



FINCHLEY PROGRESSIVE SYNAGOGUE Adult Safeguarding Policy

Designated Safeguarding Lead On Site - Rabbi Rebecca Birk

Safeguarding Lead (Adults) Council member - Beverley Kafka

Designated Safeguarding Lead (Children) Council member - Paula Kinchin-Smith

Contact Information

Chair of Barnet Safeguarding Board Andrew Fraser 020 8379 4541
Barnet Safeguarding Officer Jane Morris 020 8359 7743

Barnet LADO Shrimtie Bissessar 020 8359 4528
For allegations about staff or volunteers Shrimtie.bissessar@barnet.gov.uk

Barnet PREVENT Education Officer Peryn Jasper (020 83597311)

In Case of Emergency call the Police 999

Barnet Multi Agency Safeguarding Hub 020 8359 4066/4097

Emergency Duty Team (Out of hours) 020 8359 2000

www.barnet.gov.uk/wwwcib/mash

mash@barnet.gov.uk

Document Control

Revision History

Version	Revision Date	Revised By	Revision
2.0	April 2022	Synagogue Council	Written & Ratified (BK)
2.1	Nov. 2023	Synagogue Council	Ratified BK

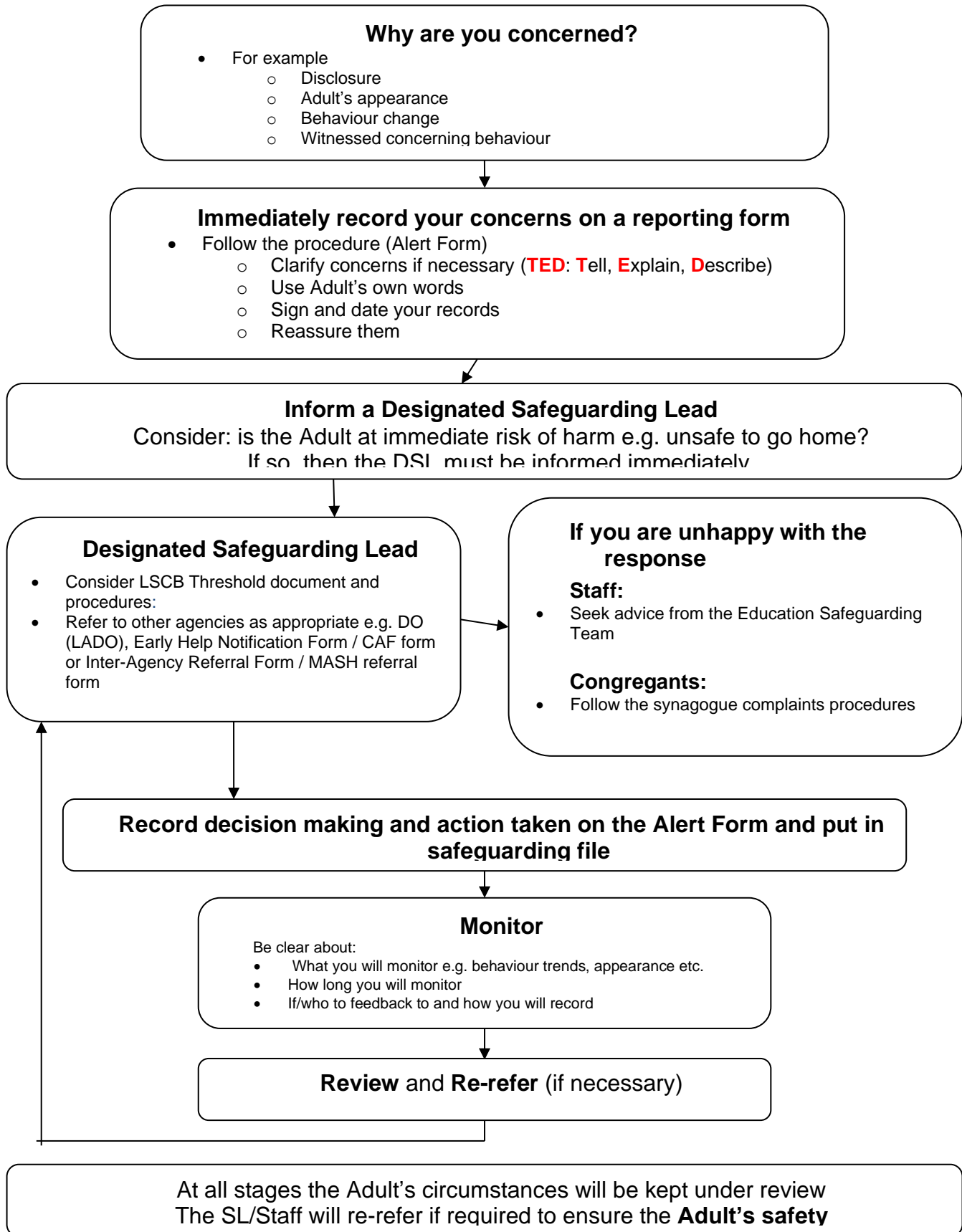
Review

Date for next review
November 2024

*This policy has been written in line with FPS Child Protection & Safeguarding Policy

