



SAFEGUARDING VULNERABLE ADULTS AND CHILDREN POLICY

The aim of the Safeguarding Policy is to promote best practice at West London Synagogue (WLS). It will enable employees and volunteers to make an informed response to specific safeguarding issues by having a basic understanding of safeguarding and their personal obligation and responsibilities in relation to this.

It also serves as a statement of intent of WLS's commitment to safeguarding best practice and legislation to ensure the safety and well-being of children, young people and adults in our place of worship and events run by our organisation.

We have a safeguarding team consisting of

- the Safeguarding Lead;
- Deputy Safeguarding Lead for children;
- Deputy Safeguarding Lead for vulnerable adults;
- Trustee Lead and Deputy Trustee Lead for Safeguarding and
- the Chairman.

Detailed definitions, and signs and indicators of abuse, as well as how to respond to a disclosure of abuse, are included here in our policy.

The policy and practice guidelines below are based on advice from Westminster City Council Safeguarding Department and the ten "Safe and Secure Safeguarding Standards" published by 31.8 (the Churches' Child Protection Advisory Service of which WLS is a member and is able to consult them about safeguarding issues.).

RECOGNISING AND RESPONDING APPROPRIATELY TO AN ALLEGATION OR SUSPICION OF ABUSE

Understanding abuse and neglect

Defining child abuse or abuse against an adult is a difficult and complex issue. A person may abuse by inflicting harm or failing to prevent harm. Children and adults in need of protection may be abused within a family, an institution or a community setting. Very often the abuser is known or in a trusted relationship with the child or adult.

In order to safeguard those in our places of worship and organisations we adhere to the UN Convention on the Rights of the Child and have as our starting point as a definition of abuse, Article 19 which states:

1. Parties shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.
2. Such protective measures should, as appropriate, include effective procedures for the establishment of social programmes to provide necessary support for the child and for those who have the care of the child, as well as for other forms of prevention and for identification, reporting, referral, investigation, treatment and follow-up of instances of child maltreatment described heretofore, and, as appropriate, for judicial involvement.

Also for adults the UN Universal Declaration of Human Rights with particular reference to Article 5 which states: *No one shall be subjected to torture or to cruel, inhuman or degrading treatment or punishment.*

CO-SENIOR RABBI Helen Freeman

CO-SENIOR RABBI David Mitchell

RABBI Neil Janes

INTERIM RABBI Gershon Silins

RABBI EMERITA Julia Neuberger

PRESIDENT Mark Fox

CHAIRMAN Andrew Stone

EXECUTIVE DIRECTOR Stewart Sether

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What is abuse?

Abuse and neglect take many forms and can occur in any relationship. Where someone is dependent on another, there is the possibility of abuse or neglect unless adequate safeguards are put in place.

- Abuse is a misuse of power and control that one person has over another but is not restricted to any socio-economic group, gender or culture. Abuse can be the result of an act or a failure to act.
- The issue of protection arises when it is believed the Child/Adult is at risk of suffering harm, be that physical, emotional, neglect or sexual harm, forms of exploitation, or the violation of their rights or well-being by another person or persons.

DEFINITIONS AND SIGNS AND INDICATORS OF ABUSE OF A CHILD (person under 18)

The four definitions of abuse below (Physical, Sexual, Emotional and Neglect), operate in England based on the government guidance 'Working Together to Safeguard Children (2018)'.

