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

Approving Body	**ELELS Council**
Date of Approval	**November 2025**
Designated Safeguarding Lead	**Josh Newham**
Deputy Designated Safeguarding Leads	**Jonathan Young** **Di Kamall** **Sonia Muscovitch**
Safeguarding Team	**Rabbi Richard Jacobi**

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 regularly.

Signed:



_____

Designated Safeguarding Lead



_____

Chair of ELELS Council

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1. Policy statement

East London and Essex Liberal Synagogue (ELELS) recognises the duty and responsibility to safeguard and promote the welfare of children and young people entrusted to its care. We are committed to building a 'culture of safety' in which children are protected from abuse and harm in all areas of our service delivery.

ELELS will ensure that safeguarding practice reflects statutory responsibilities and government guidance and complies with best practice. All staff members, volunteers and members have a full and active part to play in protecting children and young people from harm. Safeguarding children is everyone's responsibility, therefore anyone leading an ELELS event holds responsibility for implementing this policy.

2. Context and Scope

Safeguarding
Everyone has the right to be protected from abuse of any kind, including physical sexual, emotional and financial abuse, as well as from neglect.

Children
A child is defined as any young person under the age of 18. This policy applies to children and young people who are ELELS members and those that attend ELELS programmes or events.

Vulnerable adults
A vulnerable adult is anyone aged 18 or over who, due to their circumstances, is at greater risk of harm or exploitation. This may include adults with disabilities, those who are frail due to age, individuals with mental health challenges, or those who are socially isolated.

Responsibilities

ELELS accepts that safeguarding is everyone's responsibility and that "all those who come into contact with children and families in their everyday work, including practitioners who do not have a specific role in relation to child protection, have a

duty to safeguard and promote the welfare of children" (What to do if you're worried a child is being abused; Department of Health, 2003).

ELELS adheres to the Key Principles of the Care Act (2014) as follows:

- Empowerment: People being supported and encouraged to make their own decisions and informed consent
- Prevention: It is better to take action before harm occurs.
- Proportionality: The least intrusive response appropriate to the risk presented.
- Protection, support and representation for those in greatest need.
- Partnership: Local solutions through services working with their communities. Communities have a part to play in preventing, detecting, and reporting neglect and abuse.
- Accountability and transparency in safeguarding practice.

Furthermore, ELELS understands that "charity trustees are responsible for ensuring that those benefiting from, or working with, their charity, are not harmed in any way through contact with it." (Working Together to Safeguard Children, 2023, p128).

3. Types and Definitions of Abuse (Children)

Abuse and neglect are forms of maltreatment of a child or vulnerable adult. Somebody may abuse or neglect another by inflicting harm, or by failing to act to prevent harm. Children or adults may be abused in a family or in an institutional or community setting, by those known to them or – more rarely – by other unknown individuals (e.g. over the internet). Children may be abused by an adult or adults, or another child or children (peer-on peer).

Working Together to Safeguard Children (2023) defines abuse in the following ways:

Physical abuse – Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional abuse – The persistent emotional maltreatment of a child so as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them, or making fun of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or

corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Neglect – Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy. Once a child is born, neglect may involve a parent or carer failing to:

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment).
- Protect a child from physical and emotional harm or danger.
- Ensure adequate supervision (including the use of inadequate caregivers).
- Ensure access to appropriate medical care or treatment.

It may also include neglect of – or unresponsiveness to – a child's basic emotional needs.

Child sexual abuse (CSA) – Child sexual abuse is when a child is forced or persuaded to take part in sexual activities. This may involve physical contact or non-contact activities and can happen online or offline (Department for Education, 2023). Sexual abuse can be perpetrated by both men and women.

Child sexual exploitation (CSE) – Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

ELELS is also aware of – and alert to – other specific forms of child abuse that fall within these broad headings, including Forced Marriage and honour-based violence, and Female Genital Mutilation (FGM). More Resources covering these areas can be found within the appendix.

4. Types and Definitions of Abuse (Adults)

Whilst the abuse detailed above can also be suffered by adults, additional types of abuse outlined in the Care Act (2014) against adults are briefly described below.

More substantial definitions can be found in Appendix A.

