EAST LONDON AND ESSEX LIBERAL SYNAGOGUE
A Community with a New Song – ק''ק שיר חדש
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East London and Essex Liberal Synagogue Safeguarding Policy

Including Child Protection, Safeguarding of Adults at risk and Online Safety

Approving Body	**ELELS Council**
Date of Approval	**May 2021**
Review Date	**October 2022**
Designated Safeguarding Lead	**Josh Newham**
Deputy Designated Safeguarding Leads	**Jonathan Young** **Di Kamall** **Sonia Muscovitch** **Sharon Pinhas**

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

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

Signed:





_____ _____

Designated Safeguarding Lead

Chair of ELELS Council

INTRODUCTION - PURPOSE AND SCOPE

1. The Synagogue's overriding concern is the best interests of every person, particularly including every child, young person and adult at risk in its care; In meeting this concern; this policy aims to:
    a. Provide employees and volunteers with a framework to promote and safeguard the wellbeing of children and adults at risk and ensure that they comply with their statutory responsibilities;
    b. Ensure consistent good practice within the synagogue and across our community;
    c. Provide a caring, positive, safe and stimulating environment that promotes social, physical and moral development;
    d. Identify concerns early and prevent them from escalating;
    e. Ensure that children and adults at risk who have unmet needs are supported appropriately;
    f. Raise awareness of child protection and adults at risk issues across the community and equipping children and adults at risk with the skills they need to remain safe.
2. This policy; and all action relating to it, is in line with the following legislation and guidance:
    a. The Children Acts of 1989 and 2004
    b. The Education Acts of 2002 and 2011
    c. The Education (Child Information) Regulations (England) 2005
    d. The Children and Families Act 2014
    e. The Safeguarding Vulnerable Groups Act 2006
    f. The Counter-Terrorism and Security Act 2015 (PREVENT Duty)
    g. PREVENT Duty Guidance 2015
    h. Working Together to Safeguard Children 2015
    i. Keeping Children Safe in Education September 2020
    j. DfE document: Keeping children safe during community activities, after-school clubs and tuition: Non-statutory guidance for providers running out-of-school settings

GUIDING PRINCIPLES

3. **Safeguarding and child protection is the responsibility of everyone**: Employees and volunteers, members and visitors should be aware of and in compliance with this policy at all times.
4. **Online-safety**: The Synagogue has an 'Online-safety Policy' (Appendix C) to ensure its ability to protect and educate children, adults at risk, employees and volunteers in their use of technology:
5. **Radicalisation/PREVENT**: The Counter Terrorism and Security Act 2015 places the PREVENT duty on schools and organisations such as synagogues to have due regard to the need to prevent people from being drawn into radicalism and/or terrorism:
    a. The Synagogue upholds this duty;
    b. Lettings are vetted and monitored by the Synagogue Administrators and Chairs;
    c. All employees and volunteers have a statutory duty to look out for and inform the Safeguarding Lead of any concerns.

6. **Training and Support**:
    a. The Synagogue Directors will ensure that the designated persons for safeguarding and child protection undertake the necessary formal training at least every two years and that this is updated informally at least annually;
    b. The Designated Lead(s) will ensure that all members of the Safeguarding Team have adequate training; and that the training of all employees and volunteers is updated regularly and at least every two years;
    c. All employees and volunteers working with children are required to read Part One of 'Keeping Children Safe in Education' (2018);
    d. The Safeguarding Team, overseen by the Synagogue Directors will ensure that child protection and adult at risk awareness training is part of the induction package for all employees and volunteers, including new members of the Council.
7. **Confidentiality**

    The purpose of confidentiality is to benefit the child or adult: no one should guarantee complete confidentiality to a child or adult at risk, as any child protection or adult concern must be reported to a member of the Safeguarding Team.