This policy is available to congregants and can be found on the synagogue website

What to do if you have a Safeguarding concern at FPS



Introduction and Ethos

Finchley Progressive Synagogue (FPS) is a community and all those directly connected have an essential role to play in making it safe and secure. Members of communities have multiple relationships. Safeguarding is part of these relationships and this policy applies to all FPS events. Anyone leading an FPS event holds responsibility for implementing this policy

FPS recognises our moral and statutory responsibility to safeguard and promote the welfare of all children and young or vulnerable adults.

FPS recognises the importance of providing an ethos and environment that will help everyone to feel safe, secure and respected; encourage them to talk openly; and enable them to feel confident that they will be listened to. We are alert to the signs of abuse and neglect and follow our procedures to ensure that young or vulnerable adults receive effective support, protection and justice.

FPS will ensure that safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice.

Our FPS core safeguarding principles are:

- It is a whole community responsibility to safeguard and promote the welfare of children and young or vulnerable adults as its paramount concern
- All over the age of 18, regardless of age, gender, ability, culture, race, language, religion or sexual identity, have equal rights to protection
- All have a right to be heard and to have their wishes and feelings taken into account

There are three main elements to our safeguarding policy:

Prevention (e.g. positive, supportive, safe culture, teaching and pastoral opportunities for vulnerable adults, safer recruitment procedures);

Protection (by following the agreed procedures, ensuring all staff and council members are trained and supported to respond appropriately and sensitively to safeguarding concerns);

Support (for appropriate specific intervention for those who may be at risk of harm);

Definition

“Safeguarding is not just about protecting children or young and vulnerable adults from deliberate harm. It includes a wide range of issues relating to welfare, health and safety.”

For the purpose of this policy, **FPS** will define “safeguarding and protecting the welfare of vulnerable adults as:

- Protection from maltreatment.
- Preventing the impairment of health or development.
- Ensuring the provision of safe and effective care.
- Taking action to enable the best outcomes

Contextual safeguarding

Safeguarding incidents can occur outside of the synagogue and can be associated with outside factors. Staff and Council Members will always consider the context of incidents – this is known as contextual safeguarding. Assessment of behaviour will consider whether there are wider environmental factors that are a threat to safety and/or welfare. The synagogue will provide as much contextual information as possible when making referrals.

Context

In the *Care Act 2014*, all organizations, including those of Faith, are expected to uphold the principles of Safeguarding towards adults over 18 years who may be at risk. FPS aims to help by Preventing and Protecting those who need assistance, and support and empowering them to make their own decisions.

Under the *Care act*, **Adults with care and support needs**, at risk of, or experiencing abuse and unable to prevent it themselves, must be supported according to these principles.

The *Mental Capacity Act 2005* also aims to safeguard and protect the rights of adults who may no longer have mental capacity to make decisions for themselves.

The *Making Safeguarding Personal* approach gives the vulnerable adult choice and control about how best to respond to their safeguarding situation, who may decline any further action.

These vulnerable adults are also supported in the Safeguarding Vulnerable Groups Act 2006 and the Equalities Act 2010.

A vulnerable adult can be defined as:

“A person aged 18 years or over who is or may be in need of community care services by reason of mental or other disability, age, or illness; and who is or may be unable to take care of him or herself against significant harm or exploitation.

A vulnerable adult may also be someone who is experiencing a temporary vulnerability due to a particular phase or life event e.g., bereavement, divorce, poor health, employment stress, or any other transitional phase or life event.”

An adult with care and support needs may be a person:

- with a physical disability, or a sensory impairment
- with a learning difficulty
- with mental health needs, including dementia or a personality disorder
- with a long-term health condition
- misusing substances or alcohol affecting their ability to manage day-to-day living
- physical or mental ill-health
- with a lack of mental capacity
- becoming disabled
- getting older and frailer
- lack of support networks
- living in unsuitable accommodation
- with financial difficulties
- socially isolated

Scope – This policy applies to potentially vulnerable Adults over 18 years old who are FPS members and those that attend FPS programmes or events.

