning disability) may have one or more of the following issues:

- cannot understand information given to them to make a particular decision.
- cannot retain that information long enough to be able to make the decision.
- cannot use or weigh up the information to make the decision.
- have difficulty in communicating their decision.

The Mental Capacity Act 2005 defines who can take decisions, when they can take them and how they should go about this. This is regardless of whether it is a major decision, such as those about personal finance, social care or medical treatment or an everyday decision, such as what an individual has to eat or wear. The underlying philosophy of the Mental Capacity Act 2005 is to ensure that those who lack capacity are empowered to make as many decisions for themselves as possible and that any decision made, or action taken, on their behalf is made in their best interests and protects them from harm. People may go through stages where they have capacity at particular points in time and then may lack capacity at other times depending on their circumstance. Some people may also have the capacity to make particular decisions in some areas of their life but not in others, for example being able to decide what to eat and wear but not being able to decide what medical treatment to take.

Deprivations of Liberty Safeguards (DoLS) will protect people who need to be cared for in a restrictive way and cannot make decisions about their care or treatment. DoLS must be used if people need to have their liberty taken away in order to receive care and/or treatment that is in their best interests and protects them from harm.

Other legislation includes:

- Protection of Freedoms Act 2012 (Disclosure and Barring Service Transfer of Functions) Order 2012
- Serious Crime Act 2015 Section 76
- Domestic Abuse Act 2021
- The Counter Terrorism and Security Act 2015
- The Modern Slavery Act 2015
- Anti-social Behaviour, Crime and Policing Act 2014
- The Criminal Justice and Courts Act 2015 Section 20-25
- Public Interest Disclosure Act 1998
- Equality Act 2010
- The Health and Social Care Act 2008 (Regulated Activities) (Amendment) Regulations 2015
- Human Rights Act 1998
- Safeguarding Vulnerable Groups Act 2006

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
- First Aid and Accidents
- Social Media
- Prevent

Key responsibilities

- Everyone who comes into contact with adults at risk has a role to play in safeguarding.
- The Board of Trustees, the CEO and the Designated Safeguarding Lead will follow the Local Safeguarding Adults Board procedures 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 adult are reviewed at least annually.
- The Board of Trustees, CEO and the Leadership Team will ensure that the SO and Director of Safeguarding are properly supported in this role at a time and resource level.

Specialist Advisory Committee

The United Synagogue has a Safeguarding Specialist Advisory Committee to provide expert guidance and oversight on complex safeguarding matters.

The committee comprises professionals with specialist expertise including:

- Police and investigative practice
- Family law and mediation
- Judicial and serious case review experience
- Paediatrics and safeguarding
- Governance and trustee oversight
- Religious leadership
- Human resources and employment law

The committee operates in an advisory capacity as "critical friends" to support the safeguarding mission of the United Synagogue. Members provide independent perspective, challenge, and expert guidance without carrying operational liability.

The committee's functions include:

- Providing specialist consultation during complex safeguarding cases
- Reviewing investigations and outcomes to identify learning and improvement opportunities
- Serving as an independent panel to hear complaints about safeguarding investigations or actions taken by the safeguarding team

The Director of Safeguarding may consult individual committee members or convene the full committee as appropriate to ensure evidence-informed, defensible decision-making in the best interests of children and vulnerable adults.

Safeguarding Team

Director of Safeguarding & Designated Safeguarding Lead

Claudia Kitsberg (0208 343 5652) is Director of Safeguarding for the organisation. She is the organisational Designated Safeguarding Lead with responsibility for day-to-day oversight of safeguarding and child protection processes in the organisation and has lead responsibility in this area at a strategic level. She is also responsible for the quality assurance of detailed, accurate and secure written records of concerns and referrals.