- **Physical:** This includes assault, hitting, slapping, pushing, shaking, throwing, burning, scalding and suffocating as well as other physical abuse. It can result when a parent or carer deliberately causes ill health of a child. Symptoms that indicate physical abuse include: bruising, scars of different ages and lengths from untreated wounds, fractures, and marks that repeat.
- **Sexual:** This includes forcing or enticing a child or young person to take part in sexual activity or watch sexual acts, whether or not the child is aware of what is happening. This may include physical contact from inappropriate touching to full penetration, and also non-contact activity such as, indecent exposure or inappropriate nudity, pornography or taking sexual photographs. Any sexual act with a child is a criminal act. Symptoms of sexual abuse may include allegations or disclosure; genital soreness or discomfort; sexually transmitted disease (STD's); sexualised play or behaviour; a child who is sexually provocative; nightmares; eating disorders; going missing from school and home; self-harm; drug and or alcohol abuse; depression and other forms of mental health problems.
- **Emotional (including psychological abuse):** This happens when a child's need for love, security, praise and recognition are not met. It may co-exist with other forms of abuse. Emotional abusive behaviour occurs if someone is constantly hostile, rejecting, threatening, intimidating, blaming, controlling, undermining or verbally abusive. It can result if developmentally inappropriate expectations are placed on a child or if a child is isolated or denied contact and opportunities to engage with others. Bullying, cyber bullying, isolation or unreasonable exclusion within own social groups can also cause extreme distress. Symptoms may include: being excessively clingy or attention seeking behaviour; low self esteem; fearfulness; despondency; constantly seeking to please; lack of appropriate boundaries; anxiety; eating disorders/various mental health problems. Children who witness and experience domestic abuse are subject to emotional abuse.
- **Neglect (acts of omission):** This includes ignoring emotional wellbeing, physical care or medical needs, failure to provide access to educational services, developmental stimulation, or not giving a child what they need to live safely, such as adequate food/nutrition, clothing, heating, shelter, warmth, heating. It includes failure to protect a child from harm. Symptoms may include inadequate supervision, being left alone for long periods; lack of stimulation, social contact or education; inadequate nutrition; a child who is constantly hungry, stealing or gorging food; failure to provide adequate standards of hygiene, clothing, and comfort in the home; failure to seek or follow medical advice so that a child's life or development is affected and endangered.

Additional Definitions are:

- **Domestic:** This includes psychological, physical, sexual, or emotional abuse. It also covers so-called 'honour' based violence.
- **Self-neglect:** This covers a wide range of behaviour which shows that someone is not caring for their own personal hygiene, health or surroundings. This may include hoarding, self-harm, extreme eating patterns/eating disorders.
- **Forced marriage:** Forced marriage can happen across all cultures. It's when someone is pressured into an arranged marriage or forced to marry someone they have not freely chosen. It can also happen if someone is under the age of 18 or does not have the mental capacity to make their own choices. Signs of forced marriage might be:
 - someone having a brother or sister who has been forced to marry;
 - parents talking about marriage;
 - hearing talk of weddings or parties;
 - talk of family members coming to live with the family, or family trips overseas;
 - wedding photos, clothes, gifts, Mehdi henna;

- unreasonable restrictions being placed on someone at home;
- how much the person's family deals with professionals who might help with organising a wedding or a visa, before a trip overseas.
- **Modern slavery:** This covers slavery (including domestic slavery), human trafficking and forced labour. Traffickers and slave masters use whatever they can to pressurise, deceive and force individuals into a life of abuse and inhumane treatment. This can also include criminal activity such as gangs using younger children to move drugs or weapons between locations as well as sexual exploitation of children.
- **Discriminatory:** This includes types of harassment or insults because of a child's race, gender or gender identity, disability, sexual orientation or religion.
- **Organisational:** This includes neglect and poor care in an institution or care setting such as a hospital or care home, or if an organisation provides care in someone's home. The abuse can be a one-off incident or repeated on-going ill treatment. The abuse can be through neglect or poor professional practice, which might be because of structure, policies, processes and practices within an organisation.
- **Spiritual Abuse:** this has not currently been recognised in legislation, but religious institutions need to have an awareness to respond appropriately and in serious cases it may fall under other categories of abuse identified above and in legislation.
- **Female Genital Mutilation (FGM):** Female genital mutilation (FGM) comprises all procedures that involve partial or total removal of the external female genitalia, or other injury to the female genital organs for non-medical reasons. It is important to note that the procedure has no health benefits. This constitutes physical, emotional and sexual abuse.

SIGNS THAT MAY INDICATE ABUSE, NEGLECT OR WELFARE CONCERNS OF A CHILD.

(These are examples and do not constitute an exhaustive list):

