



Child Protection

The United Synagogue is fully committed to the protection of all children and young people ensuring that their welfare is preserved.

The United Synagogue believes that all children, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity, have the right to protection from abuse.

Definitions

For the purpose of this policy a **child** is defined as a person under the age of 18, (The Children Act, 1989).

Representatives are defined as employees of The United Synagogue, volunteers and or independent contractors (consultants) who carry out work on behalf of the organisation, either in synagogues, after school clubs, nurseries, chedarim, play schemes, camps and Tribe events as well as activities and events held in members' homes.

Child Protection Officer is defined as the designated named person within the United Synagogue with lead responsibility for child protection.

Child Protection Team is defined as the responsible group of senior people with the United Synagogue professional structure who have received advanced child protection training and share the responsibility for child protection. See Child Protection Officer cascade chart at the end of this policy.

Local level is defined as any location in which the United Synagogue carries out its work or activities.

The United Synagogue understands its duty of care to safeguard all children involved in any activities undertaken by or on behalf of the organisation. The United Synagogue strongly believes that it has a responsibility to safeguard the welfare of children and young people by protecting them from abuse. To this end the organisation will make sure that its policies, procedures and practices as they relate to representatives will protect children and young people. All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.

Historical Abuse

When allegations of historical abuse are made this procedure should also be followed.

The aim of the United Synagogue Child Protection Policy is to promote good practice by:

- Providing children with appropriate safety and protection whilst in the care of the United Synagogue.
- Providing representatives working on behalf of United Synagogue with clear guidelines and procedures to follow that will not only help avoid inappropriate, misguided or wrong behaviour, but will also provide information as to what action to take should they be concerned about a child or a young person's welfare.
- Protecting United Synagogue's name and reputation from being brought into disrepute.

Section 1: Safeguarding children policy:

- The United Synagogue will promote an environment where children are safe from abuse
- The External Services Director, **David Frei** is the named person who is the United Synagogue's Child Protection Officer.
- If a representative suspects that a child may be a victim of abuse, they must immediately inform the Child Protection Officer for the United Synagogue, David Frei, and in his absence the Deputy Child Protection Officer, Delia Goldring, will deputise for him.
- Abuse can be of a sexual, emotional or physical nature. It can also be the result of neglect.
- The Child Protection Officer will work closely with the HR Department and Child Protection team when investigating any allegations of abuse. All parties involved at local level will handle such investigations in a sensitive manner and the interests of the child will be of paramount importance.
- All information relating to individual child protection issues can only be passed onto the appropriate persons on a strictly need to know basis.
- All representatives working with children are required to have their application vetted through Ofsted (if applicable) and the Disclosure & Barring Service, in order to ensure that there is no evidence of offences involving children or abuse.

Contact Numbers:

Child Protection Officer – David Frei - 0208 343 6277

Deputy Child Protection Officer – Delia Goldring - 0208 343 6224

The number to call outside normal office hours is: 020 3758 8440

If you have a query on Shabbat/Jewish Festivals and you believe a child may be at imminent serious risk, please contact 999 immediately.

Section 1: Good practice guidelines for Employees, Volunteers and Contractors working with Children:

All representatives should be encouraged to demonstrate exemplary behaviour in order to protect themselves from false allegations. The following are common sense examples of how to create a positive culture and climate.

If one of the following occurs you should report this immediately to another colleague in a senior position and record the incident. You should also ensure the parents of the child are informed:

- + if you accidentally hurt a child/young person
- + if he/she seems distressed in any manner
- + if a child/young person seems to be sexually aroused by your actions
- + if a child/young person misunderstands or misinterprets something you have done.

The United Synagogue understands that it may sometimes be necessary for staff or volunteers to do things of a personal nature for children, particularly if they are young or are disabled. However, these tasks should only be carried out with the full understanding and consent of parents and the child involved. There is a need to be responsive to a person's reactions. If a person is fully dependent on you, talk with him/her about what you are doing and give choices where possible. This is particularly important if you are involved in any dressing or undressing of clothing, or where there is physical contact, lifting or assisting a child to carry out particular activities. Avoid taking on the responsibility for tasks for which you are not appropriately trained.

The following should also be **avoided** except in emergencies. If a case arises where these situations are unavoidable (e.g. the child sustains an injury and needs to go to hospital, or a parent fails to arrive to pick a child up at the end of a session), it should be with the full knowledge and consent of someone in charge or the child's parents:

Otherwise, avoid:

- + Spending excessive amounts of time alone with children away from others.
- + Taking or dropping off a child to an event.

The following should never be sanctioned. You should never:

- + Engage in rough physical or sexually provocative games, including horseplay.
- + Share a room with a child.
- + Allow or engage in any form of inappropriate touching.
- + Allow children to use inappropriate language unchallenged.
- + Make sexually suggestive comments to a child, even in fun.
- + Reduce a child to tears as a form of control.
- + Allow allegations made by a child to go unchallenged, unrecorded or not acted upon.
- + Do things of a personal nature for children that they can do for themselves.
- + Invite or allow children to stay with you at your home unsupervised.

