**Bristol and West Progressive Jewish Congregation**

**Safeguarding Children and Adults Policy**

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| Ratified by BWPJC Council | 1st November 2018 |
| Next review date | 7th November 2019 |
| Previous Safeguarding and Child Protection Policy | 25th July 2017 |
| Presented to BWPJC Council by David Dwek ( Designated Safeguarding Lead) | 4th October 2018 |
| Amended and circulated for final approval | 29 th October 2018 |

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# Review

This document will be reviewed annually or upon change of Headteacher or other relevant circumstances.

# Context

2.1 Bristol and West Progressive Jewish Congregation (BWPJC) is a religious organisation, relying on a rabbi and volunteers to provide religious services, Jewish education, social events, and broader community involvement for Jewish individuals and families. BWPJC is managed by a Council of elected members. The Council is responsible for all policies and practice associated with BWPJC.

2.2 BWPJC provides Jewish education (and other activities) for children and young people. This currently includes a religion school for children aged 5 years to 13 years. This is available to members of BWPJC. Teaching by volunteers (and sometimes a paid Rabbi\*) takes place for 2-3 hours on a Saturday morning, during school term times. Parents of those children present are encouraged to be involved in the day to day running of the school. A Headteacher and is appointed (as a volunteer) to oversee all aspects of the religion school, including ethos, staffing, curriculum, discipline, resources, outings.

2.3 In addition, individual young people are allocated a learning mentor/ tutor to prepare for their Bar/ Bat Mitzvah. One to one tuition will take place in the young person’s home (where a parent or older family member is present), or at the synagogue when other activities are taking place.

2.4 There are also group activities arranged for young people (aged 12 to 16), within and outside the synagogue, with supervising adults.

2.5 Adult members of the community conduct services, visit the sick and elderly, conduct warden duties (including opening and closing the synagogue), host visits, organise and engage in social/ community events, become Council Members and attend meetings on behalf of BWPJC. Adult members also engage with other organisations and media outlets on behalf of BWPJC.

**2.6 For the rest of this document, volunteers should be taken to include Rabbis. However, the Rehabilitation of Offenders Act (1974) and subsequent guidance applies to employees and those in paid employment by BWPJC.**

# Rationale

3.1 Children are a central part of our community and their protection is a principal concern for all. This protection will take two broad forms: safeguarding within the synagogue and during community activities; and establishment of procedures where there is reporting or evidence of potential harm or neglect.

3.2 A “child” means any young person up to the age of 16.

3.3 All adults within the community have a right to “be safe and feel safe.” This might include those who are traditionally thought to be vulnerable such as the elderly, the sick or those living with some form of disability. Members and visitors seek to meet their personal educational, spiritual, cultural, social, and emotional needs through some connection to BWPJC. We must ensure that they can do this freely and without fear.

3.4 This policy applies to everybody in our community whatever contact they have with children, vulnerable people or other adults “whilst on synagogue business”.

# Aims

4.1 TO PROTECT ALL MEMBERS OF THE COMMUNITY, INCLUDING THOSE WHO MAY PRESENT A RISK.

4.2 To encourage all children towards a positive self-image and celebrate diversity amongst all adults.

4.3 To help children view themselves as part of the community and, by example, to nurture children’s abilities to establish and sustain relationships with families, peers, adults and the world outside

4.4 To provide time, space and opportunities for children to explore, discuss and develop the key concepts of Child Protection and personal safety openly with peers and adults, in a secure environment

4.5To equip children with appropriate tools to make reasoned, informed choices, judgements and decisions

4.6 To work with parents and carers to build an understanding of the synagogue’s responsibility to ensure the welfare of all children

4.7 To raise the awareness of all volunteers and identify responsibility in reporting possible cases of abuse ; whether relating to adults or children.