    a. Employees and volunteers will be informed of individual child protection issues confidentially and on a 'need to know basis' only.
8. **Records and Monitoring**:
    a. Any one receiving a disclosure of abuse or noticing signs of possible abuse must make a signed and dated record within 24 hours of reporting the incident; noting what was seen or said, putting the event into context, and giving the date, time and location (see Appendix B for Concern Form);
    b. File notes will be kept for any child or adult where there are child protection or adult at risk concerns;
    c. In the event of concerns the Synagogue Safeguarding Team will discuss the appropriate action and liaise with the appropriate agencies in relation to children or adults at risk. The Synagogue will provide a coordinated offer of early help when unmet needs are identified.
    d. If a child, where there are concerns, or an adult at risk transfers to a synagogue, any safeguarding notes will be forwarded to the new synagogue marked "confidential" and for the attention of the receiving synagogue's Designated Safeguarding Lead.
9. **Safer Recruitment**: Every effort will be made to ensure the safe recruitment of employees and volunteers and all legislation regarding safer recruitment will be followed; This includes:
    a. Following statutory DBS guidelines re: checks on employees and volunteers;
    b. Stating clearly on any advertisement our commitment to safeguarding children and adults at risk;
    c. Requiring employees that have successfully completed safer recruitment training to be on any interview panel where possible to recruit employees;
    d. Validating as far as possible qualifications, experience, references and expertise;
    e. Verifying identity and the right to work in the UK;
    f. Examining all career breaks, sudden job changes and/or dismissals;
    g. Maintaining a single, central record of all employees and volunteers, which will be stored securely

ROLES AND RESPONSIBILITIES

12. All Employees and volunteers are expected to:
    a. Comply with this policy;
    b. Ensure they know who makes up the Safeguarding Team and how to contact the Safeguarding Lead;
    c. Refer safeguarding of adults at risk and child protection issues to the Safeguarding Lead;
    d. Monitor any vulnerable children or adults at risk, promote early identification and assessment by recording information and sharing it swiftly with the Safeguarding Lead;
    e. Challenge those who do not appear to be taking action;
    f. Employ their training and professional judgment to distinguish between an 'early-help concern' and an immediate danger or risk of harm;
    g. Never allow personal relationships to interfere with their duty of care towards children or adults at risk within the synagogue community.
13. The Designated Safeguarding Lead is a senior member of the community who takes ultimate responsibility for safeguarding of adults at risk and child protection. They provide and/or ensure:
    a. Leadership and vision in respect of safeguarding and child protection;
    b. Mechanisms to assist employees and volunteers to understand their role and responsibilities, including training to all employees and volunteers on the signs of abuse, the appropriate action and how to protect themselves from allegations;
    c. That appropriate referrals are made to the relevant agencies;
    d. That the Safeguarding Lead and Directors liaise on safeguarding and child protection issues;
    e. That children and adults at risk are taught the importance of safeguarding and child protection, including online-safety;
    f. That the effectiveness of this policy is monitored;
    g. That the Safeguarding Team receives the appropriate formal training at least every two years, with non-formal updates at least annually.
14. Synagogue Directors are responsible for:
    a. Supporting the Safeguarding Team and ensuring that all members have received the appropriate training;
    b. Ensuring that all members of the Synagogue are mindful of this policy; and that all employees and volunteers are familiar with Part One of 'Keeping Children Safe in Education' (2018);
    c. Overseeing the safe recruitment of all employees;
    d. Handling allegations against employees and volunteers or ensuring that they are handled appropriately;
    e. Ensuring that children and adults at risk are taught the importance of safeguarding and child protection, including online-safety.
15. The Board of Directors is responsible for ensuring that the Synagogue:
    a. Has an effective Safeguarding Policy, which complies with child protection legislation and safeguarding of adults at risk, and is reviewed at least annually;
    b. Uses safe recruitment procedures;
    c. Is mindful of its statutory duties.