Safeguarding Officers

Jo Grose, David Frei, Vickie Wiltshire, David Collins, Barnaby Nemko, Sharon Daniels, Rabbi Nicky Liss and Tamar Berman are each Safeguarding Officers (SO)'s. Duties of the Designated Safeguarding Lead may be delegated to SO's, however the ultimate primary responsibility for safeguarding 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 Adults Board. The Designated Safeguarding Lead'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.

Representatives

All representatives have a responsibility to:

- Identify and recognise adults who may be in need of extra help, who are suffering, or are likely to suffer significant harm.
- Provide help for adults, 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 adult.
- Respond to and refer any concerns about adults or other members of the community in accordance with this policy.
- Contribute towards, read and adhere to the United Synagogues policies.

All representatives of the United Synagogue are provided guidance on responding to a disclosure and know who their safeguarding contacts are to respond to if an adult 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 Designated Safeguarding Lead and other agencies as appropriate. Representatives also understand that they must never promise a adult that they will not tell anyone about a concern or allegation as this may ultimately not be in the best interests of the adult.

Definitions

Adult safeguarding means:

- protecting an adult's right to live in safety free from abuse or neglect.
- working in partnership to prevent and stop both the risks and experience of abuse and neglect; and
- ensuring the adult's well-being is promoted whilst having due regard for their wishes, views, feelings, and beliefs in deciding any action.

Who is an adult at risk?

Adult at Risk

An adult at risk is a person aged 18 or over who is in need of care and support (whether or not the local authority is providing any of that care and support), and is experiencing or is at risk of experiencing a form of abuse or neglect, and as a result of the need for care and support is unable to protect themselves against that abuse or neglect.

This includes, but is not limited to, adults who may be vulnerable due to age, mental health conditions, learning or physical disabilities, substance misuse, dementia, or any other circumstance that reduces their ability to protect themselves.

Definition of Adult Abuse

Adult abuse refers to any action or inaction that causes harm, distress, or exploitation to an adult aged 18 or over. This includes physical, emotional, sexual, and financial abuse, as well as neglect, discrimination, domestic abuse, self-neglect, and acts of modern slavery.

Abuse can occur in any setting, whether at home, in the community, or within institutional care, and is often perpetrated by someone in a position of trust or authority. Recognising the signs of abuse and understanding the need for prompt intervention are crucial to safeguarding adults at risk.

Under the Care Act 2014, care and support needs refer to the assistance required by adults to manage their basic living activities, maintain their independence, or protect themselves from significant harm. These needs can arise from physical or mental impairment, illness, or age-related conditions. The Act emphasises a person-centred approach, ensuring individuals receive appropriate support to live safely and with dignity. Schools play a vital role in identifying adults with care and support needs, particularly those at risk of abuse or neglect, and must ensure effective safeguarding procedures are in place to address these concerns.

United Synagogue's commitment to making safeguarding personal.

The United Synagogue will endeavour to make safeguarding personal so that it is person led, and outcome focused. This will be done by engaging with the adult at risk in the decision-making process to improve their quality of life, wellbeing, and safety.

Local support

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

- [Adult Multi-Agency Safeguarding Hub](#) 020 8359 5000 (9am- 5pm, Mon to Fri)
- Out of hours number 020 8359 2000 (out of hours)

Police

- 101 (or 999 if there is an immediate risk of harm)
- Barnet Safeguarding Adult's Board BSAB) which provides further guidance
<https://www.barnet.gov.uk/adult-social-care/keeping-safe/safeguarding-adults-board>

Recognition and categories of abuse

Abuse may be defined as the wrongful application of power by someone in a dominant position. It involves an imbalance of power and exploitation without a full and informed consent. Abuse can take several different forms and may be a single act or repeated acts. The United Synagogue representatives should be aware of the types of abuse and risk outlined in Appendix 2.

Where and how does abuse happen?

Abuse and harm can be experienced in any setting in a person's home (including in supported housing schemes, nursing, and care homes), in hospital, at work or in community areas. Adults can experience abuse by a number of people known to them in varying capacities. Perpetrators of abuse may include family members, friends, neighbours, paid or unpaid professionals, volunteers, other adults at risk and strangers who set out to deliberately exploit people. It is essential that in any case where abuse is suspected, the concern is treated seriously, and action is taken to investigate and prevent abuse from occurring.