4.8 To establish and maintain procedures so that all volunteers know how to act if they have concerns, or need support regarding a particular child

4.9 To ensure that all volunteers are aware of procedures so that information is passed on effectively to the relevant outside professional or agency

4.10 To keep the BWPJC Council well informed about child protection and safeguarding issues, and to develop effective and supportive liaison with outside agencies where relevant

4.11 To provide a model for open and effective communication between children, teachers, parents and other adults working with children on synagogue activities

4.12 To be able to provide reassurance to visiting schools and other groups that safeguarding is considered a priority in our community.

4.13 BWPJC will seek to assess any potential risk of a person’s involvement in the community and manage any outcomes with that person.

4.14 Where an officer of BWPJC becomes aware of information about a person’s past or present, either through communication within the community, or within the public domain, there will be a presumption and expectation of privacy. Information will only be shared on a “need to know” basis. Any sharing of personal information will need to be accounted for. HOWEVER, SAFETY AND WELFARE ALWAYS TAKE PRECEDENCE OVER CONFIDENTIALITY.

4.15 Any concerns will be managed with sensitivity and some understanding of competing rights and interests.

# Provision

5.1 BWPJC endeavours to create an environment within the classroom and the synagogue in which every adult and child is valued as a member of the community; all members of the community should be sensitive and responsive to the needs of others.

5.2 BWPJC will provide a variety of age-appropriate opportunities, for class and group discussion of thoughts and feelings in an atmosphere of trust, acceptance and tolerance.

5.3 BWPJC will provide a syllabus/range of activities for young people which addresses their needs, rights, and responsibilities, and those of all human beings.

5.4 BWPJC will provide opportunities for young people and adults to socialise with each other in a less formal atmosphere.

5.5 The DSL will be supported by a safeguarding team to include the Rabbi, Chair and Vice Chair of BWPJC. They shall support DSL with longer-term development matters, particularly complex or sensitive cases. They shall meet from time to time

5.6 DSL shall liaise with a number of organisations to advise and support safeguarding at BWPJC. This shall include: Avon and Somerset Police and CCPAS (Churches Child Protection Advisory Service). These organisations may advise about how information about a particular case should be managed.

# Procedures

6.1 No adult may be alone with a single child unless it is their own child. Where more than one child is present, another adult will need to be present, at least, in the building, on the same floor. If doors are to be closed during teaching times, access needs to be available to others at any time.

6.2 The person responsible for child protection in BWPJC is the Designated Safeguarding Lead (DSL)

6.3 In order to meet the requirements of insurance companies and other bodies, BWPJC asserts it right to request an Enhanced DBS check for, and restrict members’ ability to conduct, the following roles: Rabbi, Council member, warden, Lamdeinu volunteer, b’nei mitvah tutor, synagogue visit host, anyone conducting home visits to vulnerable adults, , any other roles involving significant contact with young people or vulnerable adults . It is the responsibility of the DSL to ensure DBS checks on individuals conducting these roles are kept up to date.

6.4 DBS checks will need to be in place for volunteers making themselves regularly available to welcome school parties (and other groups involving young people)

6.5 Names, addresses, contact details, any medical or other concerns will be recorded on file for each child. These details will be held, confidentially, by the Headteacher of Lamdeinu, and handed over to any successor. Medical information will be shared with relevant adults with prior parental permission.

6.6 Names, addresses and other contact details will be held for all adults in contact with young people, including parents and guardians. These will be held by the headteacher of Lamdeinu, or the person with responsibility for finding mentors for B’nei Mitzvah students, and available to DSL on request.

6.7 In accordance with requirements of insurance companies and other bodies, BWPJC will record all adults working in a significant manner with children on BWPJC business. This would include Rabbi, Lamdeinu/ cheder teachers and volunteers, Bnei Mitvah mentors and any regular (paid or voluntary) youth workers. These would need to be collected annually and stored securely for 50 years from the beginning of that academic year. (These records might be stored by a third-party provider, and Chair, DSO, Rabbi would have authority to access this information.)