- **Discriminatory Abuse**: Harassment or denial of rights based on race, religion, gender, etc.
- **Domestic violence:** psychological, physical, sexual and/or financial abuse, and coercive controlling behaviour, happening within an individual's home environment and generally perpetrated by a partner (or other close family member).

- **Emotional or Psychological Abuse**: Threats or controlling behaviour, humiliation, harassment or intimidation.
- **Financial or Material Abuse**: Exploiting an individual's finances or property, including scams.
- **Modern slavery**: human trafficking, forced labour and domestic servitude.
- **Neglect and acts of omission**: Failing to provide the necessary care and support for health and well-being, or educational services.
- **Organisational Abuse**: Poor or neglectful practice by a group or institution.
- **Physical Abuse**: Hitting, slapping, inappropriate use of physical force or restraint, misuse of medication.
- **Sexual Abuse**: Any form of non-consensual sexual activity or harassment.
- **Self-Neglect**: A vulnerable adult's failure to care for their own well-being.

5. Consent and Capacity (Adults)

All adults have the right to choice and control in their own lives. As a general principle, no action should be taken for, or on behalf of, an adult without obtaining their consent.

All adults are presumed to have the capacity to make decisions unless proven otherwise (Mental Capacity Act, 2005). Capacity refers to an individual's ability to understand, retain, and weigh information relevant to a decision and communicate their choice. However, where a person lacks capacity due to illness, disability, or other reasons, decisions may be made in their best interests, with consideration for their rights and preferences.

Capacity is generally assessed by a relevant professional, e.g. social worker, healthcare worker, mental health practitioner. In the context of ELELS, concerns about a potentially vulnerable adult should be shared with the Designated Safeguarding Lead, who will work with the Safeguarding Team and the individual to determine next steps, including whether information can be shared with external agencies – with or without an individual's consent.

Unless one of the following applies, consent of the adult should be sought before raising a safeguarding concern:

- Seeking consent will increase the level of risk posed to them (or a child or other vulnerable adult);
- Consent cannot practically be sought (for example, access to the adult is being denied or they cannot be located in a timely way);
- The adult lacks capacity to consent, and a decision is made that raising a concern is in their best interests.

If an adult with capacity does not provide their consent, further questions should be asked as necessary to determine whether or not their wishes should be overridden and a concern raised.

A concern should be raised without consent if:

- There is an immediate concern for someone's safety;

- The adult is being subjected to inhuman or degrading treatment which is having a serious impact on their wellbeing;
- Other adults or children are at risk of being abused;
- Staff or anyone else in a position of trust is implicated;
- There are concerns that the decision to withhold consent has not been made freely, but as a result of undue influence or coercive control.

6. The LGBTQ+ community

At ELELS we recognise that children and adults who identify as LGBTQ+ are particularly vulnerable to abuse and may be less likely to disclose abuse due to fear of judgement. We undertake to:

- Support staff and volunteers to not make heteronormative assumptions.
- Be aware of heightened safeguarding risks through effective training and LGBTQ+ inclusive safeguarding policies.
- Support staff and volunteers in ensuring assumptions are not made about the gender or sexuality of a person, partner or family when responding to concerns or disclosures.
- Ensure we are recording and responding appropriately to instances of homophobic, bi-phobic or transphobic bullying.
- Ensure staff and volunteers are aware of signposting to LGBTQ+ specific support services.

7. Responsibilities of Staff, Trustees, Volunteers

Staff

All staff members must:

- Have an up-to-date knowledge of safeguarding frameworks and guidance (primarily achieved via attending training and familiarising themselves with this policy).
- Understand what the organisation expects of them in terms of their required behaviour and conduct (primarily achieved by attending training and reading ELELS policies).
- Be alert to the signs and symptoms of abuse and strive to create a safe and respectful environment where children and vulnerable adults feel confident and respected.
- Ensure that concerns are handled with sensitivity and in a way that prioritises the safety and dignity of the child or adult at risk. This includes maintaining confidentiality, where appropriate, but balancing this with the need to protect the individual.