- a child is being kept off school a great deal;
- a child is not being properly cared for e.g. not properly fed, clothed or treated when ill or injured,
- a child does not appear to be growing at the rate they should be or are pretty much left to fend for themselves;
- the state of a house/flat that a child is living in is so dangerous as to be putting them at risk;
- a child's behaviour or language suggests that their awareness of sex is beyond what it should be for their age and stage of development;
- a child is harming themselves;
- a child has injuries that cannot be explained as an accident;
- a parent keeps taking a child to hospital or a health centre;
- there are signs of mental health, drugs, alcohol problems, domestic abuse or violence in the home;
- a child is being exposed to or used in the selling of drugs, for sex or in other crimes/a child is seeing things of a harmful nature well beyond their years;
- a mental health illness in the home raises some doubts about the parent's ability to safely and responsibly care for their children (*this does not mean that everyone assessed as having a mental health diagnosis cannot be a good parent*);
- it appears that a child has needs (*possibly due to the parent's disability or learning difficulties*) for which they are not getting help and support;
- a child is the main carer in their family (*as a result, they can lose out on their childhood and have many of their own needs ignored*);
- the main carers for the child are becoming too old and frail to carry on looking after them;
- it appears that there is no responsible adult caring for the child;
- with people who are homeless, there may be poor conditions that children are living in (*which could be affecting their health and development*);
- a young person is leaving care;
- complaints within the community about 'anti-social' behaviour or that a child is exhibiting disruptive behaviour;
- adults, gangs, or older children are using children to commit crime;
- there are strangers hanging around outside the school or home.

The above list shows some of the signs (there can be others) that abuse might be taking place. If something on this list happens, it does not automatically mean someone is being abused – it means a further assessment is needed.

Abuse can take many forms. It might not fit comfortably into any of the above categories, or it might fit into more than one.

Abuse can be carried out by one child towards another. This is still abuse and should be dealt with. The child who abuses may also be neglected or abused which could also be reason for a safeguarding referral.

Who might be an abuser?

Children can be abused by a wide range of people – anyone, in fact, who has contact with them. This includes family members/other carers, professional staff, paid care workers, other children or vulnerable adults, volunteers, other service users, neighbours, friends and associates, people who deliberately take advantage of children or vulnerable people, strangers and people who see an opportunity to abuse.

Abuse is always wrong, but it's especially worrying when carried out by someone in a position of power or authority, who uses that power to harm a child.

DEFINITIONS, SIGNS AND INDICATORS OF ABUSE OF AN ADULT WITH CARE & SUPPORT

NEEDS. As listed in The Care Act 2014.

- **Physical**
This includes assault, hitting, slapping, pushing, giving the wrong (or no) medication, restraining someone or only letting them do certain things at certain times.
- **Domestic**
This includes psychological, physical, sexual, financial or emotional abuse. It also covers so-called 'honour' based violence.
- **Sexual**
This 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 did not consent to or was pressured into giving their consent.
- **Psychological**
This includes emotional abuse, threats of harm or abandonment, depriving someone of contact with someone else, humiliation, blaming, controlling, intimidation, putting pressure on someone to do something, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or support networks.
- **Financial or material**
This includes theft, fraud, internet scamming, putting pressure on someone about their financial arrangements (including wills, property, inheritance or financial transactions) or the misuse or stealing of property, possessions or benefits. Financial abuse can occur by itself, but research has shown that where other forms of abuse take place, there is likely to be financial abuse too. Signs that might show financial abuse is occurring: -
 - a change in living conditions;
 - selling possessions;
 - being unable to pay bills, or an unexplained lack of money;
 - money being taken out of an account without a reason;
 - financial documents being lost without a reason;
 - someone being cut off from family, friends or their social network;
 - a carer appearing to have more money to spend on things like clothes, travel or accommodation;
 - sudden changes to a bank account or how someone uses it;
 - new or unexplained authorised signatures on a client or acting representatives account or financial documents;
 - money being taken without permission or more frequently from the adult at risk's ATM card;
 - sudden or unexpected changes to someone's will or other financial documents.
- **Modern slavery**
This covers slavery (including domestic slavery), human trafficking and forced labour. Traffickers and slave masters use whatever they can to pressurise, deceive and force individuals into a life of abuse and inhumane treatment.
- **Discriminatory**
This includes types of harassment or insults because of someone's race, gender or gender identity, age, disability, sexual orientation or religion.
- **Organisational**
This includes neglect and poor care in an institution or care setting such as a hospital or care home, or if an organisation provides care in someone's home. The abuse can be a one-off incident or repeated, on-going ill treatment. The abuse can be through neglect or poor



professional practice, which might be because of structure, policies, processes and practices within an organisation.

- **Neglect and acts of omission**

This includes ignoring medical, emotional or physical care needs, failure to provide access to educational services, or not giving someone what they need to help them live, such as medication, enough nutrition and heating.

- **Self-neglect**

This covers a wide range of behaviour which shows that someone isn't caring for their own personal hygiene, health or surroundings. It includes behaviour such as hoarding.

- **And additionally: Forced marriage**

Forced marriage can happen across all cultures. It's when someone is pressured into an arranged marriage or forced to marry someone they haven't freely chosen. It can also happen if someone lacks the mental capacity to make their own choices.