Good practice guidelines for working with Adults at Risk

All Representatives should be encouraged to demonstrate exemplary behaviour in order to protect themselves from false allegations. The following are common sense examples of how to create a positive culture and climate.

If one of the following occurs you should report this immediately your Community Care Co-Ordinators and record the incident. You should also ensure the carers/relatives of the Adult at Risk are informed:

- if you accidentally hurt an Adult at Risk,
- if they seem distressed in any manner,
- if an Adult at Risk misunderstands or misinterprets something you have done, including in a sexual manner.

The United Synagogue does not expect any representative to do things which could be construed as being of a personal nature for Adults at Risk. Avoid taking on the responsibility for tasks for which you are not appropriately trained.

The following should also be avoided except in emergencies. If a case arises where the situation is unavoidable such as the Adult at Risk sustains an injury and needs to go to hospital, in cases where the Adult at Risk lacks capacity, it should be with the full knowledge and consent of the Adult at Risk's carer/appointee.

Mental Capacity and Decision Making

The United Synagogue will also work with adults at risk of abuse and neglect to ensure they are aware of the support options available to them, taking care to consult with them fully before any action is taken.

The only situation where consultation will not take place is where reasonable justification is evidenced to suggest that the adult may not have capacity to make decisions or take actions in their own best interest. Capacity will always be presumed unless proven otherwise and every step will be taken to maximise the opportunity for an adult to demonstrate capacity.

The United Synagogue will also ensure that any support offered is carried out in partnership with relevant agencies and that a collective approach is taken to provide this.

If an adult with capacity refuses intervention, their wishes will be respected unless there is:

- a public interest concern where not acting will put other adults or children at risk.
- a duty of care to intervene, for example where a crime has been or may be committed.

In these circumstances immediate action must be taken to ensure the safety and wellbeing of those adults at risk.

In all circumstances a carer/appointee should only be involved where an Adult at Risk lacks capacity. This is assessed through a two-stage functional test, asking:

1. Is there an impairment of or disturbance in the functioning of a person's mind or brain? If so,
2. Is the impairment or disturbance sufficient that the person lacks the capacity to make a particular decision?

A person is unable to make their own decision if they cannot do one or more of the following four things:

- understand information given to them,
- retain that information long enough to be able to make the decision,
- weigh up the information available to make the decision,
- communicate their decision – this could be by talking, using sign language or even simple muscle movements such as blinking an eye or squeezing a hand.

See Appendix 5 for further guidance.

Activity which should never be sanctioned.

In line with the United Synagogue Code of Conduct representatives should never:

- Engage in rough physical or sexually provocative games.
- Share a room with an Adult at Risk.
- Allow or engage in any form of inappropriate touching.
- Make sexually suggestive comments to an Adult at Risk.
- Allow allegations made by an Adult at Risk to go unchallenged, unrecorded, or not acted upon.
- Do things of a personal nature for Adults at Risk.
- Invite or allow Adults at Risk to stay with you at your home unsupervised.
- Give out your personal details, without seeking further guidance from your Community Care Coordinator or one of the Designated Named Persons.

In case of uncertainty always contact the Designated Safeguarding Lead.

Responding to adults who have experienced or are experiencing abuse.

- If a Representative suspects that an Adult at Risk may be a victim of abuse, they must immediately inform their Community Care Coordinator or the Designated Safeguarding Lead about their concerns.
- The Designated Safeguarding Lead will work closely with the Central Safeguarding Team when investigating any allegations of abuse. All parties involved will handle such investigations in a sensitive manner, but the interests of the Adult at Risk will be of paramount importance.
- The Designated Safeguarding Lead is responsible for any referrals which are made either to the police or to the relevant Safeguarding Adults Board/adult social care.