6.8 Parents/ carers must be copied-in or informed about any communication that takes place between an adult and a child. UNDER NO CIRCUMSTANCES SHOULD ANY ADULT BE COMMUNICATING WITH A CHILD OR YOUNG PERSON , USING E MAIL, SOCIAL MEDIA ,TEXT OR PHONE WITHOUT COPYING OF CONTENT TO PARENT/ CARER; OR INFORMING PARENT/CARER THAT COMMUNICATION HAS TAKEN PLACE.

6.9 When an adult has a concern regarding child protection or adult safeguarding based on their own observations or on a disclosure by an adult or child, they should speak to the DSL and record the reasons for their concern and any action taken i.e. monitoring, sharing concerns with parent/carer. “Cause for Concern” record sheets ( “yellow paperwork”) will be available at all times , along with contact details for DSL. Concerns may need to be conveyed by phone initially when the DSL is not present. This should happen, wherever possible, within 24 hours of a concern emerging.

6.10 A telephone referral or discussion about an adult or child with the DSL must be followed up in writing.

6.11 Where strong concerns about potential abuse arise, the DSL will use her/ his discretion to make a referral to Avon and Somerset Police, Social Services (City of Bristol, or child’s home local authority), the Children’s Assessment Team/ “First Response” or ask/ring for further advice. The DSL will consult with the Chair of BWPJC, or another Council member, but the responsibility lies with the DSL. Information sharing should be strictly on a “need to know” basis”. Data protection, privacy, and “natural justice” should also be respected.

6.12 The DSL would then record all matters in a designated file which can only be made available to parents and statutory authorities. Parents would be informed of this file’s existence.

6.13 The DSL will work closely with Social Services Department and/or other relevant authorities when they are investigating any allegation of abuse. All parties need to handle such investigations in a sensitive manner.

6.14 A CHILD’S SAFETY AND WELFARE TAKES PRIORITY OVER CONFIDENTIALITY.

6.15 Where one to one ( 1:1) tuition takes place in a young person’s home, a parent or older family member should be present. Where 1:1 tuition takes place in the mentor’s home, another adult will need to be present in that home, and they should have access to the teaching room at any time. All adults providing one to one mentoring shall receive training in safeguarding and child protection.

6.16 The DSL will undergo appropriate safeguarding and child protection training on an annual basis and will organise training for other adults working with children or vulnerable adults on at least an annual basis. Further training (e.g. provided by Bristol City Council Safeguarding Board, or Bristol Afterschool and Neighbourhood Daycare Ltd ( BAND) or CCPAS ) will be signposted by DSL .

6.17 When young people are left on site for any activity without parents also remaining on site, the parent must provide an emergency contact number and sign to agree that in the event of an emergency they are happy for the headteacher (or suitable substitute) to act *in loco parentis*.

6.18 At least 2 adults should accompany any group of young people going to the nearby playground for a break. At least one of those adults should have an up to date DBS check and should be aware of any relevant medical information.

6.19 Copies of this BWPJC Safeguarding Children and Adults Policy will be circulated to all adults teaching in the synagogue, organising activities for young people in the synagogue on an occasional basis and those providing tutoring for bar/bat mitzvah. All recipients will sign a register to confirm that they have received their own copy, read it and agree to follow the procedures detailed within. New copies to be distributed whenever changes are made or, if there are no changes, annually. DSLwill keep a register of all those who have complied with this.

6.20 All people conducting these roles will be asked to confirm that they have read BWPJC Safeguarding Children and Adults Policy. This will be recorded by DSL.

6.21 Advice, training and support will be provided to enable this process to take place.

6.22 Where there is a significant concern about the past or current behaviour of a member in relation to adults, a risk assessment will need to be carried out. This should be shared with the member about whom there is a concern. (See Appendices 4-5)

6.23 A significant concern would arise from the following: evidence of past conviction; evidence of hostility within BWPJC (on-line or otherwise); evidence of potentially damaging sharing of information (on-line or otherwise); widespread knowledge of potentially damaging information in the public domain.