Responsibility – FPS believes that safeguarding is ‘everyone’s responsibility’ (Lord Lamming) and must include Adults, especially those who are vulnerable (*Care Act 2014*)

Both the Adult and Children Safeguarding policies apply to all Employees, Volunteers, Board members, associated congregants and visitors involved with FPS protocols, events and activities.

Aims

We are committed to Safeguarding and promoting the welfare of all of our congregants. Each member's welfare is of paramount importance to us. We recognise that some members may be especially vulnerable to abuse and recognise that these particular members will need additional support to be positive about themselves and fulfil their potential. We will always take a considered and sensitive approach in order that we can support everyone.

We take great pride in positively promoting fundamental British values.

As a community we are committed to the development of community cohesion and the prevention of extremism and radicalisation both within our synagogue's physical boundaries and within our local, national and global environments. We are also committed to respond to community concerns or local disturbances in a positive way which supports British democratic society.

Everyone is advised to maintain an attitude of *'it could happen here'* with regard to safeguarding.

Roles and Responsibilities

Everyone who comes into contact with children and young and vulnerable adults has a role to play in safeguarding.

The Synagogue Council has a duty to:

- Ensure that the synagogue complies with its duties under the above child protection and safeguarding legislation.
- Guarantee that the policies, procedures and training opportunities are effective and comply with the law at all times.
- Guarantee that the synagogue contributes to inter-agency working.
- Confirm that the synagogues safeguarding arrangements take into account the procedures and practice of the LA as part of the inter-agency safeguarding procedures established by the Barnet Safeguarding Boards.
- Ensure that a Safeguarding Lead is nominated to liaise with the LA and/or partner agencies on issues of abuse , and in the event of allegations of abuse made against the rabbi or other synagogue leaders.
- Guarantee that there are effective policies and procedures in place together with a staff code of conduct.
- Ensure that there is a at least one council member responsible for safeguarding arrangements.
- Appoint a member of staff to the role of SL as an explicit part of the role-holder's job description – we will ensure that at least 2 members of council or staff have SL training (in addition to the SL) in order to maximise our ability to provide cover for the SL at all times.
- Guarantee that volunteers are appropriately supervised.
- Make sure that at least one person on any appointment panel has undertaken safer recruitment training.
- Ensure that all staff members receive some safeguarding and child protection training at least annually.

- Certify that there are procedures in place to handle allegations against members of staff or volunteers.
- Confirm that there are procedures in place to make a referral to the Disclosure and Barring Service (DBS) if a person in regulated activity has been dismissed or removed due to safeguarding concerns, or would have been had they not resigned.
- Ensure that all members of staff and Council Members have been subject to an enhanced DBS check.
 - Provide safeguarding induction for new members of staff

The Role of a Safeguarding Lead for Adults

The SL has a duty to:

- Refer all cases of suspected abuse to the LA Safeguarding team, the DBS, and the police in cases where a crime has been committed.
- Act as a source of support, advice and expertise to staff members on matters of safeguarding by liaising with relevant agencies.
- Be able to keep detailed, accurate and secure records of concerns and referrals.
- Obtain access to resources and attend any relevant training courses.
- Work with the Synagogue Council to ensure the Safeguarding Policy and procedures are regularly reviewed updated.
- Receive appropriate training carried out every two years

Abuse and neglect

All members of staff and Council Members will be aware that abuse, neglect and safeguarding issues are rarely standalone events that can be given a specific label and, as such, multiple issues often overlap one another.

Abuse:

Abuse can be defined as the wrongful application of power by someone in a dominant position. It involves an imbalance of power and exploitation, towards an adult without their full and informed consent.

There are many types of abuse which the adult may choose not to disclose, so FPS personnel need to be aware of potential or actual harm and know what action to take.

- physical abuse
- domestic violence or abuse
- sexual abuse/sexual exploitation
- psychological or emotional abuse
- financial or material abuse
- modern slavery
- discriminatory abuse
- organisational/ institutional abuse
- neglect or acts of omission
- self-neglect

The definitions and possible indicators and signs of abuse are found in the Appendix 3 of this policy.