If you receive a disclosure of abuse:

- Remain calm and do not show shock or disbelief,
- Allow the Adult at Risk to say what has happened, without interruption,
- Show the Adult at Risk through body language that you are listening,
- Reassure the Adult at Risk but not make promises which it might not be possible to keep,
- It is essential that Adults at Risk know what they have said will not get them in trouble, and that they were right to talk about it,
- Do not promise confidentiality- it might be necessary to refer to the police and/or adult social care,
- Reassure them what has happened is not their fault,
- Listen rather than asking direct questions. Avoid asking detailed or probing questions or challenging,
- Report the disclosure immediately to your Community Care Coordinator or a Designated Named Person. If you suspect an immediate danger to oneself or others or an imminent crime, you should call 999 directly without delay,
- In order to ascertain whether a Representative should consult with an Adult at Risk's carer/appointee or whether a referral to the police and/or adult social care can be made, a basic capacity assessment should be undertaken for the Adult at Risk. Please see page 4 above,

If you witness abuse or abuse has just taken place the priorities will be:

- To call an ambulance if required
- To call the police if you suspect that a crime has been committed.
- To keep yourself, staff, volunteers, and service users safe
- To inform your Community Care Coordinator or a Designated Named Person
- To record what happened in the Safeguarding Alert Form. (Appendix 2) as soon as reasonably practicable, with assistance from the Community Care Coordinator or a Designated Named Person where required.

If it is appropriate and there is consent from the individual (or their carer/appointee if they lack capacity), or there is a good reason to override consent, such as risk to others, the Designated or Deputy Named Person will make a referral to the police and/or adult social care.

If the individual experiencing abuse does not have capacity to consent a referral will be made without that person's consent, in their best interests.

Record keeping

- The Designated Safeguarding Lead (or shul representative as appropriate) will record any welfare concern that they have about an adult on the CPOMS recording system. Records will be completed as soon as possible after the incident/event, using the adults' words.
- 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, then they will discuss their concerns with the Designated Safeguarding Lead.
- All safeguarding concerns, shared by representatives, will be recorded by the Designated Safeguarding Lead, or other nominated representative, who has access to the CPOMS recording system. Records will be completed as soon as possible after the incident/event, ensuring the representatives account is reflected, and the voice of the adult is recorded using their words. The CEO will be kept informed of any significant issues by the Designated Safeguarding Lead. All safeguarding records will only be shared in line with data protection legislation when it's essential for protection, and carried out appropriately with regard to consent, proportionality, and legal frameworks.

Induction, awareness and training

The Director 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 training (organised by the Safeguarding Team) which will be as follows:

- All representatives will watch the 'Adult Protection Training Video' at induction.
- All representatives with an Enhanced DBS check will undertake 'Introduction to Adults at Risk' training every 3 years.
- All other representatives will watch the updated 'Adult Protection Training Video' every 3 years.

This training will ensure that all representatives:

- Recognise potential safeguarding concerns involving adults (colleagues, other professionals).
- Respond appropriately directly with adults to safeguarding issues and take action in line with this policy.
- Record concerns in line with the organisation policies
- Refer concerns to the Designated Safeguarding Lead and be able to seek support external to the organisation if required.
- Analyse their own practice against established good practice, and to ensure their practice is likely to protect them from false allegations,
- Work safely and effectively with Adults at Risk,
- Understand how to conduct a Mental Capacity Assessment.

All Community Safeguarding Coordinators, are a point of contact with Local Shuls and will receive a specific guidance document setting out the US procedures that they will need to follow, to listen to concerns and share information with the Designated Safeguarding Lead.

The Designated Safeguarding Lead 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 (Rachel Hartog), all members of the board of trustees will access appropriate safeguarding training which covers their specific strategic responsibilities on a regular basis.

Staff supervision and support

Any representative affected by issues arising from concerns for adult'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 safeguarding responsibilities and procedures to be followed if representatives have any concerns about an adults 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 adults.
- 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.