6.24 Particular behaviours to consider might include the following: sexual assault (including the use of sexual language intended to intimidate or offend); other intimidating behaviour; misuse of position of trust; distribution of information about a member’s past criminal history, employment dismissals or restrictions on community activity.

6.25 All reports or accusations, with/ without additional adult corroboration, need to be considered seriously and with care.

6.26 Control measures would need to be discussed with the members concerned and implemented as part of any continued involvement in services or other community activities.

6.27Control measures might include the following: requirement for DBS check; restrictions on attendance and roles within the community; advice and warnings about behaviour, language, information-sharing; complaints procedures; referral to Avon and Somerset Police. ( See Appendix 4).

# Staff Issues / Complaints Procedure

7.1 Nobody should use any form of physical punishment or any other degrading treatment to discipline a child. However,

‘*it is unnecessary and unrealistic to suggest that teachers and other adults or young people should touch pupils only in emergencies. Particularly with younger pupils, touching them is inevitable and can give welcome reassurance to the child. However, teachers must bear in mind that even perfectly innocent actions can sometimes be misconstrued. Children may find being touched uncomfortable or distressing for a variety of reasons. It is important for teachers to be sensitive to a child’s reaction to physical contact and react appropriately. It is also important not to touch pupils, however casually, in ways or on parts of the body that might be considered indecent.’ (* Circular 10/95 ‘Protecting Children from Abuse: The Role of the Education Service’)

7.2 Where a child’s behaviour is causing harm to themselves or others, their parents must be informed immediately, and asked to remove their child from the class or activity. If this is not possible, then the Headteacher or another adult will encourage that child to withdraw from the group and remain away from other children until parents arrive.

7.3 Where there is a complaint about the actions of a person in relation to an adult or child, then this must be recorded. It must then be reported to the DSL or Group Leader as appropriate. If the DSL is not available, they must be informed as soon as it is practicably possible.

7.4 The DSL will then decide whether the incident could constitute abuse. A report will be written, giving reasons for a decision, and parents will be informed. In the case of suspected abuse, the DSL will inform the parent that they will be referring the incident to Social Services (City of Bristol). The Rabbi may also be consulted.

7.5 The DSL will inform the Chair of BWPJC (or another member of Council) about any accusations of abuse in relation to BWPJC.

7.6 Neither council nor it’s Chair can dismiss the DSL. Only a properly called Annual or Emergency General Meeting of the Synagogue may remove the DSL. Where there is reasonable suspicion of child abuse or neglect on the part of DSL, the Chair of Council should inform the appropriate authorities and seek advice on the best course of action. The Chair might ask the DSL to stand down, either permanently or temporarily whilst investigations are pursued.

7.7 Any member of the Community can raise concerns with the Rabbi, The Chair of Council, or an appropriate external safeguarding body about suspected abusive/ harmful behaviour by the DSL.

7.8 Where the Chair of Council is under reasonable suspicion of child abuse or neglect, or an adult safeguarding issue, the DSL may, following consultation with appropriate authorities, inform one or more members of Council, in confidence, that this has arisen. The Chair may be asked to stand down, either permanently or temporarily whilst investigations are pursued. The Chair can be removed from office following an Emergency General Meeting of Synagogue.

**Next: Appendices 1-5**

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# APPENDIX 1: Signs and signals of Abuse

***For the attention of all people working with children, young people, or other vulnerable people.***

Lists of signs and signals are not fail-safe mechanisms, but they are often helpful indicators in certain combinations of the likelihood or reality of abuse.

Children may behave strangely or appear unhappy for many reasons, as they move through the inevitable stages of growing up, and their families experience changes.