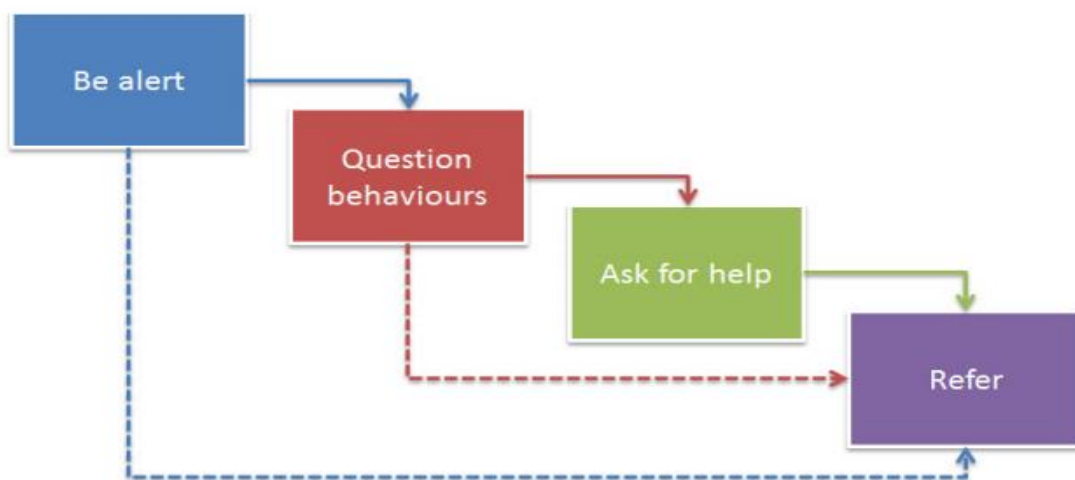
Welfare concerns may arise in many different contexts, and can vary greatly in terms of their nature and seriousness. Vulnerable adults may be abused in a family or in an institutional or community setting, by those known to them, by a stranger or via the internet. Abuse and neglect can happen over a period of time, but can also be a one-off event. Abuse and neglect can have a major impact on well-being.

By understanding the warning signs, we can respond to problems as early as possible and provide the right support and services. A warning sign doesn't automatically mean the person is being abused.

It is important to acknowledge if the adult is being exposed to abuse and has mental capacity to make decisions for themselves, they may choose to continue in that abusive situation.

Procedures

- If a member of staff or of the community has any concern about a vulnerable adult's welfare, they will act on them immediately by speaking to aSL
- There are four key steps for professionals to follow to help identify and respond appropriately to possible abuse and/or neglect.
- Follow this approach:



- It may not always be appropriate to go through all four stages sequentially and if there is immediate danger or is at risk of harm, a referral should be made immediately to social care and/or the police.
- The role of the synagogue in situations where there are Safeguarding concerns is NOT to investigate but to recognize and refer.
- It is the responsibility of a SL to ascertain the wishes and mental capacity of the Vulnerable Adult about the incident/s, receive and collate information regarding the individual, to make immediate and on-going assessments of potential risk and to decide actions necessary. This includes the need to make referrals to partner agencies and services.

NEVER promise that you can keep anything secret that a vulnerable adult tells you. You have a duty to pass information on in order to protect them. Remember to:

- Listen – without displaying shock or disbelief
- Do not comment or pass judgement on what is said
- Do not ask leading questions
- Reassure them – but don't promise anything
- Do not criticise the perpetrator

- Record as soon as possible in as much detail as you can
- Note any injuries or bruising on the body maps
- Note time, location, date
- Do not investigate the matter yourself
- Pass the information on to the SL
- Do not share the disclosure with anybody else

STAFF TRAINING

Staff members will undergo safeguarding of vulnerable adults and child protection training at induction. The induction training will cover:

- The Adult and Child Protection Policies
- The Child Behaviour Policy **????**
- The Staff Behaviour Policy (Code of Conduct)
- The identity of the DSLs

All staff members and volunteers will receive appropriate safeguarding and child protection training which will enable them to:

Recognize potential safeguarding concerns

Respond appropriately to safeguarding issues and take action in line with this policy

Record concerns

Refer concerns to the SL and be able to seek support external

A SL will receive approved training every two years.

A SL during the intervening period, also has a duty to keep up to date with the latest guidance

All staff and volunteers receive training delivered by a SL as part of their induction programme or leadership training programme.

All temporary staff and volunteers will be given guidance about their responsibilities by their Line Manager and must familiarise themselves with the relevant policies so that they may be able to recognise and refer any concerns.

The Rabbi and appropriate Council members involved in appointing staff will be accredited with Safer Recruitment Training.

All members of staff and volunteers will be made aware of the expectations regarding safe and professional practice via the staff code of conduct

CONFIDENTIALITY AND INFORMATION SHARING

All matters relating to safeguarding are confidential. The DSL will only disclose information about a congregant on a 'need to know' basis.