RECOGNISING DIFFERENT FORMS OF ABUSE

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

16. Physical Abuse: A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to another person; Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child or adult at risk;
17. Emotional Abuse: The persistent emotional maltreatment of a child or adult at risk such as to cause severe and adverse effects on their emotional development; Some level of emotional abuse is involved in all types of maltreatment of a child or adult, although it may occur alone; It may involve:
    a. Conveying to a child or adult at risk that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person;
    b. Not giving the child or adult at risk opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate;
    c. Age or developmentally inappropriate expectations being imposed on children and adults at risk (e.g. interactions that are beyond a child's developmental capability as well as overprotection and limitation of exploration and learning);
    d. Seeing or hearing the ill-treatment of another;
    e. Serious bullying (including cyber-bullying), causing children and adults at risk frequently to feel frightened or in danger, or the exploitation or corruption of children and adults at risk;
18. Sexual Abuse: Forcing or enticing a child, young person or adult at risk to take part in sexual activities, not necessarily involving a high level of violence, whether or not they are aware of what is happening. This may involve:
    a. Physical contact, including assault by penetration (for example rape or oral sex)
    b. Non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing;
    c. Non-contact activities such as: involving children and adults at risk in looking at, or in the production of, sexual images
    d. Encouraging children or adults at risk to behave in sexually inappropriate ways
    e. Grooming a child or adult at risk in preparation for abuse (including via the internet)
19. Neglect: The persistent failure to meet a child or adult at risk's basic physical and/or psychological needs, likely to result in the serious impairment of the child or adult at risk's health or development; It may involve:
    a. Failing to provide food, clothing, shelter or access to medical care;
    b. Failing to protect a child or adult at risk from physical and emotional harm or ensuring adequate supervision (including the use of inadequate care-givers)
    c. Neglect of, or unresponsiveness to, a child or adult at risk's basic emotional needs;
20. Child Sexual Exploitation (CSE): Involves young people receiving something in exchange for sexual acts; Sexual exploitation can take many forms ranging from seemingly consensual relationships to serious gang and group exploitation; CSE can take many forms and that child may not exhibit external signs of abuse;

    Therefore, employees and volunteers must be vigilant for the less obvious signs:
    a. Lots of new electronic equipment, when before there was none;
    b. Seeming to have extra money to spend;

c. Moving away from established friendship groups, older boy/girlfriends, involved with other vulnerable children and adults at risk/adults etc;

21. Domestic Violence – including psychological, physical, sexual, financial and emotional abuse
22. Sexting: It is illegal for sexual or indecent images of a child under 18 to be taken and or distributed;
    a. All incidents of sexual images should be reported to the Safeguarding Team; The image/s and the device they are stored within should be confiscated;
    b. If there is a concern that the child is at risk of harm, the Safeguarding Team will contact social care and/or the police;
    c. Members, employees and volunteers should only view the image(s) if necessary and with a member of the Safeguarding Team present;
    d. Members, employees and volunteers must never copy, print, or share the image(s), unless asked to do so by the Police;
    e. The Safeguarding Team will always refer to the police or social care if an incident involves an adult; coercion, violence, blackmail, or grooming; concerns about capacity to consent, (e.g. SEND); a child under 13;
23. Female Genital Mutilation ['FGM'I: Involves cutting, and sometimes sewing the girl's genitalia, normally without anaesthetic, and can take place at any time from birth onwards; The procedure has a cultural, rather than religious, origin and is practised by disparate ethnic communities in many countries;
    a. The Female Genital Mutilation Act 2003 makes it a criminal offence, not only to carry out FGM in England, Scotland and Wales on a girl who is a UK national or permanent resident but also to take a girl out of the UK to have FGM performed abroad, even to countries where FGM is still legal;
    b. From 3rd May 2015, professionals have a mandatory duty to report such offences to the police;
    c. The indicators of FGM may initially mirror those of sexual abuse; You may notice, for example, that a girl or young woman shows signs of pain or discomfort, needs to visit the toilet constantly, has vaginal blood loss or is unable to sit comfortably; She may make excuses to avoid PE and other physical activity or refuse to use the synagogue showers; She may also become evasive or fearful if you enquire if she is unwell;
    d. If she is a BME child, has recently arrived back from a 'holiday' abroad or a period of absence from synagogue, seems to be in pain and has not been taken by her family to see a doctor, you should consider FGM;
24. Forced Marriage and Honour Based Violence: Occurs when a young person is forced into a marriage that they do not want with someone they have not chosen, following coercion, intimidation, threats and possibly physical and sexual abuse;