## Possible signs of physical abuse

* Unexplained injuries or burns, particularly if they are recurrent
* Refusal to discuss injuries
* Improbable explanation for injuries
* Unrelated injuries or lingering illness not attended to
* Admission of punishment which appears to be excessive
* Shrinking from physical contact
* Fear of returning home or parents being contacted
* Fear of undressing
* Fear of medical help
* Aggression/bullying
* Over compliant behaviour or a ‘watchful attitude’
* Running away
* Significant changes in behaviour without explanation
* Deterioration in work
* Unexplained patter of absences which may serve to hide bruises or other physical injuries

## Possible signs of emotional abuse

* Continual self-deprecation
* Fear of new situations
* Inappropriate emotional responses to painful situations
* Self harm or mutilation
* Compulsive stealing/scrounging
* Drug/solvent abuse
* ‘Neurotic’ behaviour – obsessive rocking, thumb sucking and so on
* Air of detachment – ‘don’t care’ attitude
* Social isolation – does not join in and has few friends
* Desperate attention seeking behaviour
* Eating problems, including overeating and lack of appetite
* Depression, withdrawal

## Possible signs of neglect

* Constant hunger
* Poor personal hygiene
* Frequent lateness or non-attendance at school
* Untreated medical problems
* Low self-esteem
* Poor social relationships
* Compulsive stealing or scrounging
* Constant tiredness

## Possible signs of sexual abuse

* Bruises, scratches, burns or bite marks on the body
* Scratches, abrasions or persistent infections in the anal or genital regions
* Pregnancy – particularly in the case of young adolescents who are evasive concerning the identity of the father
* Sexual awareness inappropriate to the child’s age – shown, for example, in drawings, vocabulary, games and so on
* Frequent public masturbation
* Attempts to teach other children about sexual activity
* Refusing to stay with certain people or go to certain places
* Aggressiveness, anger, anxiety, tearfulness
* Withdrawal from friends

## Possible signs in older children

* Promiscuity, prostitution, provocative sexual behaviour
* Self-injury, self destructive behaviour, suicide attempts
* Eating disorders
* Tiredness, lethargy, listlessness
* Over-compliant behaviour
* Sleep disturbances
* Unexplained gifts of money
* Depression
* Changes in behaviour

**Next Appendix 2: Summary of Safe Working Practice**

**Appendix 2: Summary of Safe Working Practice**

***For the attention of all people working with children, young people, or other vulnerable people.***

* Make sure you are not on your own with a single child (except your own child)
* Remember to place yourself where others can see you, or can enter a room without prior warning.
* Copy parents in any correspondence with children (including mail, phone, text and social media)
* Hold a current DBS check if you work with young people in a significant manner or on a regular basis.
* Raise any concerns about child protection with the Designated Safeguarding Lead (DSL)
* Remember that a child’s welfare is more important than confidentiality
* Make sure that a parent is present in the home when delivering individual tutoring at home
* Remind parents to leave emergency contact details if they aren’t remaining on site
* Make sure that at least 2 adults go with the children for their play break
* Make sure you have a copy of the current Safeguarding Children and Adults Policy, and please inform DSL that you have read it.

Do ask the Designated Safeguarding Lead (DSL) or Head of Lamdeinu if you have any questions about these procedures or any concerns about the safety and welfare of children in our community.

“Cause for Concern” reporting sheets ( yellow paperwork) are available upstairs in Synagogue. You will also find contact details for DSO if she / he is not on-site at the time of your concern.

**Next: Appendix 3: Disclosure Check Policy**

**Appendix 3: Disclosure Check Policy (January 2017)**

**To be shown to all people applying for DBS checks.**

General Principles

As an organisation using the Disclosure and Barring Service (DBS) to help assess the suitability of applicants ( Rabbi, staff and volunteers) for positions of trust, Bristol and West Progressive Jewish Congregation (BWPJC) complies with the DBS Code of Practice concerning Disclosure information, for agencies accessing the disclosure service via umbrella agencies.

Storage and Access

Completed disclosure application forms waiting to be processed will not be kept in applicants personnel file, but will be kept separately and securely in lockable, non portable storage containers. To allow tracking of the application a record of the form number will be made, but no photocopy of forms will be taken.