- Take responsibility for reporting concerns or suspicions of abuse promptly. This should be done in accordance with the protocol outlined below.
- Be confident to ask questions in relation to any safeguarding concerns. Staff are encouraged to be respectfully curious if they feel unsure about something they have been told or have observed.
- Keep accurate and up-to-date records of any safeguarding concerns, actions taken, and any conversations with the individual or other professionals. These records should be handled in accordance with data protection regulations, ensuring confidentiality and integrity.
- Ensure any information they may share with other agencies is shared appropriately and lawfully, in line with the General Data Protection Regulation and the Data Protection Act (2018), as well as local safeguarding partnership requirements.
- Ensure that children and young people, as well as vulnerable adults, are supported to understand safeguarding (particularly in relation to identifying when they could be at risk) and know who they can speak to if they have concerns for themselves, a family member or peer.
- Receive regular supervision and training to ensure safeguarding knowledge is up to date and individuals have the opportunity to discuss safeguarding issues in an appropriate environment.

The Designated Safeguarding Lead

The DSL is responsible for:

- Ensuring all information relating to an incident, observation or disclosure is collated and appropriate actions are taken.
- Seeking advice from the Safeguarding Team or other agencies as and when necessary.
- Liaising with ELELS clergy and/or pastoral support teams (e.g. Chesed) as appropriate if a vulnerable adult has consented to receiving additional support.
- Informing the Safeguarding Team (or other Trustees as appropriate) of any incidents, who in turn are responsible for informing the Charity Commission where necessary.

Trustees

Trustees are responsible for:

- Ensuring that ELELS has an effective policy for safeguarding, which complies with government guidance and legislation and is reviewed at least annually.
- Supporting the Safeguarding Team and ensuring that all members of this team have received the appropriate training.
- Ensuring that they are adequately trained and have sufficient knowledge of safeguarding frameworks and guidance
- Understand what the organisation expects of them in terms of their required behaviour and conduct (primarily achieved by attending training and reading ELELS policies).

- Be alert to the signs and symptoms of abuse and strive to create a safe and respectful environment where children and vulnerable adults feel confident and respected.
- Making sure that ELELS undertakes all of its statutory duties in relation to reporting and investigating safeguarding and welfare concerns.
- Ensuring that all members of the Synagogue are aware and mindful of this policy and the steps to take if they have a safeguarding concern.
- Overseeing the safe recruitment of all ELELS employees.
- Handling allegations against employees and volunteers or ensuring that they are handled appropriately.

Volunteers

All volunteer members must:

- Not work unsupervised at ELELS without prior knowledge of the Safeguarding Team.
- Be aged 18 or over or, if under the age of 18, always be supervised by a responsible adult.
- Be fully checked for suitability (including, but not exclusively, using DBS checks) if they are to have access to children or vulnerable adults in the course of their voluntary role.
- Be considered competent and responsible by the person managing them / overseeing their work.
- Be familiar with relevant ELELS policies and procedures.
- Receive a robust induction, basic safeguarding training and updates.

8. Procedures

ELELS is committed to responding promptly and appropriately to all incidents, allegations or concerns of abuse that may occur, whether they concern children or vulnerable adults attending our setting or not. ELELS will work with statutory agencies in accordance with the procedures that are set out in 'What to do if you're worried a child is being abused' (HMG 2015) and the Care Act (2014).

Staff and volunteers should follow this procedure if they suspect abuse:

- **Recognise** the signs and behaviours which may be cause for concern. Abuse is not only recognised/determined as a result of a disclosure. Unusual marks on a person's body, as well as changes in behaviour and verbal/non-verbal communication should be acted upon.
- **Receive** the disclosure without interrupting the individual or asking leading questions.
- **Respond** to the individual sensitively and in a timely manner. **Reassure** them that they have done the right thing by sharing this information.
- **Refer** the situation to the Designated Safeguarding Lead as soon as possible and within one working day; they will decide what further action to take and inform the relevant safeguarding agencies as necessary.

Making a Referral

Anyone who receives a disclosure or allegation of abuse, or who suspects that abuse may have occurred must report it immediately to a member of the Safeguarding Team. This should be followed by a written record within 24 hours, using the individual's own words where appropriate.