    It is very different from an arranged marriage, where both young people can make the decision to accept or decline the partner chosen for them by their parents;
    a. A child who fears that they are likely to be forced into a marriage may disclose to a member, employee or volunteer;
    b. These young women may also become victims of what is termed honour based violence, described in 'The Riqht to Choose' Guidance as: 'A variety of crimes of violence (mainly but not exclusively against women), including assault, imprisonment and murder where the person is being punished by their family or their community;

c. Forced marriage, here or abroad, is a crime; we will always report to both the Police and Social Care;
d. Signs may include the withdrawal of a student from synagogue by those with parental responsibility; children and adults at risk being prevented from attending higher education; truancy or persistent absences; a request for extended leave or a student not returning from an overseas visit; surveillance by siblings/cousins/extended family members at synagogue; and a decline in behaviour, engagement, performance or punctuality;

PROCEDURE - CONCERNS ABOUT A CHILD OR ADULT AT RISK

25. Anyone who receives a disclosure of abuse, an allegation of abuse or who suspects that abuse may have occurred must report it immediately to a member of the Safeguarding Team (See Appendix A — Safeguarding Team);
26. This should be followed by a written record within 24 hours, using the child's or adults at risk own words where appropriate (See Appendix B – Concern Form);
27. Any employee or volunteer can refer their concerns directly to Children or Adult Social Care;
28. Employees and volunteers must take further action if they feel that the Synagogue has failed to act appropriately. This may involve reporting the matter to the Chair of the Synagogue and/or
    - in the case of a child to: the child's school, LADO, Social Care, the NSPCC or the Police
    - in the case of an adult at risk to: Social Care, the Police or an appropriate adult or other organisation
29. The Safeguarding Lead will refer cases of suspected abuse or an allegation of abuse to the relevant investigating agency. Any referral will be confirmed in writing within 24 hours. Where the allegation is against an employee or a volunteers, the Chair of the Synagogue must first be informed;
30. The Synagogue will inform parents/carers of its actions unless doing so could place the child or adult at greater risk of harm or impede a criminal investigation;

PROCEDURE - SUPPORTING CHILDREN OR ADULTS AT RISK

31. There is a pyramid of need for the support of vulnerable children and adults:
    a. At the top are those children on a child protection plan and those for whom there are major child protection concerns;
    b. Next are children 'Looked After' by the Local Authority, adopted children and those who are cared for by people other than a parent; and those children s who take the role as a significant carer for a family member;
    c. Next is a larger group of children or adults who are at risk in some other way. This may be because of family circumstances, health issues or social reasons;
    d. Lastly there are the majority of children or adults at risk, who do not need on-going support but may need support for a short period of time; This may be, for example, in the case of family illness, crisis or bereavement.
32. The Safeguarding Lead is responsible for ensuring that the Directors have up to date information on these children or adults at risk.
33. The Synagogue will endeavour to support children and adults at risk through:

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

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

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

36. **Looked After Children**: The Synagogue will maintain a list of children who are looked after by the Local Authority or by someone other than a parent. If required, we monitor their wellbeing carefully by:
a. We may be involved in and follow the guidance set out in the child's personal education plan (PEP);
b. Arranging for a member of the Safeguarding Lead (or for another teacher from the Religion School, to whom the child relates well) to take a particular interest in the child's welfare;
c. Attending any liaison or review meetings held on their behalf, including acting as their advocate at such meetings should they request it, and keeping in touch with social workers and/or carers;
d. Enlisting the support of and liaising with other agencies as appropriate; Checking that they have access to all elements of synagogue life, including visits and other activities;

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

38. **SEND**: These children and adults at risk are more likely to be abused or neglected and for this to go unnoticed. Disabled children and adults may be less able to recognise or understand that they are being abused. Communication difficulties may make it harder for them to disclose abuse and/or dependency on their care giver may mean they have no-one to tell. The Synagogue

recognises this and the Safeguarding Lead will ensure that there is an awareness of those members and children with SEND so that they can receive pastoral support from the Rabbis and the community.