Signs of forced marriage might be:

- someone having a brother or sister who has been forced to marry;
- parents talking about marriage;
- hearing talk of weddings or parties;
- talk of family members coming to live with the family, or family trips overseas;
- wedding photos, clothes, gifts, Mehdi henna;
- unreasonable restrictions being placed on someone at home;
- how much the person's family deals with professionals who might help with organising a wedding or a visa, before a trip overseas.

The above list shows some of the signs (there can be others) that abuse might be taking place. If something on this list happens, it does not automatically mean someone is being abused – it means a further assessment of the situation is needed. Abuse can take many forms. It might not fit comfortably into any of the above categories, or it might fit into more than one. Abuse can be carried out by one adult at risk towards another. This is still abuse and should be dealt with as such. The adult at risk who abuses may also be neglecting him/herself which could also be reason for a safeguarding referral.

Signs that may indicate risk of abuse, neglect or welfare concerns of an Adult with Care & Support Needs

A person aged 18 years or over who may be unable to take care of themselves and are getting or may need help and services to live in the community, or to protect themselves from harm or from being exploited.

This **may** be a person who:

- Is elderly and frail
- Has a mental illness including dementia
- Has a physical or sensory disability
- Has a learning disability
- Has a severe physical illness
- Is a substance misuser
- Is homeless

Best Practice for Contact with Children or Adults at Risk

As well as protecting the child/adult, all WLS staff and volunteers (paid or unpaid) need to conduct themselves in a professional and sensible way, to prevent any risk of violating protection law and in order that we follow best practice. Some basic rules include:

- you should not have physical contact with them;
- if you need to talk to them, find a quiet corner, in a public place if possible;
- you should not be alone with them if it can be avoided;
if you are alone with them, you should ideally let someone know where you are and leave the door open.
- should you be on an away trip, best practice is that you should not go unaccompanied into dormitories;
- you should not make contact with children or vulnerable adult service users on social media that is not sanctioned or overseen by the organisation. If that pre-exists your role in the organisation, you must declare it.



Please refer to the staff handbook which outlines best practice behaviours required of all WLS staff and volunteers. There are also bespoke requirements set out in individual role and job descriptions and instructions given to volunteers. If you are in any doubt please speak to your line manager or, for volunteers, the person in charge.

RECEIVING A DISCLOSURE

A disclosure might be made by a child/young person or an Adult with Care and Support Needs to a WLS member of staff or volunteer (paid or unpaid) that the Child or Adult at Risk sees as a trusted authority figure possibly in the course of a visit, at the synagogue, at a WLS event, on a trip or at the Religion School. This may be because synagogue staff are not their family or carers and they feel they are in a secure environment - whatever the reason, any disclosure must be listened to sensitively, carefully and handled in the correct manner.

If you receive a disclosure, an internal referral to the Safeguarding Lead within WLS should be made as soon as the concern comes to light, same day if at all possible and most certainly within twenty four hours.

KEY PRINCIPLES

- **RECEIVE INFORMATION**
- **REASSURE (but don't make promises)**
- **MAKE SAFE**
- **REFER TO THE WLS SAFEGUARDING LEAD**

RECEIVE THE INFORMATION: If a child or adult at risk asks if they can tell you something or you feel that they are about to disclose:

- It is important to be ready to listen.
- Never promise you can keep anything secret, *however it is important to assure them that the matter will only be disclosed to people who need to know about it.*
- If they then decide not to tell you, don't pressure them - just inform the Safeguarding Lead or the appropriate deputy safeguarding lead or if the Safeguarding Leads are not available, inform the Trustee Safeguarding Lead or Deputy. If neither is available, inform the most senior person that you can find, what has happened or what you might suspect and follow this up in writing.
- If the child or adult at risk accepts that you may have to pass on any information they give you, it may be appropriate to suggest that both of you go to the Safeguarding Lead or Trustee Safeguarding Lead (as they would probably want to talk to the Child or Adult at Risk themselves) However don't pressure them to do this if you sense a reluctance that may impact on them continuing with the details of their disclosure.
- If what the Child/Adult at Risk has to tell is very distressing it is advisable to try to minimise the amount of times that they have to repeat it.
- Listen to what is being said, trying not to display shock or disbelief, remaining as neutral as possible.
- Accept what is being said, be empathetic, but do not comment upon it or ask questions – allow them to tell the whole story without interruption.
- Do not ask 'leading' or suggestive questions, for example, "What did s/he do next?" (This assumes s/he did!), or, "Did s/he touch your private parts?" Such questions may invalidate your evidence (and that of the individual) in any later prosecution in court or family proceedings.
- Any questions should be open – "what happened?" and intended to help them tell their story. Avoid questions that are based in curiosity – do not for example ask "why would they do that?".