All members of staff, volunteers and council members must be aware that whilst they have duties to keep any information about children, families and colleagues which they have access to as a result of their role confidential, they also have a professional responsibility to share information with other agencies in order to safeguard vulnerable adults and children

Everyone must be aware they must report disclosures of adult abuse to the SL and cannot promise to keep secrets which might compromise safety or wellbeing. However, the SL must assess their vulnerable adult's mental capacity and discuss possible further consensual action.

Record keeping

A Single Central Record of staff will be kept.

- Staff will record any welfare concern that they have about vulnerable adult on the synagogues safeguarding incident/concern form and pass them without delay to a SL.
- Records will be completed as soon as possible after the incident/event, using the adult's words and will be signed and dated.
- All safeguarding concerns, discussions and decisions made and the reasons for those decisions will be recorded in writing. If members of staff are in any doubt about recording requirements, then they will discuss their concerns with SL.
- All written accounts including rough notes and all other related material should be kept in a sealed envelope marked CONFIDENTIAL. These envelopes are retained in a locked filing cabinet (or email).
- Safeguarding records are retained centrally and securely by the SL and are shared with staff on a 'need to know' basis only.
- For adults with more than one alert form, Chronologies are developed to show actions that have taken place
- All alert forms will be kept in accordance with GDPR regulations

Single central record (SCR)

The synagogue keeps a SCR which records all staff who work at the synagogue and also for council members.

The following information is recorded on the SCR:

- An identity checks
- A barred list check
- An enhanced DBS checks
- A prohibition from teaching check
- A check of professional qualifications
- A check to determine the individual's right to work in the UK
- Additional checks for those who have lived or worked outside of the UK

If any checks have been conducted for volunteers, this will also be recorded on the SCR.

Safer Recruitment

Safer practice in recruitment means thinking about and including issues to do with safeguarding and promoting the welfare of adults at every stage of the process.

Main elements of the process include:

- ensuring **the advert and job description** makes reference to the responsibility for safeguarding and promoting the welfare of vulnerable adults

- ensuring that the **person specification** includes specific reference to suitability to work with vulnerable adults
- **obtaining and scrutinising comprehensive information** from applicants, and taking up and satisfactorily resolving any discrepancies or anomalies;
- **obtaining independent professional and character references** that answer specific questions to help assess an applicant's suitability to work with vulnerable adults and following up any concerns;
- a **face-to-face interview** that explores the candidate's suitability to work with vulnerable adults as well as his or her suitability for the post;
- **verifying** the successful applicant's **identity**;
- verifying that the successful applicant has any academic or vocational qualifications claimed;
- **checking his or her previous employment history and experience**;
- verifying that s/he has the health and physical capacity for the job;
- Those working regularly with vulnerable adults must complete an **Enhanced Disclosure with list checks via the Disclosure and Barring Service (DBS)**.

At least one person who has had Safer Recruitment training should sit on any panel at interview.

Volunteers

No volunteer will be left unsupervised or allowed to work in regulated activity until the necessary checks have been obtained.

An enhanced DBS certificate with barred list check will be obtained for all new volunteers in regulated activity that will regularly teach or look after adults on an unsupervised basis

The synagogue will ensure that any contractor or employee of the contractor working on the premises while Vulnerable Adults are on site has been subject to the appropriate level of DBS check.

Contractors without a DBS check will be supervised if they will have contact with children. The identity of the contractor will be checked upon their arrival at the synagogue.

DBS certificates will be in line with GDPR.

Safer Working Practice and Allegations against staff/volunteers

All members of staff are required to work within clear guidelines - the Synagogue's Code of Conduct.

Vulnerable adults may make allegations against staff in situations where they feel vulnerable or where they perceive there to be a possible risk to their welfare. As such, all staff should take care not to place themselves in a vulnerable position regarding potential allegations. For example, it is always advisable for interviews or work with individuals to be conducted in view of other adults.

Physical intervention should only be used when the Vulnerable Adult is endangering him/herself or others and such events should be recorded and signed by a witness.

Staff should be particularly aware of the professional risks associated with the use of social media and electronic communication (email, mobile phones, texting, social network sites etc.)

If an allegation of abuse is made against a member of staff/volunteer, the person receiving the allegation must take it seriously and immediately inform a SL.

If a disclosure concerns a DSL, then this should be reported to the Synagogue Chair. The Synagogue Chair is nominated to be responsible in the event of an allegation made against a SL.

If any member of staff/volunteer has reason to believe that another member of staff/volunteer may have abused an adult, they must immediately inform a SL. They should also make a record of the concerns including noting anyone else who witnessed the incident/alleged incident. A SL will decide if the matter needs to be referred to the Local Authority or whether there needs to be an internal investigation.