PROCEDURE - ALLEGATIONS OF ABUSE AGAINST EMPLOYEES AND VOLUNTEERS

39. It is essential that our high standards of professional responsibility are displayed when adults working within the Synagogue are accused;
40. Corporal or physical punishment of children and adults at risk is unlawful. Physical restraint of children and adults at risk is only permitted if the child or others are at risk; excessive physical restraint or constant shouting may constitute abuse;
41. If an allegation is made against an employee or volunteer, the Safeguarding Lead should contact the Synagogue;
42. They will decide whether the incident should be referred to social care and/or the police. If this is agreed, the Synagogue Chair will inform social care/the police by telephone and follow this with written confirmation within 24 hours;
43. In addition, the Synagogue Chair should inform the Board of Directors;
44. Should the allegation be against the Synagogue Chair, the Safeguarding Lead should inform the Board of Directors who will decide what action to take;
45. If it is decided that a referral to social care is not necessary, it may still be appropriate to conduct an internal investigation;
46. Any employee or volunteer who is concerned about the conduct of another adult on Synagogue premises should contact the Safeguarding Lead immediately. Should the concern relate to the Synagogue Chair, the contact should be the Designated Safeguarding Lead who will inform the Board of Directors; Should the concern relate to the Safeguarding Lead, the contact should be the Synagogue Chair.
47. Any employee or volunteer who is concerned about safeguarding practices within the Synagogue should raise their concerns to the Safeguarding Lead;

PROCEDURE - PEER ON PEER ABUSE

48. The Synagogue appreciates that children and adults at risk are capable of abusing each other. Employees and volunteers will always challenge abuse and will not merely pass it off as 'banter' or 'part of growing up' or ‘because of their need’;
49. Employees and volunteers will refer any concerns immediately to the Safeguarding Lead;
50. It may be considered a safeguarding matter if the allegation involves:
    a. Physical Abuse
    b. Forcing others to use drugs or alcohol
    c. Emotional Abuse
    d. Blackmail, extortion, threats or intimidation
    e. Sexual Abuse (indecent exposure, sexual assault or sexualised touching, forcing others to watch pornography or take part in sexting, encouraging other children and adults at risk to engage in inappropriate sexual acts, photographing or videoing other children and adults at risk performing indecent acts);

f. Gang initiation/hazing (the practice of rituals and other activities involving harassment, abuse or humiliation used as a way of initiating a person into a group).

51. All incidents will be investigated and dealt with by the Safeguarding Team and/or the Board of Directors.

APPENDIX A - THE SAFEGUARDING TEAM

East London and Essex Liberal Synagogue is committed to the safeguarding and well-being of all of our members

In our welcoming and inclusive ELELS community, we wish to create an environment where everyone feels comfortable, supported and safe.

However, if you are concerned about a member or if a child or adult discloses information to you that makes you feel concerned about their safety or welfare, or the safety or welfare of another, please inform one of the named Safeguarding Team below by phoning the office on **020 8989 7619** and leaving a message for them to call you or emailing safeguarding@elels.org.uk.

Remember that it is never wrong to feel concerned and it is better to inform one of the Safeguarding Team than do nothing at all. Please visit our website for our safeguarding policy and further information.



Josh Newham
Designated Safeguarding Lead



Jonathan Young



Di Kamall



Sonia Muscovitch



Sharon Pinhas

APPENDIX B – LOGGING A CONCERN FORM

ELELS - LOGGING A SAFEGUARDING CONCERN

Date: **Time:**

Name of child/adult:

FACTS

(if more space is required, please continue overleaf)

Who is/has been involved?

What happened?

Where did it take place?

What is your concern?

Any action taken by you:

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

APPENDIX C – ONLINE-SAFETY

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

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

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

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

The Safeguarding Team will:

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

Teaching and Support

Employees and volunteers are responsible for ensuring that:

- They have an up to date awareness of online-safety matters and of current synagogue online-safety policy and practices;
- They report any suspected misuse or problem to the Safeguarding Lead;
- Digital communications with children should be on a professional level only;
- Online-safety issues are embedded in the curriculum and other Religion School activities;

- Websites and videos used in the classroom should be age appropriate and handled with caution.

ILLEGAL OR INAPPROPRIATE ACTIVITIES AND RELATED SANCTIONS

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

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

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

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

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

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

It is more likely that the synagogue will need to deal with incidents that involve inappropriate rather than illegal misuse. It is important that any incidents are dealt with as soon as possible in a proportionate manner, and that members of the synagogue community are aware that incidents have been dealt with. It is intended that incidents of misuse will be dealt with through normal behaviour / disciplinary procedures.