It is expected that the Safeguarding Team will determine whether a Social Care referral is necessary at this stage. However, any employee or volunteer can refer concerns directly to Social Care or to the police if there is perceived to be an immediate risk to safety.

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 volunteer, the Chair of the Synagogue should also be informed (unless the allegation is against them).

ELELS must inform parents/carers of its actions prior to any referrals being made regarding children, unless doing so could place the child at greater risk of harm or impede a criminal investigation.

Disclosure of abuse

If a child or adult has chosen to disclose abuse to you, you are a trusted person for them. Never promise that you can keep information shared a secret. You have a duty to pass information on in order to protect the individual.

If the child or adult then chooses to make a disclosure, follow the steps below and then seek to immediately inform the Designated Safeguarding Lead.

Receive

- Listen to what is being said, being mindful of your facial expressions and body language (trying not to display shock / disbelief).
- Accept what is being said but do not comment upon it.
- Let the child finish their initial disclosure before asking any questions.
- Use open language and TED questions (Tell me… Explain… Describe), and ask the individual to "Show me" (using a body map if relevant)
- Do not ask 'leading' questions such as "Did they touch your _____?" and try to avoid closed questions ("Were you doing _____?") unless absolutely necessary. Such questions may invalidate the evidence in any later court action.

Reassure

- Reassure the individual, but only so far as is honest and reliable.
- Don't promise to keep what they tell you a secret; you have a duty to pass it on.

- Do reassure and alleviate guilt if the person refers to it. For example, you could say: "You've done the right thing telling me", "This was a really brave thing to do", "You are not to blame" and "You are not alone".
- Try to avoid making judgements about the alleged perpetrator; the young person may love that person and reconciliation may be possible.

Record

- As soon as possible, all information should be recorded. Record as much detail as possible, including names, addresses, and contact information. Concerns should be raised on the appropriate logging form (see appendix) but can be raised via email on safeguarding@elels.org.uk or on a handwritten form to the DSL. All concerns are then stored in a restricted access area.
- Write down the nature of the allegation, do not include your own judgement or assumptions. Stick to what was actually said by the individual.
- Note any observations on the individual's behavior and emotional state
- Record any injuries and bruising using a body map.
- Note time, location and date of disclosure and sign the notes.
- Do not investigate the matter yourself – your role is to receive the information and be ready to refer.

Refer

- Pass this information and a verbal account immediately to a Designated Safeguarding Lead. In the absence of a Designated Safeguarding Lead, refer information to the Designated Safeguarding Team.
- It is **your duty to pass on this information** – you cannot keep it a secret.
- If immediate action needs to be taken and none of these people are available, it is the responsibility of the person who has received the disclosure to seek advice from / refer to an outside agency (Police or Local Authority).

Disclosure by a 3rd party

If a 3rd party e.g. another parent, neighbour or member of the public discloses information that may indicate a safeguarding issue, they should be supported to report their concerns either on an ELELS concern form, via email to the DSL or directly to the NSPCC, social care or the police (anonymously if necessary). ELELS also has a duty to record and refer on such serious concerns to the appropriate agency. This will be done by a Designated Safeguarding Lead.

Record Keeping

Any verbal information or referrals must be followed promptly by a written report. Written reports should be marked with the date and time, persons involved and notes on the event and action taken. Any original rough notes, pictures or writing created by the individual before or during the interview must be kept and attached in case they are needed by a court. Avoid paraphrasing and use quotes where possible.
The following may be helpful as guidelines generally but especially where a disclosure has been made about alleged abuse:

- **Written recording during the interview** – It may be possible to write down phrases and words whilst the individual is talking which can be used to trigger

recall when a full report is made. This should only be done if the individual is in agreement and if it feels comfortable.

- **Written recording immediately after the interview** – It is very important to try to record exactly what the individual said and using their vocabulary even if the meaning is unclear.
- **Recording your own responses** – Your responses should be recorded and it should be clear that a non-leading approach has been used.
- **Recording the context of the disclosure** – The context in which an individual chooses to tell about an incident of abuse can provide valuable information to the investigating team.
- **Recording the emotional context of the disclosure** – The emotional context can provide valuable clues to the investigating team. An individual may make serious statements in a joking way or may present as tearful and distressed. Describe any non-verbal behavior.
- **Recording repetition** – If an individual repeats statements these should be recorded. Consistency in an individual's repeated statements adds to the strength of the evidence.
- **Draw a Diagram** – If there is any obvious bruising or injury draw a diagram to indicate its position, using the body map (Appendix A).