REASSURE: When a Child/Adult at Risk discloses to you, stay calm and be reassuring. In the most appropriate way possible, try to convey that:

- you are glad they told you;
- you have heard what they have said to you;
- it is not their fault;
- you will do your best to protect and support them;
- Reassure them but only so far as is honest and reliable; for example, don't make promises you may not be able to keep, such as, "I'll stay with you", or, "Everything will be all right now".
- Alleviate guilt, if they refer to it. For example, you could say: "You are not to blame." "You are not alone", "we will support you."
- Do not criticise the alleged perpetrator.



MAKE SAFE: The immediate priority in all instances of any allegation/suspicion of unacceptable behaviour is to keep the suspected victim safe from further immediate harm or distress. It is worth checking with the suspected victim what can be done immediately to keep them safe – for example asking if they feel safe to re-join the activity or would like to sit in another room with a protective adult until you can get more advice from the WLS Safeguarding Lead. However it is paramount to follow the correct internal reporting protocol, to ensure the WLS Safeguarding Lead is made aware at the earliest opportunity and they can ensure appropriate and correct support is provided as a priority and WLS's Legal Duty of Care and Safeguarding and Protection responsibilities can be fulfilled.

REFER: Once immediate danger is removed, at the earliest opportunity you **MUST:**

- **promptly pass a verbal account to the WLS Safeguarding Lead as soon as possible, same day if at all possible and anyway within twenty four hours and follow it up in writing recording the date, time and all other key information;**
- **It is your duty to refer this information – you cannot keep it confidential;**
- **If no WLS Safeguarding Lead/Deputy or Trustee Safeguarding Lead is available, make contact with the, the most senior WLS person available, such as one of the Rabbis or the Executive Director, who can help you make the right assessment and appropriate action.**

RECORD (write down):

- the nature of the allegation, including as much detail as possible on what was actually said by the young person (record only the facts you were told not your own judgement or assumptions);
- names, address, and contact information;
- any observations on behaviour/emotional state or injuries and bruising;
- time, location and date of disclosure and sign and date the notes.

Do not investigate the matter yourself, merely receive information and be ready to refer on to the WLS Safeguarding Lead.

Safeguarding Awareness

The Leadership is committed to on-going safeguarding training and development opportunities for all workers, developing a culture of awareness of safeguarding issues to help protect everyone.

All our staff and volunteers (whatever type of worker they are) will:

- *undertake safeguarding training on a regular basis, appropriate to their role and the department they work in (see details below);*
- *newly appointed staff will receive induction training in which safeguarding will be an element and undertake regular safeguarding training thereafter as above;*
- *receive a copy of this policy document and be required to read and sign it to confirm their understanding of its content and their personal obligation with regards to ensuring Safeguarding compliance;*
- *know who in their team they can talk to for ongoing support with any queries/challenges they may encounter.*

WLS Workers in "potential high risk" departments, such as Education, Social Care, Social Action and the Rabbinic team:

- *Permanent Employees:*
Will attend a Safeguarding training seminar (delivered by a approved provider such as the Safeguarding Children's/Adult Protection Board of Westminster City Council, Social Care institute for Excellence (SCIE) or 31.8 either in person or on line, as part of their induction and thereafter at least every 3 years, or sooner if there are major changes in Safeguarding practice/legislation.

Other workers and volunteers or those Employees who work less than 1 day per week:

Will be given a briefing on Safeguarding, either on line by an approved safeguarding provider or delivered by a "Safeguarding trained" WLS member of staff as part of their induction and thereafter at least every 3 years or sooner if there are major changes in Safeguarding practice/legislation.