Where the allegation concerns a member of staff no longer working at the synagogue then aSL will refer the matter directly to the police.

The purpose of an initial discussion is for the LA and the case manager to consider the nature, content and context of the allegation and agree a course of action. They will identify together whether it is necessary to inform the police, and what action should be taken in respect of the accused person.

Substantiated allegations will be recorded on file and included in references

Malicious allegations will not be recorded on file and not recorded in references

False allegations will be recorded on file and not included in references

Unsubstantiated allegations will be recorded on file but not recorded in references

Extremism& Radicalisation (Prevent Duty and Counter Extremism Strategy)

The Prevent strategy is a government strategy designed to stop people becoming terrorists or supporting terrorism. *For further details see FPS Protection & Safeguarding Policy, page 12*

Forced Marriage

For the purpose of this policy, a “forced marriage” is defined as a marriage that is entered into without the full and free consent of one or both parties, and where violence, threats or any other form of coercion is used to cause a person to enter into the marriage. Forced marriage is classed as a crime in the UK.

For further details see FPS Child Protection & Safeguarding Policy, page 13

Safeguarding Overview

Supporting Policies:

The synagogue is working towards having a comprehensive policy framework.

The synagogue will review its health and safety policy and will put monitoring arrangements in place.

The synagogue is working towards a plan for conducting an annual Fire Risk Assessment.

The synagogue will develop a critical incidents plan and an evacuation plan. This details what staff and congregants should do in the case of emergencies.

Fire Safety

There is a regular fire drill that practices efficient evacuation from the buildings.

Photographing and Video

Photographs that are for use outside of the synagogue (on our website or in the LJ magazine) should be anonymous unless specific permission has been given.

Whistleblowing

If a staff member has concerns about another member of staff then this will be raised with a SL. If a staff member feels unable to raise an issue with a SL, they should access other whistleblowing channels such as *Protect- formerly Public Concern at Work* – 020 3117 2520.

The GDPR

Sharing safeguarding information

GDPR does not prevent, or limit, the sharing of information for the purposes of keeping children and vulnerable adults safe. Legal and secure information sharing between Social Care and other local agencies, is essential to ensure children and vulnerable adults get the support they need.

Fears about sharing information must not be allowed to stand in the way of promoting welfare and safety. As with all data sharing, appropriate organisational and technical safeguards should still be in place.

Safeguarding Audit

The synagogue to undertake an annual Safeguarding Audit to ensure that procedures are up to date.

APPENDIX 1

RESOURCES

Most Local Authorities have on-line directories with details of local organisations offering support to victims of any form of abuse. It also includes information and advice on staying safe.

Jewish Care

Amélie House, Maurice and Vivienne Wohl Campus,
221 Golders Green Road, London, NW11 9DQ Tel: 020 8922 2000

Jewish Blind & Disabled

5 Langstone Way, Mill Hill East London, NW7 1GT Tel: 020 8371 6611
Email: info@jbd.org

Jewish Women's Aid

PO Box 2670, London N12 9ZE

Jewish Deaf Association

Phone: 020 8446 0502 (voice) Phone: 020 8446 4037 (text)
email: mail@ideaf.org.uk
Address - JDA, Julius Newman House, Woodside Park Road, N12 8RP

Action on Elder Abuse

23-25 Mitcham Lane, Streatham, London SW16 6LQ Tel. 080 8808 8141
<http://www.elderabuse.org.uk>
Support, helpline and training materials.

Victim Support -see local Council website

Age UK, Tavis House,

1-6 Tavistock Square, London WC1H 9NA Tel : 0800 169 6565
National organization offering advice and information about issues concerning older people. There are also local groups offering support and advocacy services.

Alzheimer's Society

Alzheimer's Society
Devon House, 58 St Katharine's Way, London E1W 1LB
Enquiries@alzheimers.org.uk See Local branches

Mencap

123 Golden Lane, London EC1Y 0RT Tel: 020 7454 0454

National organization for people with learning disabilities, offering local groups, web site, support and activities to families, adults & children

Mind

15 – 19 Broadway, London E15 4BQ Tel. 020 8519 2122

<http://www.mind.org.uk>

A national organization for people with Mental Health issues, web site and local groups offering support to families and sometimes direct services.

Royal National Institute for the Blind (RNIB)

105 Judd Street, London WC1H 9NE

<http://www.rnib.org.uk>

A national organization focusing on the needs of blind and partially sighted people. They offer advice, aids and equipment.