9. Confidentiality

- All suspicions and investigations are kept confidential and shared only with those who need to know. Any information is shared under the guidance of the Local Safeguarding Children Board / Local Safeguarding Partners and in line with the GDPR, Data Protection Act (2018), and Working Together (2023).
- All written accounts including rough notes and all other related material are stored securely and confidentially.
- Electronic versions of referrals are kept in a secure folder.

10. Allegations against staff and persons in positions of trust

ELELS will:

- Ensure that members, volunteers and staff know how to raise concerns and complaints about the behaviour or actions of anyone working under the aegis of ELELS, which may include an allegation of abuse.
- Ensure that staff, volunteers and anyone else working under the aegis of ELELS knows how to raise concerns about the conduct or behaviour of other people including staff/colleagues/Trustees.
- Differentiate between allegations, concerns about the quality of care/ practice, and complaints. ELELS has a separate process for responding to complaints.

- Respond to any disclosure that abuse by a member of staff or volunteer within the synagogue, or anyone living or working on the premises, may have taken, or is taking place, by first recording the details of any such alleged incident.
- Refer any such complaint immediately to the DSL and, as appropriate, refer to the Local Authority, to investigate and / or offer advice.
- Co-operate entirely with any investigation carried out by Social Services or the police.

In a situation where an incident has taken place or an allegation has been made against a staff member, Trustee or volunteer, the individual will be suspended or withdrawn from their voluntary role for the duration of the investigation (if agreed by ELELS Council and any external agencies). This is not an indication of admission that the alleged incident has taken place, but is to protect the staff, as well as the adult and families throughout the process.

After any investigation has been completed, the DSL will discuss whether there is a need for further training for the staff member/volunteer. This will be done through an internal risk assessment to agree the best course of action for that individual.

11. Working 1:1

Staff members, Trustees or volunteers, should avoid working 1:1 with children or vulnerable adults. Some exceptions may apply if 1:1 working is necessary for an activity (e.g. BM tutoring), but any 1:1 working should be in a public area and/or with the door open.
Where 1:1 working is a necessity, it will be undertaken with agreement from a senior staff member / DSL. Parents or carers should be invited / in agreement.

12. Informing Parents of Concerns (Child Protection)

- Parents / Carers are the first point of contact for a child. Concerns should be discussed with parents to gain their view of events, unless it is felt that this may put the child or other person at risk, or may interfere with the course of a police investigation. If necessary, advice will be sought from social care or the police.
- If a suspicion of abuse warrants referral to social care, parents should be informed of the referral, except where it is believed that the child may be placed in greater danger (e.g. if the parent/carer is the alleged abuser or where sexual abuse may have occurred).
- If there is a possibility that advising a parent beforehand may place a child at greater risk, (or interfere with a police response), the Designated Safeguarding Lead should consider seeking advice from children's social services, about whether or not to advise parents beforehand, and should record and follow the advice given.

13. Inter-Agency Procedures

ELELS has a duty to safeguard and promote the welfare of children, young people and vulnerable adults and therefore may need to share information and work in partnership with other agencies where there are concerns about an individual's welfare. We ensure that effective working relationships are developed with all external services involved in Safeguarding and Child Protection.

- The Designated Safeguarding Lead will contact the Multi-Agency Safeguarding Hub (MASH) or other relevant agency for advice where there are sufficient concerns regarding an individual's safety and welfare.
- If a referral to MASH is accepted, a written referral together with any disclosure reports will be sent within one working day.
- MASH will decide on the next course of action and feedback to the referrer, and ELELS will be guided by their advice.
- The Designated Safeguarding Lead will keep relevant people informed on a 'need-to-know' basis.
- Children or vulnerable adults who have been identified as 'at risk' are monitored by the Safeguarding Team and agreed further action is taken if needed.