Employees and Volunteers should watch for possible signs of concern, always being wary of jumping to incorrect conclusions:

- The child has any injury which is not typical of the bumps and scrapes normally associated with children's activities
- The child regularly has unexpected injuries
- Confused or conflicting explanations are given on how injuries were sustained
- There are significant changes in behaviour, performance or attitude
- The child indulges in sexual behaviour which is unusually explicit and/or inappropriate to his/her age
- The child talks of an experience in which he or she may have been significantly harmed

For further more detailed information about signs of concern and for recognising signs of Abuse please see further down in this policy.

If a child talks of abuse:

- Listen to what is being said
- Accept what is being said
- Allow the child to talk freely
- Reassure the child but do not make promises which it might not be possible to keep
- Do not promise confidentiality- it might be necessary to refer to social services
- Reassure them what has happened is not their fault
- Stress that it is the right thing to tell
- Listen rather than asking direct questions

Record keeping:

- Make notes as soon as possible after the conversation
- Do not destroy notes in case they are needed later on
- Record the date, time, place and any noticeable non-verbal behaviour and the words used by the child
- Draw a diagram to indicate the position of any bruising or other injury
- Record statements and observations rather than interpretations or assumptions

Confidentiality:

1. All information about any individual child and any individual volunteer or staff member will be treated as confidential and will not be communicated to others, save those who need to be involved for due process to take place. Representatives will only discuss any individual child with the parents or legal guardian of that child, other than for planning and management purposes
2. Representatives will not discuss matters of supervision with any outside parties and should draw any concerns to the attention of a member of the Child Protection Officer team immediately.
3. Staffing involved and the other matters will remain confidential within the United Synagogue and those directly related to the personal issues.

Guidance for use Social Networking Sites:

The United Synagogue recognises the important role social networking websites, such as Facebook and Twitter, serve in communicating with young people and the utility they present for youth work. However, we also recognise the potential issues social networking present and have therefore devised guidelines to be followed by all staff working for The United Synagogue, designed to safeguard both workers and young people involved. As an individual involved in Youth Work, it is important to recognise the constant responsibility attached to this and behave as an appropriate role model at all times.

Facebook:

Facebook dictates that all users are aged 13 or above. One must never accept or request a participant as a friend on Facebook or add them to any group if they are under the age of 13.

It is important to separate your personal life from your leadership role and place a respectable distance between yourself and any participants. This can be achieved by limiting the personal information available on Facebook. Where possible, a separate youth worker account is advisable. We recognise however that this is not always possible or plausible. In all cases a "Limited Profile" setting must be active on Facebook and all non-peer participants **MUST** be added to this group. The "Limited Profile" setting must restrict all photos from view. It is also advisable that the "Wall", "Information", "Groups" and "Applications" are restricted.

Where possible, it is encouraged that communications are sent to multiple individuals at the same time. This ensures witnesses and protects against possible accusations. One must be aware that although "Wall Posts" are public, once deleted by either sender or recipient, no log of the content can be retrieved. As such there is no defence against accusation. Although "private messages" or "chat" is a hidden communication, a permanent log of all messages exchanged is kept. All communications should be kept appropriate in both language and content. This includes "status updates".

In addition we advise the creation of "general pages" and Tribe groups as a forum for communication, for example "Tribe Summer Camp" "Tribe Summer Schemes" and "Tribe Madrichim" already exist.

Twitter:

Twitter dictates that all users are aged 13 or above. One must never follow or be followed by a child if they are under the age of 13.

The published "Rules of Twitter" must be upheld at all times. All communications should be kept appropriate in language, content and photographs.

No private tweets should be exchanged with any participant under the age of 16. For all other social networking sites the same kind or provisions should be put in place.

Photographs:

Parental consent must be obtained prior to publication of photographs of their children. **See Appendix 3 - Requirements for Photos Appearing on United Synagogue Websites**

No photograph of a child under 18 should allow for the identification of that child, (for example by associating the child's full name or contact details such as their address, email address or phone number), with the picture.

Photographs of children must only be taken for legitimate use for press/PR stories and or for Ofsted requirements for photographic pupil observation evidence to be placed on children's individual files within our Ofsted inspected Nurseries.

Photographic pupil observation evidence required by Ofsted to be placed on children's individual files within our Ofsted inspected Nurseries **must** be taken on equipment belonging to that specific United Synagogue Nursery. Photographs **must not** be stored on any device/mobile phone/tablet/laptop/desktop computer and **must** be stored on equipment belonging to that specific United Synagogue Nursery only.