Use of hand held technology (mobile phones/ iPads/tablets devices)

We recognise that the area of mobile technology is rapidly advancing and it is our synagogue's policy to review its stance on such technology on a regular basis. Currently our policy is this:
Employees and volunteers are permitted to bring their personal mobile devices into synagogue. They are required to use their own professional judgement as to when it is appropriate to use them. Broadly speaking this is:

- iPads can be used in lesson times
- Employees and volunteers are free to use these devices in synagogue, outside teaching time.

USE OF COMMUNICATION TECHNOLOGIES

Email

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

Use of digital and video images

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

Use of web-based publication tools

- Our synagogue uses the public facing website: **www.elels.org.uk** for sharing information with the community beyond our synagogue. This includes, from time-to-time celebrating work and achievements of children.
- Our synagogue also uses a Facebook page as well as a Facebook Community Group, set up during the Covid Pandemic, to support members and share important information.
- All users are required to consider good practice when publishing content;.
- Personal information should not be posted on the synagogue website and only official email addresses should be used to identify employees and volunteers;
- Only children's first names are used on the website, and only then when necessary;
- Photographs published on the website, or elsewhere that include children or adults at risk will be selected carefully and will comply with the following good practice guidance on the use of such images;
- Children's full names will not be used anywhere on a website or blog, and never in association with photographs;
- Written permission from parents or carers will be obtained before photographs of children are published on the synagogue website;
- Children's work can only be published with the permission of the children and parents or carers.

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

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

APPENDIX D - USEFUL CONTACTS/LINKS

Below you can find key safeguarding contacts for the boroughs of Redbridge, Waltham Forest as well as Essex county and Jewish Womens Aid (JWA)

Redbridge Child Protection:
https://www.redbridge.gov.uk/adult-and-childrens-services/child-protection/
Redbridge Safeguarding Adults Board: https://www.redbridge.gov.uk/adult-and-childrens-services/redbridge-safeguarding-adults-board-sab/

Report concerns to Redbridge Health and Adult Social Services on 020 8708 7333 (Monday to Friday 9.00am to 5.00pm) or on 0208 553 5825 outside of these hours.
In the case of at risk children: Telephone - 020 8708 3885
Email - cpat.referrals@redbridge.gov.uk
Emergency Duty Team (EDT) – out of hours service Tel: 020 8708 5897 (after 5pm and at weekends).

Essex Safeguarding Concerns
Essex Safeguarding Children's Board: https://www.escb.co.uk/
Essex Safeguarding Adults Board: https://www.essexsab.org.uk/
Concerned about an adult? Social Care Direct 0345 6037630

Waltham Forest Safeguarding concerns
WF Safeguarding Children's Board
https://directory.walthamforest.gov.uk/kb5/walthamforest/directory/advice.page?id=5ILArmjPvHo

WF Safeguarding Adults Board:
https://directory.walthamforest.gov.uk/kb5/walthamforest/directory/advice.page?id=p55K8u66mwQ

If you have urgent concerns that you or someone you know (adult), is being abused or neglected, you can contact the safeguarding adults team at Waltham Forest Direct on 020 8496 3000.
If you don't believe the risk requires immediate action, contact the Waltham Forest Multi Agency Safeguarding Hub (MASH) team to discuss your concerns:
Tel: 020 8496 2310 (Monday to Thursday 9am-5.15pm, Friday 9am-5pm), 020 8496 3000 (out of hours)

Jewish Women's Aid (JWA)
https://www.jwa.org.uk/get-help-now

DOMESTIC ABUSE
Domestic abuse helpline 0808 801 0500 Mon-Thurs 9.30am-9.30pm
24-hour national domestic violence helpline 0808 2000 247

SEXUAL VIOLENCE
The Dina Support Line number is 0808 801 0656
Mondays 10am - 12noon; 1pm - 3pm
Tuesdays 10am - 12noon; 1pm - 3pm
Thursdays 1pm - 3pm

Rape Crisis helpline 0808 802 9999 (12-2:30 and 7-9:30)
London Rape Crisis helpline 0808 801 0305
The Havens (London Sexual Assault Referral Centres) 020 3299 6900