14. Promoting Awareness and Training

ELELS is committed to promoting awareness of child and adult abuse issues throughout our training and learning programmes.

- Training opportunities are sought for all Trustees, members of staff and volunteers who work with children or vulnerable adults, so that they are able to recognise the signs and signals of possible physical abuse, emotional abuse, sexual abuse and neglect and that they are aware of the procedures for logging concerns. Training opportunities should also cover contextual safeguarding risk, including but not limited to online risks, radicalisation and grooming and FGM and how to identify and respond to families who may be in need of early help, and organisational safeguarding procedures.
- The Safeguarding Team and Trustees receive training in accordance with that recommended by Progressive Judaism.
- ELELS will ensure that all staff know the procedures for reporting and recording any concerns they may have about the provision.

15. Staff Support

ELELS has a duty of care towards all of its members, staff and volunteers. It is recognised that dealing with safeguarding concerns is likely to be a stressful experience.

ELELS will support individuals by providing an opportunity to speak to the Designated Safeguarding Lead and/or to seek further support.

16. <u>Support to families (Child Protection)</u>

- ELELS believes in building trusting and supportive relationships with families, members, staff and volunteers.
- Parents / Carers will be informed of the synagogue's role and responsibilities in relation to child protection, such as for the reporting of concerns, information sharing, monitoring of the child, and liaising at all times with the local children's social care team.
- ELELS will continue to welcome the child and the family whilst investigations are being made in relation to any alleged abuse.
- ELELS will engage in any Early Help, Child in Need or Child Protection Plans established by the Local Authority.
- Where confidential records relating to a child are kept by ELELS, they will be stored and shared as appropriate in adherence with the GDPR / Data Protection Act (2018).

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.

Alternatively you can call Redbridge Social Services directly:

Children's Social Services: 020 8708 3885 (Monday to Friday 9.00am to 5.00pm) or 020 8708 5897 outside of these hours

Adult Social Services: 020 8708 7333 (Monday to Friday 9.00am to 5.00pm) or 0208 553 5825 outside of these hours

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.