Safer recruitment

The United Synagogue is committed to ensure that all steps are taken to recruit representatives who are safe to work with adults at risk and have their welfare and protection as the highest priority. The Board of Trustees and Leadership Team are responsible for ensuring that the organisation follows safe recruitment processes outlined within the United Synagogue Safer Recruitment Policy, 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.

Volunteers should also refer to the Code of Conduct in the Volunteers Handbook.

Complaints

The United Synagogue has a Complaints Procedure available to all members, visitors 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 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 adult and takes seriously any allegation received. Such allegations should be referred immediately to the CEO who will first contact the SO and/or the Director of Safeguarding. They will then contact the Person in Position of Trust (PiPOT) to agree further action to be taken in respect of the adult 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 an adult at risk.

For specific guidance on how to respond to allegations against representatives, please refer to the Managing Allegations Policy.

Confidentiality and information sharing

All information about any individual Adult at Risk and any representatives will be treated as confidential and will not be communicated to others, save those who need to be involved for due process to take place.

Adults have a general right to independence, choice and self-determination including control over information about themselves. In the context of adult safeguarding these rights can be overridden in certain circumstances, including where:

- The person lacks the mental capacity to make that decision.
- Other people are, or may be, at risk, including children.
- Sharing the information could prevent a crime.
- The alleged abuser has care and support needs and may also be at risk.
- Staff are implicated.
- The person has the mental capacity to make that decision, but they may be under duress or being coerced.
- The risk is unreasonably high and meets the criteria for a multi-agency risk assessment conference.
- A court order or other legal authority has requested the information.
- Information needs to be shared without consent in response to an emergency or life-threatening situation.

Information can be shared lawfully within the parameters of the Data Protection Act 2018 and the General Data Protection Regulation (GDPR, 2018). There are local agreements in place setting out the principles for sharing information between organisations.

Representatives must never promise confidentiality and always report safeguarding concerns in line with the United Synagogue's procedures.

It is good practice to try to gain the person's consent to share information and as long as it does not increase risk and staff should endeavour to inform the person if they need to share their information without consent. Decisions and discussions concerning consent will always be recorded during the referral process.

Information should be stored in a secure place (a locked filing cabinet or on a password protected computer) with limited access to the Designated Safeguarding Lead and senior management, in line with data protection laws (e.g., that information is accurate, regularly updated, relevant and secure).

Working with other agencies

The United Synagogue recognises and is committed to its responsibility to work with other professionals and agencies both to ensure adult's needs are met and to protect them from harm. We will endeavour to identify those adults and who may benefit from the intervention and support of external professionals.

Organisations are not the investigating agency when there are adult 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 adult while these take place.

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 adult, 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 (adult 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 adult protection systems. The Director 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 adult 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 Designated Safeguarding Lead, who is a member of the leadership team and who has undertaken approved LSAB training in inter-agency working, in addition to adult protection awareness training.
- The United Synagogue has an up-to-date Safeguarding Adults at Risk Policy which is consistent with LSAB requirements, reviewed annually and made available on the United Synagogue website.
- Procedures are in place for dealing with allegations of abuse made against representatives including allegations made against leaders.
- 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 leaders, 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 Safeguarding Adults at Risk Policy and procedures are implemented and followed by all representatives.
- That sufficient time and resources are allocated to enable the Designated Safeguarding Lead (and any appropriately trained deputies) to carry out their roles effectively, including the assessment of adult 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 adult's safety and welfare is addressed throughout all of the services provided across the organisation.

Appendix 2 – Categories of Adult Abuse & Other Safeguarding Risks

Physical Abuse:

Physical abuse includes assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.

Sexual Abuse:

Sexual abuse includes rape indecent exposure, sexual harassment, inappropriate looking or touching sexual teasing or innuendo taking sexual photographs making someone look at pornography or watch sexual acts sexual assault or sexual acts the adult didn't consent to or was pressured into consenting.