IF YOU AND/OR YOUR CHILDREN ARE NOT IN NEED OF IMMEDIATE HELP
JWA can help you:

- consider your options
- get immediate practical and emotional support
- get advocacy and advice helping women plan for long term safety
- access advice on welfare, legal and money issues
- access a safe place to stay
- get counselling for yourself and therapy for your children

APPENDIX E – CHARITY COMMISSION FOR ENGLAND AND WALES; EXAMPLE TABLES: DECIDING WHAT TO REPORT

Serious incidents to report	Incidents not to report
Protecting people and safeguarding incidents	
A beneficiary or other individual connected with the charity's activities has/alleges to have suffered serious harm	Minor unusual/aggressive behaviour by a beneficiary towards a member of staff
Allegation that a staff member has physically or sexually assaulted or neglected a beneficiary whilst under the charity's care	Police called to charity premises because a beneficiary is drunk and disorderly
The Chief Executive of the charity has been suspended pending the outcome of an investigation into their alleged sexual harassment of a fellow member of staff	Charity becomes aware of allegations of abuse or neglect of a beneficiary that occurred outside the charity; the charity has reported the allegations to the appropriate agencies, and there is no harm to the charity's reputation
Allegation that a trustee, staff member or volunteer has been sexually assaulted by another trustee, staff member or volunteer	Beneficiary in a care home received the wrong medication as a 'one-off' error and there was no significant harm
A staff computer is found to contain images of child pornography	Logged accident book reports where there was no significant harm to individuals
An internal investigation has established that there is a widespread culture of bullying within the charity	Details of reports under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) where there has been no significant harm to individuals
A beneficiary or individual connected with the charity's activities has died or been seriously harmed; a significant contributory factor is the charity's failure to implement a relevant policy	Minor accidental injury to a charity service user e.g. slipping on a wet floor
Charity failed to carry out DBS checks which would have identified that a member of staff or trustee was disqualified in law (under safeguarding legislation) from holding that position	A staff member who is not in a senior position or position of specific responsibility (e.g. head of safeguarding) has bullied or harassed a fellow staff member. There is no indication of a widespread culture of bullying or harassment within the charity and the incident is dealt with by minor disciplinary action (for example, the staff member responsible has not been suspended or dismissed).
Repeated medication errors to beneficiaries in a care home indicating a systemic problem	A staff member who is not in a senior position or position of specific responsibility is dismissed for marrying a member of the community in which the charity is working, in breach of the charity's code of conduct but not in breach of local laws
Charity discovers that an employee or volunteer coming into contact with children or at risk adults is on the sex offenders register	

Fraud, cyber-crime and money laundering	
Charity's Chief Executive and Treasurer produced false invoices for charity services A bogus fundraising scheme is being promoted online, using charity's name Charity funds lost due to an online or telephone 'phishing scam', where trustees were conned into giving out bank account details Attempted fraud by a member of charity staff but intercepted by internal financial controls **Any actual/alleged fraud or money laundering should be reported. Any actual/alleged cyber-crime should be reported with the exception of the example in the right hand column**	Attempted cyber-crimes that are blocked by the charity's computer network security systems, except where the attempted cyber-crime is unusual in nature and the charity wants to bring it to the attention of the Commission
Theft	
Each month, between £100-£200 goes missing, suspected stolen, from the cash till in the charity shop. It has been going on for six months and has been reported to the police. Charity office has been broken into and computers, holding personal details of beneficiaries and donors, stolen **Remember, there is no minimum loss figure that should be reported. You need to decide whether incidents are serious enough to report, in the context of your charity and its income, taking account of the actual harm and potential risks posed**	One-off random theft of items such as jewellery or a mobile phone at the charity's premises Theft of small amounts of cash belonging to a beneficiary, by another beneficiary, at a charity event Theft of a collection tin thought to contain small amount of cash
Unverified or suspicious donations	
A significant amount over £25,000 is donated to the charity from an unknown or unverifiable source	Large legacy left in a will, received via solicitor dealing with probate, on condition donor remains anonymous Large donation made by an anonymous donor via solicitor who is aware of their identity Low value donations from unknown sources - refer to our guidance on due diligence and monitoring end use of funds