The date on which the check was completed, and the certificate number, will be attached to the applicant’s personnel file or volunteer information folder. Access to this information will be strictly controlled and limited to those who are entitled to see it a part of their duties.

Handling

Applicants will be asked to complete disclosure forms in accordance with the BAND ( Bristol Association for Neighbourhood Daycare Ltd) “Guidance Notes for Applicants”. Once completed, the applicant will return the completed form to the Safeguarding Officer, or designated officer of BWPJC for this purpose, who will then pass this envelope unopened to BAND for processing, together with a BAND1 form and the appropriate fee. Completed forms awaiting processing will only be handled by those who are entitled to do so as part of their duties.

Usage

Disclosure information will only be used for the specific purposes for which it was requested for which the applicants’ full consent has been given.

Retention

Applicants completed Disclosure forms will be passed as quickly as possible to BAND for processing to minimise the need to retain them. During any retention period, the usual conditions regarding storage, access and handling will apply.

The policy will be reviewed every two years by the Synagogue Council to ensure that BWPJC is being fully compliant.

**Next: Appendix 4: Sample Risk Assessments**

Appendix 4a : Risk Assessment ( Blank)



Appendix 4b: Risk Assessment ( Example)

**BWPJC Risk Assessment**

**Subject name:** XXX

**Completed by Designated Safeguarding Lead (name)**: DD

**Other BWPJC officers consulted (names):** YYY, ZZZ

**Discussed with subject (date):** 20.04.19.

**Outcomes agreed (date)**: 20.04.19.

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| --- | --- | --- |
|  | Risk | Control Measure |
| 1 | Member with past conviction for fraud. Custodial sentence 36 months. Sentence completed more than 7 years ago. | * Member can take part in worship services, study and general community activities. * Member will not take on roles involving trust: Lamdeinu volunteer; Service leader; School visit host; key holder; warden; money management; property management; visiting elderly and vulnerable. |
| 2 | Member may have more recent convictions | * Member agrees to enhanced DBS check before taking on further roles. * If no more recent convictions, then may be able to conduct further roles within community ( e.g assisting others in their roles) |
| 3 | Sharing of information available on-line amongst community. | * Rabbi to advise other members about privacy and right to rehabilitation. Referral to DSL and Complaints procedure if continues. |
| 4 | Member demonstrates threatening or intimidating behaviour | * Rabbi and DSL to advise member about proper conduct. Referral to Complaints procedure if necessary. |
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| 7 |  |  |
| 8. | Further risks and measures following discussion with subject |  |

Bristol and West Progressive Jewish Congregation

Appendix 5: Guidance (to Rehabilitation of Offenders Act 1974) : Rehabilitations Period table ( HM Gov, July 2018).

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| --- | --- | --- |
| Sentence/disposal | Rehabilitation period if aged 18 or over when convicted/disposal administered | Rehabilitation period if aged under 18 when convicted/disposal administered |
| A custodial sentence of over 48 months | Never spent | Never spent |
| A custodial sentence of over 30 months but not exceeding 48 months | 7 years from the date on which the sentence (including any licence period) is completed | 42 months from the date on which the sentence (including any licence period) is completed |
| A custodial sentence of over 6 months but not exceeding 30 months | 48 months from the date on which the sentence (including any licence period) is completed | 24 months from the date on which the sentence (including any licence period) is completed |
| A custodial sentence of up to 6 months | 24 months from the date on which the sentence (including any licence period) is completed | 18 months from the date on which the sentence (including any licence period) is completed |
| Fine | 12 months from the date of the conviction in respect of which the fine was imposed | 6 months from the date of the conviction in respect of which the fine was imposed |
| Community order | 12 months from the last day on which the order has effect | 6 months from the last day on which the order has effect |
| Simple, caution, youth caution | Spent immediately | Spent immediately |
| Compensation order | On discharge of the order (i.e. when it is paid in full) | On discharge of the order (i.e. when it is paid in full) |

Bristol and West Progressive Jewish Congregation

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