Royal National Institute for Deaf People (RNID)

19–23 Featherstone Street, London, EC1Y 8SL <http://www.rnid.org.uk>

A national organization raising awareness of deafness, hearing loss and tinnitus. They also train and provide interpreters.

Scope

6 Market Road, London, N79PW

<http://www.scope.org.uk>

Tel: 0808 800 3333

The main national organization for those with cerebral palsy, offering advice and information which can also be helpful for those with other physical disabilities.

Silverline

40 Queen Anne Street, London W1G 9EL

Tel: 0800 4 708090

Free confidential helpline providing information, friendship and advice to older people, open 24 hours a day, every day of the year

APPENDIX 2

INITIAL ALERT AND RECORDING FORM example

DETAILS OF ADULT WITH CARE & SUPPORT NEEDS Name Address DOB Age	
ALLEGED, SUSPECTED, WITNESSED OR REPORTED ABUSE/INCIDENT Referrer By Self Family Friend/Neighbour Other	
DESCRIPTION OF WHAT WAS SEEN, SAID, THOSE PRESENT ETC.	
DATE AND TIME OF ALLEGED INCIDENT/ DATE OF THE ALERT	
TYPE OF ABUSE Physical Financial Neglect/Act of Omission Discriminatory/Hate Crime Self Neglect	Psychological Sexual Organisational Modern Slavery Domestic Violence
WISHES OF THE VICTIM	
ANY ACTION TAKEN	
DATE NAME & SIGNATURE OF ALERTER	

APPENDIX 3

TYPES & SIGNS OF ADULT ABUSE

Adult Safeguarding - awareness of ways perpetrators can abuse, harm or neglect 'adults with care and support needs'. Sometimes obvious, often subtle, but raise any concerns with the FPS Safeguarding Lead if you see or suspect it.

Types of abuse	Signs/indicators
<p>Physical abuse - individual's body being injured or hurt.</p> <p>Includes Restraint or being unduly confined</p>	<p>Injuries unexplained or haven't been treated.</p> <ul style="list-style-type: none"> • <input type="checkbox"/> Broken bones, Bruises, medication misuse • <input type="checkbox"/> Unexplained loss of clumps of hair • <input type="checkbox"/> Bite, burn or scald marks. • Over or under sedation • Being locked or tied in
<p>Financial abuse - use of person's funds and belongings without their permission. Could be theft, putting pressure on someone to change their will or misuse of legal powers such as LPA.</p>	<ul style="list-style-type: none"> • Bills not being paid • <input type="checkbox"/> Loss of assets e.g., house sold, money gone • <input type="checkbox"/> Expenditure higher than living conditions • Not having enough food or clothing. • Cyber + other Scams, Rogue traders
<p>Sexual abuse when involved in sexual relationships or activities they don't want but are unable to stop, or unable to give consent.</p> <p>Sexual harassment form of sexual abuse.</p> <p>Domestic Abuse controlling, coercive Behaviour between close family members</p>	<ul style="list-style-type: none"> • <input type="checkbox"/> Pain, sores and bruising around private body areas • <input type="checkbox"/> Sexual harassment • Pain and discomfort when walking or sitting • <input type="checkbox"/> Sexually transmitted infections +pregnancy. • Pornography
<p>Neglect or 'omission to act'. Failure to meet basic needs of providing food, fluids, warmth, medication and hygiene support.</p> <p>Self-neglect & hoarding, where an individual fails or refuse to take care of their own basic needs.</p>	<ul style="list-style-type: none"> • Signs of neglect by others and self-neglect. • Malnutrition, Dehydration, Bedsores • Dirty clothing and bedding • Wrong dosage of medication • Requests or presence ignored • Cultural, religious etc. needs not addressed • Lack of consent
<p>Emotional abuse/psychological abuse. Leads to feelings of worthless, being unloved/uncared for.</p> <p>Also can involve threats, swearing, bullying, humiliation.</p>	<ul style="list-style-type: none"> • Anxiety or Aggression • Lack of confidence, or Low self-esteem • Withdrawal • Disturbed sleep. • Lack of consent
<p>Organisational abuse where services focus on the needs of organisation not Service User e.g. lack of choice over mealtimes or bedtimes as easier for organisation.</p>	<ul style="list-style-type: none"> • Poor care standards • Rigid routines, lack of choice, • Lack of staff learning, development/ support. • Lack of choice

<p>Discriminatory abuse when individual or group treated unequally. Ignores person's values, beliefs and culture.</p> <p>Hate crime - racist, homophobic, transphobic, religion, belief, gender identity or disability.</p>	<ul style="list-style-type: none"> • Poor service not meeting person's needs • Verbal abuse and disrespect • Exclusion of people from activities and/or services.
<p>Modern Slavery - Traffickers and slave masters exploit and abuse, e.g. Human trafficking, forced labour, domestic servitude</p>	<ul style="list-style-type: none"> • Coercion, deception, inhumane treatment□ • lack of rights, continuous abuse, prostitution.