Other significant financial loss	
Significant loss of charity funds in a poor investment scheme, commissioned by trustees, without professional advice Sudden loss of 20% or more of charity's income (e.g. due to termination of major donor contract); charity has no reserves, meaning staff will be laid off and services stopped Substantial loss of charity funds due to legal costs incurred in a court case; excludes those charities routinely undertaking budgeted litigation on behalf of beneficiaries The charity's main premises is severely damaged in a fire and the charity is unable to deliver services to its beneficiaries	Loss of charity funds where the value lost represents less than £25,000 of charity assets and is less than 20% of the charity's income. There is no significant impact on the charity's services. Charity property overseas is damaged due to bad weather conditions (e.g. office roof blown off during a storm) but doesn't prevent charity from delivering services to beneficiaries A vehicle owned by the charity is badly damaged in an accident. Nobody was hurt, the damage is covered by insurance and the charity is still able to deliver services to its beneficiaries
Links to terrorism or extremism	
Charity discovers that an overseas partner has passed money to a member of charity's personnel who is a designated individual, subject to financial restrictions	
A member of charity staff or volunteer has been arrested for terrorism related offences Charity's warehouse in a war zone has been raided and vehicles/ stock taken at gunpoint Charity personnel have been detained or kidnapped by a terrorist group overseas A visiting speaker has used a charity event to promote extremist messages, via live speech or social media	
Other significant incidents - Disqualified person acting as a trustee	
Any person acting as a trustee or senior manager while disqualified – refer to the Commission's **guidance**	A trustee or senior manager voluntarily steps down from trusteeship when disqualified for having an IVA (Individual Voluntary Arrangement)

Charity subject to investigation by a regulatory body	
Charity is subject to official investigation by another regulator e.g. Fundraising Regulator, Police, UK Visas & Immigration, Ofcom, Information Commissioner, Care Quality Commission or Care Inspectorate Wales	**Routine inspections by a sector regulator e.g. Ofsted, CQC or CIW, do not need to be reported to the Commission unless there are adverse findings that place the future of the charity in doubt, relate to other categories of serious incidents or are likely to attract negative media attention**
Major governance issues	
Mass resignation of trustees, leaving the charity unable to function Evidence that trustees have routinely signed blank cheques	One or two trustees stepping down at year-end, due to other commitments

Fundraising issues	
Suspicions of unauthorised public collections in the name of the charity Charity hasn't complied with law on requirements for solicitation statements or professional fundraising agreements Significant funds, due under a fundraising arrangement, have not been paid by the professional fundraiser, or commercial partner to the charity Incident has taken place involving a fundraising agency which will incur serious damage to the charity's reputation	A missing collection tin thought to contain a small sum of money Failure of a sponsor, e.g. of a local fun run, to submit small amounts of money raised for the charity

Data breaches or loss	
Charity's data has been accessed by an unknown person; this data was accessed and deleted, including the charity's email account, donor names and addresses A charity laptop, containing personal details of beneficiaries or staff, has been stolen and there is no encryption or other security measures that would prevent the perpetrator from accessing this information A Data Protection Act breach has occurred and been reported to the ICO	A charity laptop or mobile phone (not containing confidential data) has gone missing – it's been reported to the police
Incidents involving partners	
A delivery partner of the charity is alleged to have links to terrorism and extremism A delivery partner of the charity has ceased to operate and this has prevented the charity from providing assistance to its beneficiaries The charity's subsidiary trading company has gone into liquidation and this has resulted in financial difficulties which place the future of the charity in doubt	A serious incident has taken place involving a partner but it has no or minimal impact on the charity's reputation or the partner's ability to deliver its work with the charity A delivery partner of the charity has ceased to operate and this has had some impact on the charity's ability to provide assistance to its beneficiaries but it is not a material impact and the assistance to beneficiaries hasn't stopped
Staff of another organisation within the same federated structure are found to have been committing systematic abuse of beneficiaries and this has significantly damaged the reputation of the charity	
Other, including criminality	
Any other type of incident that appears serious and likely to damage reputation or incur loss of charitable funds/assets	

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/752170/RSI_guidance_what_to_do_if_something_goes_wrong_Examples_table_deciding_what_to_report.pdf