Psychological Abuse:

Psychological abuse includes emotional harm, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion harassment, verbal abuse, isolation or unreasonable and unjustified withdrawal of services or support networks.

Financial Abuse:

Financial or material abuse includes theft, fraud exploitation, coercion in relation to an adult financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property possessions or benefits.

Discriminatory Abuse:

Discriminatory abuse is the unequal treatment based on the ground of protective characteristics. Protective characteristics include age, disability, gender reassignment, marriage or civil partnership, pregnancy, maternity, race, religion or belief sexual or sexual orientation. This could be denying someone their basic rights based on these protected characteristics. It could include verbal abuse, derogatory statements and could even include denying someone access to communication aids.

Organisational Abuse:

Organisational abuse includes neglect and poor care in an institution or a care setting such as a hospital or care home or if an organisation provides care in someone's home. The abuse could be a one-off incident or repeated ongoing ill treatment. The abuse could be through neglect or professional practice which might be due to the organisational structure, policies, procedures and practices within an organisation.

Domestic Abuse:

Domestic abuse is an incident or pattern of conduct where someone's behaviour towards another is abusive, and whether people involved are age 16 or over, and are or have been personally connected to each other. The abuse can involve, but is not limited to psychological, physical sexual, financial emotional, violent and threatening, coercive and controlling.

Modern Slavery:

Modern Slavery can take many forms including the trafficking of people, forced labour, debt bondage, servitude, and slavery. It refers to situations of exploitation that a person cannot refuse or leave because of threats, violence, coercion, deception, and/or abuse of power.

Self-Neglect:

Self neglect. Everyone has the right to choose what they want to do and how they want to do it but some vulnerable adults may not recognise the potential risks. This includes a lack of self-care affecting health and safety, neglect and care for personal hygiene, health or surroundings. An inability to avoid self harm, a failure to seek help or access services to meet ones needs. An inability or an unwillingness to manage personal affairs.

Neglect:

Neglect and acts of omission includes ignoring medical or physical care needs, failure to provide access to appropriate health care and support or educational services. The withholding of the necessities of life such as medication, adequate nutrition, and heating.

Other safeguarding situations

The following situations are not currently considered forms of abuse under the Care Act; however, The United Synagogue's representatives need to be alert to them and aware how to respond if they have concerns:

County Lines and Gangs

County Lines is the name given to describe drug dealing by criminal gangs from urban areas expanding their activities into smaller towns and rural areas.

It often involves the exploitation of children and adults, as gangs manipulate those with mental health or addiction problems to transport drugs and money. These gangs establish a base in the location they are targeting, often taking over the homes of local vulnerable adults by force or coercion in a practice referred to as 'cuckooing.'

Dealers typically use a single phone line to facilitate the supply of Class A drugs to customers. The phone line is highly valuable and is protected through violence and intimidation.

Signs to look out for in your local community.

- Individuals with multiple mobile phones or 'SIM cards'
- Unknown or suspicious looking characters coming and going from a neighbour's house.
- Young people with more money, expensive clothing, or accessories they can't account for
- Suspicious smells coming from the property.
- Windows covered or curtains closed all of the time.
- Cars pulling up to or near to the house for a short period of time.
- An increase in anti-social behaviour around the property

Radicalisation

Radicalisation is defined as the act or process of making a person more radical or favouring of extreme or fundamental changes in political, economic, or social conditions, institutions, or habits of the mind.

Extremism is defined as the holding of extreme political or religious views.

There are a number of behaviours which may indicate an individual is at risk of being radicalised or exposed to extreme views. These include.

- Spending increasing time in the company of other suspected extremists.
- Changing their style of dress or personal appearance to accord with the group.