In an emergency dial 999



Josh Newham
Designated Safeguarding Lead



Jonathan Young



Di Kamall



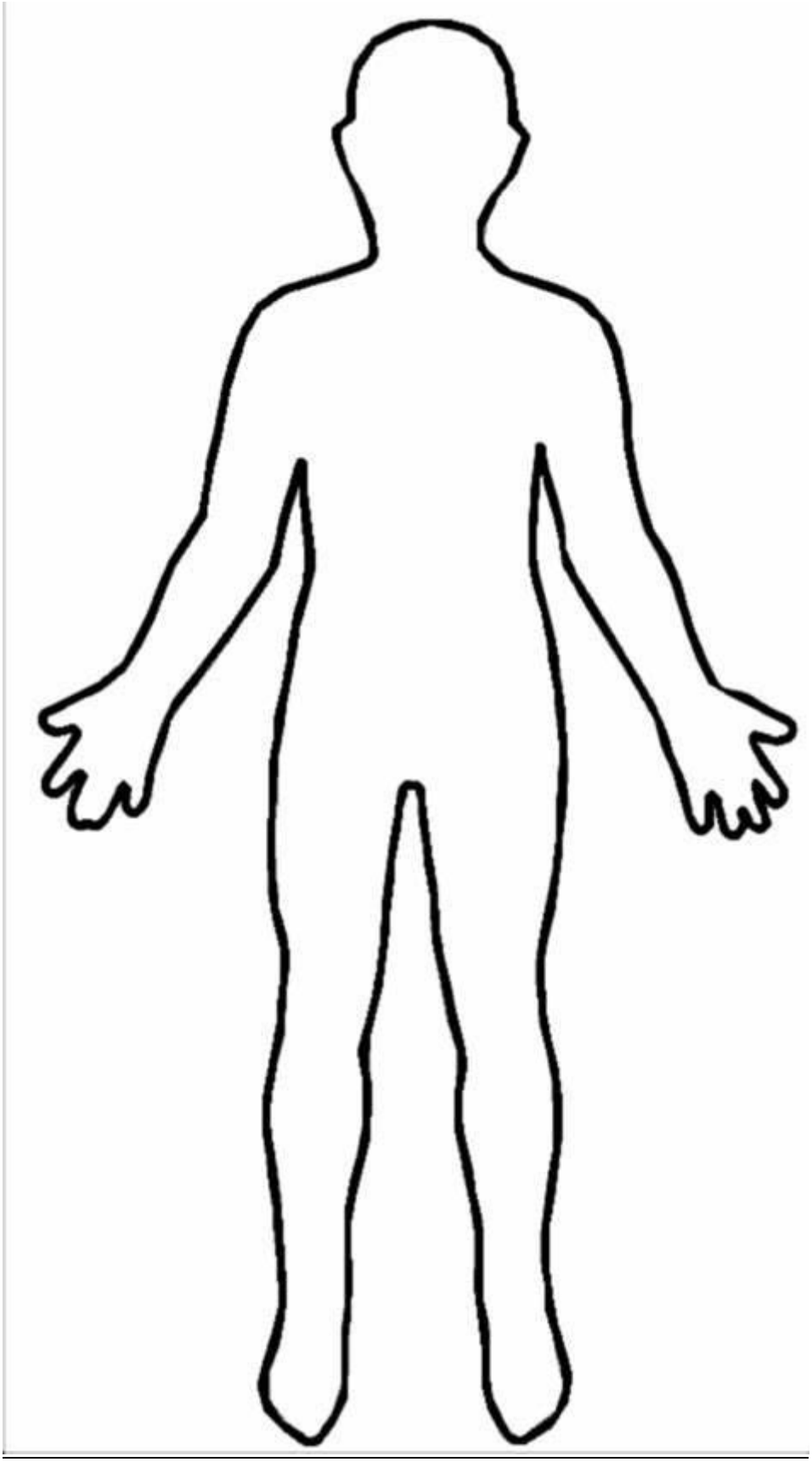
Sonia Muscovitch

ELELS - LOGGING A SAFEGUARDING CONCERN

Once completed, this form should be emailed to safeguarding@elels.org.uk
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 - Body Map Template



Appendix D - Legal framework and guidance documents

Primary legislation

- Children Act (1989 s47)
- Protection of Children Act (1999)
- The Children Act (2004 s11)
- Children and Social Work Act (2017)
- Safeguarding Vulnerable Groups Act (2006)
- Childcare Act (2006)
- Child Safeguarding Practice Review and Relevant Agency (England) Regulations (2018)

Secondary legislation / guidance

- Sexual Offences Act (2003)
- Criminal Justice and Court Services Act (2000)
- Equality Act (2010)
- General Data Protection Regulations (GDPR) (2018)
- Childcare (Disqualification) Regulations (2009)
- Children and Families Act (2014)
- Care Act (2014)
- Serious Crime Act (2015)
- Counter-Terrorism and Security Act (2015)
- Mandatory reporting of female genital mutilation: procedural information (2015)
- Domestic Abuse Act (2021)

Further guidance

- Working Together to Safeguard Children (HMG, 2023)
- What to do if you're Worried a Child is Being Abused (HMG, 2015)
- Framework for the Assessment of Children in Need and their Families (DoH 2000)
- The Common Assessment Framework for Children and Young People: A Guide for Practitioners (CWDC 2010)
- Statutory guidance on making arrangements to safeguard and promote the welfare of children under section 11 of the Children Act 2004 (HMG 2008)
- Hidden Harm – Responding to the Needs of Children of Problem Drug Users (ACMD, 2003)
- Information Sharing: Advice for Practitioners providing Safeguarding Services (DfE 2018)
- Disclosure and Barring Service: www.gov.uk/disclosure-barring-service-check
- Revised Prevent Duty Guidance for England and Wales (HMG, 2015)
- Inspecting Safeguarding in Early Years, Education and Skills Settings, (Ofsted, 2018)

Appendix E – Useful Contacts / Links

Below you can find key safeguarding contacts for the boroughs of Redbridge, Waltham Forest as well as Essex county and Jewish Women's 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 F – 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
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	material impact and the assistance to beneficiaries hasn't stopped
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