Employees, other workers and volunteers from other "general departments" at WLS or those who volunteer as part of the Synagogue Membership Community:

- **Will attend a briefing on Safeguarding, delivered either on line by an approved safeguarding provider or by a "Safeguarding trained" WLS member of staff on induction and** at least every 3 years, or sooner if there are major changes in Safeguarding practice/legislation. induction

The Leadership will also ensure that:

- children and adults with care and support needs are provided with information on where to get help and advice in relation to abuse, discrimination, bullying or any other matter where they have a concern;
- WLS displays the Childline number in prominent locations within the Synagogue (e.g. Toilets);
- the Religion School curriculum also teaches children and young people about bullying prevention, no violence and accepting others for who they are (diversity, inter-faith and anti-discrimination);
- children are encouraged to talk with staff from the WLS Education Team about any challenges or difficulties they may have;
- the statement of commitment will be included in the Religion School's prospectus and parents will be guided to the website if they need further information about the synagogue's safeguarding policy;
- older members attending social activities are encouraged to discuss any challenges or difficulties they may have with staff from the WLS Social Care Team

RESPONDING TO ALLEGATIONS OF ABUSE

Under no circumstances should a worker carry out their own investigation into an allegation or suspicion of abuse.

The procedures below should be followed, with a written record of the concerns noted, and kept in a secure place (note: suspicions or allegations must not be discussed with anyone other than those listed below):

- **The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to:**
- **JO MICHAELS of the WLS Social Care Department** (hereafter the "Safeguarding Lead" for children and adults)
tel: 0207 535 0290
mobile: 07717 826 972
email: j_michaels@wls.org.uk

who is nominated by the Leadership to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.

- In the absence of the Safeguarding Lead, the report should be made to
 - **TIRZA WAISEL the deputy lead for adults**
 tel: 0207 535 0260
 mobile: 07887 967 693
 email: tirza.waisel@wls.org.uk or
 - **GIL RESHEF the deputy lead for children**
 tel: 0207 535 0260
 email: gil.reshef@wls.org.uk



- or if the suspicions in any way involve the Safeguarding Lead, then the report should be made to:
 - **JOAN ARNOLD the Trustee lead for Safeguarding**
mobile: 07850 764543
email: joan.arnold40@gmail.com

In the case of an allegation or suspicion about a member of staff, Rabbi, Trustee or the Executive Director the Safeguarding Lead will share the information as soon as possible or anyway within twenty four hours, with:

- **JOAN ARNOLD the Trustee lead for Safeguarding**
mobile: 07850 764543
email: joan.arnold40@gmail.com

if Joan is not available,

- **Alison Edelshain the Trustee Deputy lead for Safeguarding**
mobile: 07973 220750
email: aedelshain@gmail.com

and, if neither is available,

- **Andrew Stone the Chairman**
mobile: 07887 934934
email: andrew.stone@wls.org.uk

- The role of the safeguarding Lead/ deputy is to collate and clarify the precise details of the allegation or suspicion and then if appropriate, pass this information on to statutory agencies who have a legal duty to investigate.
- In the event that the allegation or suspicion relates to a Rabbi, a Board member of the Board of Trustees or the Executive Director:
 - the safeguarding Lead/deputy, will promptly, and in any event within 24 hours, inform the Trustee safeguarding Lead/Deputy/Chair (as above);
 - the allegation or suspicion will responsibility of the Trustee Safeguarding Lead in consultation, at his/her discretion, with the Safeguarding Lead, the Chairman and any other appropriate person

The Halcyon School uses the premises of West London Synagogue. It has its own safeguarding policy which can be found on <https://halcyonschool.com/safeguarding>. Should any concerns be reported to WLS about anyone connected to the school, they should be referred on to the school's designated safeguarding lead or deputy immediately or within 24 hours.

email: gafonso@halcyonschool.com
mob: 07841 806230

- **The Safeguarding or Trustee Lead or the appropriate deputy, where there is a child or adult in need of protection, will contact:**
 1. **The Council's Child or Adults Social Services team**, using the relevant contact details below (and / or take advice from 31.8 tel: 0303 003 1111)
 - **Westminster Children's Services:**
 Tel: 0207 641 4000 (office hours)
 "Out of hours" Emergency Duty Team Tel: 0207 641 2388
 Email: acesstochildrensservices@westminster.gov.uk
 - **Westminster Adult Social Care:**
 Tel: 0207 641 2176 (office hours)
 "Out of hours" Emergency Duty Team Tel: 0207 641 6000
 Email: adultsocialcare@westminster.gov.uk
 - **Westminster LADO Service (if the allegation is of abuse perpetrated by a member of staff towards a child):** 0207641 7668 (office hours) "Out of hours" Emergency Duty Team Tel: 0207 641 6000. Email: LADO@westminster.gov.uk



2. Where there is a possibility of a serious incident concerning safeguarding, the Safeguarding Lead or Trustee Lead (or in each case, deputy) will, whilst maintaining appropriate confidentiality at this stage, also inform the Executive Director and the Chairman.