APPENDIX 4:

Keeping yourself safe when responding to disclosures (the 6 R's – what to do if...)

1. Receive

- Keep calm
- Listen to what is being said without displaying shock or disbelief
- Take what is being said to you seriously
- Note down what has been said

2. Respond

- Reassure the person that they have done the right thing in talking to you
- Be honest and do not make promises you cannot keep e.g. “It will be alright now”
- **Do not promise confidentiality**; you have a duty to refer
- Reassure and alleviate guilt, if the pupil refers to it e.g. “you’re not to blame”
- Reassure the child that information will only be shared with those who need to know

3. React

- React to the pupil only as far as is necessary for you to establish whether or not you need to refer the matter, but do not interrogate for full details
- **Do not** ask leading questions; “Did he/she....?” Such questions can invalidate evidence.
- **Do** ask open “TED” questions; Tell, explain, describe
- Do not criticise the perpetrator; the pupil may have affection for him/her
- Do not ask the pupil to repeat it all for another member of staff
- Explain what you have to do next and who you have to talk to

4. Record

- Make some brief notes at the time on any paper which comes to hand and write them up as soon as possible
- Do not destroy your original notes
- Record the date, time, place, any non-verbal behaviour and the words used by the child. Always ensure that as far as possible you have recorded the actual words used by the child.
- Record statements and observable things rather than your interpretations or assumptions

5. Remember

- Contact the safeguarding lead
- The SL may be required to make appropriate records available to other agencies

6. Relax

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

APPENDIX 5

MENTAL CAPACITY ACT 2005

The Act is underpinned by five principles

1. a presumption of capacity - every adult has the right to make his or her own decisions and must be assumed to have capacity to do so unless it is proved otherwise
2. the right for individuals to be supported to make their own decisions - people must be given all appropriate help before anyone concludes that they cannot make their own decisions
3. that individuals must retain the right to make what might be seen as eccentric or unwise decisions
4. best interests - anything done for or on behalf of people without capacity must be in their best interests
5. least restrictive intervention – before anything is done for or on behalf of people without capacity care must be taken to avoid restricting the person's rights and freedom of action.

APPENDIX 6

THE ROLE OF THE SAFEGUARDING TRUSTEE

The trustee responsible for safeguarding will play an essential role in ensuring children, vulnerable adults and our community are kept safe from harm. This includes the following duties:

- To be familiar with Local Authority (LA) guidance and policy relating to Safeguarding and associated issues, and to attend training for nominated Safeguarding and Child Protection governors
- To ensure that the Trustees put in place a suitable Safeguarding Policy and associated procedures
- To ensure transparency and accountability - annually explain how safeguarding is overseen and provide a summary of complaints.
- Set the right tone – set a culture based on mission and values; develop a code of conduct
- To encourage other Trustees to develop their understanding of the governing body's responsibilities with regard to safeguarding and assist them to perform their functions in respect of Safeguarding children, young people and vulnerable adults
- To reduce risk by doing context-specific risk assessments, with good planning, processes. Checks and training. Thereby ensuring any deficiencies in the synagogue's safeguarding practices are addressed
- To meet regularly with the senior member of the synagogue's leadership team who is the designated lead for safeguarding in order to monitor the effectiveness of the synagogue's safeguarding policies.
- To ensure that the Executive receives an annual report on the implementation of the community's safeguarding policies and procedures
- Ensuring that the synagogue's safeguarding policies are communicated to, and implemented by all staff
- Encourage speaking up – Find easy ways for people to make complaints.
- Investigate complaints professionally, promptly and keep records
- Support survivors – Help complainants to be safe and provide support as appropriate
- Ensuring that the designated member of staff with lead responsibility for Safeguarding is part of the synagogue's leadership team, and has sufficient time and resources at his / her disposal to carry out his / her duties effectively
- Ensuring that a deputy designated member of staff for safeguarding and child protection is identified
- Ensuring that the Designated Leader for Safeguarding and Child Protection and his/her deputy receive training at least every two years
- Ensuring that training in safeguarding is undertaken by all relevant staff, including volunteers, clerical staff and other ancillary staff, at least every three years
- Ensuring arrangements are in place for the inclusion of safeguarding procedures in an induction programme for all relevant staff working in the synagogue
- Ensuring arrangements are in place for safer recruitment procedures