- Day-to-day behaviour becoming increasingly centred on an extremist.
- ideology, group, or cause.
- Loss of interest in other friends and activities not associated with the extremist ideology, group, or cause.
- Possession of materials or symbols associated with an extremist cause.
- Attempts to recruit others to the group/cause.
- Communications with others that suggests identification with a group, cause, or ideology.
- Using insulting to derogatory names for another group.

Increase in prejudice-related incidents committed by that person including; physical or verbal assault, provocative behaviour, damage to property, derogatory name calling, possession of prejudice-related materials, prejudice related ridicule or name calling, inappropriate forms of address, refusal to co- operate, attempts to recruit to prejudice-related organisations and condoning or supporting violence towards others.

The United Synagogue Prevent Duty Co-ordinator is **Claudia Kitsberg, Director of Safeguarding.**

Appendix 3: 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 adult 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 adult refers to it e.g. “you’re not to blame”
- Reassure the adult that information will only be shared with those who need to know

3. React

- React to the adult 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 adult may have affection for him/her
- Do not ask the adult 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 adult. Always ensure that as far as possible you have recorded the actual words used by the adult.
- 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
- The Designated Safeguarding Lead may be required to make appropriate records available to other agencies

6. Relax

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

Appendix 4 – Assessing Mental Capacity

1. **Start with the presumption of capacity**
 - Assume every adult can make their own decisions unless proven otherwise.
2. **Apply the Two-Stage Test (Mental Capacity Act 2005)**
 - **Stage 1: Diagnostic Test**
 - Is there an impairment or disturbance in the mind or brain (temporary or permanent)?
 - **Stage 2: Functional Test**
 - Does this impairment mean the person cannot make the specific decision when needed?
3. **Assess the person's ability to:**
 - **Understand** the relevant information
 - **Retain** that information long enough to decide
 - **Use or weigh** the information to make a choice
 - **Communicate** their decision (by any means)
4. **Decision-specific and time-specific**
 - Capacity is not blanket—it relates to a particular decision at a particular time.
5. **Support before concluding lack of capacity**
 - Provide all practical help (e.g., simple language, visual aids) before deciding they lack capacity.
6. **Document clearly**
 - Record the assessment process, evidence, and outcome.

Appendix 5: 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 and 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 (Director of Safeguarding), David Collins (Chief Operating Officer), Vickie Wiltshire (HR Director), Tamar Berman (Director of Schools Strategy), Sharon Daniels (Head of Chesed), Rabbi Nicky Liss and Barnaby Nemko (Director of Community Life).

The 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, or alternatively any member who has been convicted and given a non-custodial sentence (including 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 Designated Safeguarding Lead. The contract should involve the person's family and partner who may also be attending the synagogue or a monitoring group within the local 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 Director of Safeguarding. 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 6: 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 Director of Human Resources.

Appendix 7: US Safeguarding Roles

Director of Safeguarding & Designated Safeguarding Lead – Claudia Kitsberg

The Director of Safeguarding acts as a source of support, advice and expertise to all representatives on matters of safeguarding and takes the lead responsibility at a strategic level on all reported concerns and child protection referrals. 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/ David Frei / Vickie Wiltshire / David Collins / Tamar Berman / Barney Nemko / Sharon Daniels / Rabbi Nicky Liss

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.

Community Safeguarding Coordinators – Site Specific

Each synagogue has a designated and trained individual who is responsible for listening to concerns, and passing them onto the central safeguarding team where any issues of concern arise. They are the a point of contact at local level and pass on information to the central Safeguarding Officer Team as soon as any issues of concern arise. This individual is known as the Community Safeguarding Coordinator.

Tribe activities (Including residential camps), Nominated Individual (Tamar Berman) /Ofsted Nurseries Headteachers and Deputies - Setting Specific Head of Chessed, Cheder Compliance Manager

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 DSL trained and is known as the Safeguarding Leader.

Date Reviewed: January 2026
Reviewed By: Claudia Kitsberg - Director of Safeguarding
Approved/Ratified By: Rachel Hartog
Next Review Date: January 2027