If the possible serious incident is against a Rabbi, a Trustee, the Chairman or the Executive Director, the appropriate senior person will be informed, will log that the concern is being dealt with and will, if necessary contact our insurers.

If the suspicions implicate either the Safeguarding Lead or the Deputy, then the report should be made in the first instance to Joan Arnold the Trustee Lead for Safeguarding tel: 07850 764543 who will contact Westminster City Council Social Services, or the police and/or will consult with 31.8.

- If allegations have been made about a person who we believe holds a role elsewhere, then 31.8 should be consulted with regards to reporting, considering General Data Protection Regulations.
- Whilst allegations or suspicions of abuse will normally be reported to the persons listed above, in the absence of any of such persons, depending on the necessity and urgency of the information there should not be any delay in contacting Social Services, or the Police. and/or 31.8
- The Leadership will support the Safeguarding Lead/Deputy and Trustee Safeguarding Lead in their role, and accept that any information they may have in their possession will be shared on a need to know basis.
- It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from 31.8 (tel: 0303 003 1111), although the Leadership hopes that members of WLS will use this internal reporting procedure in the first instance.
- If, however, the individual with the concern feels that the Safeguarding Lead has not responded appropriately, or where they have a disagreement with the Safeguarding Lead(s) as to the appropriateness of a referral, they are free to contact an outside agency directly. We hope by making this statement that the Leadership demonstrates its commitment to effective safeguarding and the protection of all those who are vulnerable and in need of protection.

WHERE THERE IS A CONCERN ABOUT A CHILD

Procedures for the Safeguarding Lead/Deputy/Trustee as follows:

Allegations of physical injury, neglect or emotional abuse.

If a child has a physical injury, a symptom of neglect or where there are concerns about emotional abuse, the Safeguarding Lead/Deputy/Trustee will:

- contact Children's Social Services (or 31.8 on tel: 0303 003 1111) for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home;
- not tell the parents or carers unless advised to do so, having contacted Children's Social Services;
- seek medical help if needed urgently, informing the doctor of any suspicions;
- for lesser concerns, (e.g. poor parenting), encourage parent/carer to seek help, but not if this places the child at risk of significant harm;
- where the parent/carer is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact Children's Social Services direct for advice.
- seek and follow advice given by 31.8 (who will confirm their advice in writing) if unsure whether or not to refer a case to Children's Social Services.

Allegations of Sexual Abuse

In the event of allegations or suspicions of sexual abuse, the Safeguarding Lead/Deputy/Trustee will:

- contact the Children's Social Services Department Duty Social Worker for children and families or Police Child Protection Team direct. They will NOT speak to the parent/carer or anyone else;
- seek and follow the advice given by 31.8 if, for any reason they are unsure whether or not to contact Children's Social Services/Police. 31.8 will confirm its advice in writing for future reference.



**WHERE THERE IS A CONCERN THAT AN ADULT IS IN NEED OF PROTECTION
Procedures for the Safeguarding Lead/Deputy/Trustee to follow:**

Suspicious or allegations of abuse or harm including; physical, sexual, organisational, financial and discriminatory; neglect, self-neglect, forced marriage, modern slavery and domestic abuse
If there is concern about any of the above, the Safeguarding Lead/Deputy/Trustee will:

- contact the Adult Social Care Team who have responsibility under the Care Act 2014 to investigate allegations of abuse. Alternatively 31.8 can be contacted for advice.
- If the adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.

If there is a concern regarding spiritual abuse, the Safeguarding Lead/Trustee will:

- contact 31.8 and in discussion with them will consider appropriate action with regards to the scale of the concern;
- identify support services for the victim i.e. counselling or other pastoral support.

Allegations of Abuse Against a Person who Works with Children/Young people

If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Safeguarding Lead will work jointly with the Trustee Safeguarding Lead, in accordance with Local Safeguarding of Children procedures and will need to liaise with Children's Social Services with regards to the suspension of the worker if appropriate.

If an accusation is made against a Rabbi, Member of the Board of Trustees or the Executive Director, whilst following the procedure outlined above, the Trustee Safeguarding Lead may consult with the Chairman, the Safeguarding Lead and/or Head of HR, in accordance with Local Safeguarding of Children procedures and may need to consult with Adult or Children's Social Services about appropriate action to be taken.

The Trustee Safeguarding Lead, may consult with the Safeguarding Lead, to determine if a referral should be made to the Disclosure and Barring Service which manages the list of those people deemed unsuitable for working with children or adults with care and support needs either by the designated appointed officer within Westminster's Adult or Child Services Team or by WLS notifying the DBS..

Allegations of Abuse Against a Person who Works with Adults with Care and Support needs.

The Care Act places the duty upon the local authority's Adult Services to investigate situations of harm to adults with care and support needs. This may result in a range of options including action against the person or organisation causing the harm, increasing the support for the carers or no further action if the 'victim' chooses for no further action and they have the capacity to communicate their decision. However, this is a decision for Adult Services to decide not WLS.

PREVENTION

Safer Recruitment

The Leadership will ensure all workers will be appointed, trained, supported and supervised in accordance with government guidance on safe recruitment. This includes ensuring that:

- there is a written job description / person specification for the post;
- those short listed have been interviewed;
- safeguarding has been discussed at interview;
- those applying have completed an application form and a self declaration form;
- a Disclosure and Barring check has been completed where necessary (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information);
- qualifications where relevant have been verified;
- written references referencing safeguarding children or vulnerable adults have been obtained, and followed up where appropriate;
- a suitable training programme is provided for the successful applicant;
- the applicant has completed a probationary period;
- the applicant has been given a copy of the organisation's safeguarding policy and knows how to report concerns.

Management of Workers – Codes of Conduct

The WLS Leadership will ensure that all workers receive support and supervision. All workers will be issued with this Policy, as a code of conduct towards children, young people and adults with care and support needs, so there are clear boundaries with regards to the professional relationships we develop with the Synagogue Membership and Clients who use our services. (This is also applicable to the way we treat one another as colleagues working at WLS).

In order to avoid power imbalances, WLS recognises the importance of this Code of Conduct and will strive to encourage a culture of open feedback and mutual respect throughout our organisation, so any WLS Member, Client, or Worker feels comfortable in suggesting improvements to existing processes or services, where enhancements can be made. This will also help to prevent situations that may be perceived as coercive and controlling.

PASTORAL CARE

Supporting those affected by abuse

The Leadership is committed to offering pastoral care, working with statutory agencies as appropriate, and to support all those who have been affected by abuse who have contact with or are part of our place of worship/organisation.

Working with Offenders/those who have had Allegations of Abuse Claims made against them

The safeguarding commitment to the protection of children and adults with care and support needs is paramount.

If someone who poses a risk to children, young people or adults with care and support needs wants to participate in activities or become part of the organisation, the leadership will on this being drawn to their attention proactively assess and manage any risk appropriately by creating clear policies and a code of behaviour that the individual must follow (where Statutory Agencies have previously been involved, risk assessments will be completed in consultation with such agencies).

The synagogue will set clear boundaries for, and supervision if appropriate of, that person, which they will be expected to keep. This will help protect the vulnerable and lessen the possibility of the person being wrongly suspected of abuse in the future.

PRACTICE GUIDELINES

As an organisation / place of worship working with children, young people and adults with care and support needs we wish to operate and promote good working practice. This will enable workers to run activities safely, develop good relationships and minimise the risk of false or unfounded accusation.

As well as this policy and associated training providing a general code of conduct for workers, line managers on the WLS staff also provide guidance to workers for every activity in which they are involved in job descriptions.

Working in Partnership

The diversity of organisations and settings means there can be great variation in practice when it comes to safeguarding children, young people and adults. This can be because of cultural tradition, belief and religious practice or understanding, for example, of what constitutes abuse.

This document forms clear policy guidelines with regards to WLS practice and organisational expectations, which also apply to those with whom we work in partnership, whether in the UK or not. We will discuss with all partners our safeguarding expectations and are also in the process of developing a formal Partnership Agreement for Safeguarding. It is also our expectation that any organisation using our premises, as part of the letting agreement will have their own policy that meets 31.8's safeguarding standards, and we are developing processes to help ensure this.

Good communication is essential for promoting best practice in safeguarding, both to those we wish to protect, to everyone involved in working with children and adults in need of protection and to all those with whom we work in partnership. This safeguarding policy is just one means of promoting safeguarding.



This policy is being refined in consultation with staff, the Leadership and all stakeholders. It will be finalised and will be reviewed annually or earlier if needed, thereafter.

28.08.20