CCTV/Security Monitoring:

Any Representative, (including third parties such as security firms, CST etc.), who have access to and/ or ability to view CCTV security camera footage either on their own mobile phone/laptop/desktop or within a synagogue **must** have enhanced DBS, (Disclosure & Barring Service – formerly CRB), clearance.

Section 2: Procedure for Recruitment and training of staff and volunteers working with Children

The United Synagogue recognises that anyone may have the potential to abuse children in some way and therefore all reasonable steps are taken to ensure unsuitable people are prevented from working with children.

Pre-selection checks must include the following:

- + All staff and volunteers should complete a United Synagogue application form. The application form will elicit information about an applicant's past and a self-disclosure about any criminal record.
- + Consent should be obtained from an applicant to seek information from the Disclosure & Barring Service.
- + Two confidential references should be taken up, including one regarding previous work with children. These references must be taken up and confirmed in writing not just by telephone contact.
- + Evidence of identity should be provided (e.g. passport or driving licence with photo).
- + Independent contractors will have to provide details of confidential references regarding previous work with children.

Interview and induction:

All representatives will be required to undergo a selection interview carried out to acceptable protocol and recommendations.

All representatives will receive formal or informal induction, during which:

- + A check should be made that the application form has been completed in full (including sections on criminal records and self-disclosures).
- + Their qualifications should be substantiated.
- + The job requirements and responsibilities should be clarified.
- + They should sign up to the United Synagogue's Code of Expectations.
- + Child protection procedures are explained and training needs are identified.

Training:

In addition to pre-selection checks, the safeguarding process includes training after recruitment to help representatives to:

- + Analyse their own practice against established good practice, and to ensure their practice is likely to protect them from false allegations.
- + Recognise their responsibilities and report any concerns about suspected poor practice or possible abuse.
- + Respond to concerns expressed by a child or young person.
- + Work safely and effectively with children.

The United Synagogue requires:

- + All representatives to receive child protection awareness training, to ensure their practice is exemplary and to facilitate the development of a positive culture towards good practice and child protection.
- + Relevant representatives to receive enhanced training.
- + Relevant representatives to undergo national first aid training, (where necessary).
- + Attendance of update training when necessary.

Section 3: Procedure for responding to allegations or suspicions against a United Synagogue employee, volunteer or consultant

It is not the responsibility of any representative to decide whether or not child abuse has taken place. However, there is a responsibility to act on any concerns through contact with the appropriate authorities.

The United Synagogue will assure all representatives that it will fully support anyone who in good faith reports his/her concern that a colleague is, or may be, abusing a child.

The United Synagogue will seek social services advice on who should approach the alleged abuser.

The United Synagogue understands that it has a duty towards its employees to treat them in a fair and reasonable manner at all times, including if an allegation has been made against them. Consideration will be given to the kind of support those members of staff/volunteers against whom an allegation of abuse has been made require.

Where there is a complaint against a member of staff there may be three types of investigation:

- + a criminal investigation
- + a child protection investigation
- + a disciplinary or misconduct investigation.

The results of the police and child protection investigation may well influence the disciplinary investigation, but not necessarily so.

Action:

1. Concerns about poor practice:

If, following consideration, the allegation is clearly about poor practice, the United Synagogue will deal with it as a misconduct issue.

2. Concerns about suspected abuse:

Any suspicion that a child has been abused by a representative should be reported to the Child Protection Officer, or in his absence the Deputy Child Protection Officer or a member of the Child Protection Officer team who will take such steps as considered necessary to ensure the safety of the child in question and any other child who may be at risk.

The United Synagogue will refer the allegation to the social services department which may involve the police, or go directly to the police if out of hours.

The parents or carers of the child will be contacted as soon as possible following advice from the social services department.

The United Synagogue will also notify the relevant department who will deal with any media enquiries.

Section 4: Confidentiality:

Every effort will be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need to know basis only.

This includes the following people:

- the parents of the child or young person who is alleged to have been abused
- the person making the allegation
- social services/police
- the alleged abuser (and parents if the alleged abuser is a child).

Information should be stored in a secure place with limited access to designated people, in line with data protection laws (e.g. that information is accurate, regularly updated, relevant and secure).

Section 5: How to Recognise Signs of Concern:

Possible signs of concern might be:

- The child has any injury which is not typical of the bumps and scrapes normally associated with children's activities
- The child regularly has unexpected injuries
- Confused or conflicting explanations are given on how injuries were sustained There are significant changes in behaviour, performance or attitude
- The child indulges in sexual behaviour which is unusually explicit and/or inappropriate to his/her age
- The child talks of an experience in which he or she may have been significantly harmed

Unwillingness to go home or to school:

If children are having a good time, they are often reluctant to go home, but a child who is being abused at home may think of excuses for staying a little longer.

Similarly, children who are avoiding going to school might do so because they are being bullied, or because the abuser is in the school.

Unpredictable attendance:

Sometimes children do not attend settings after they have been abused, to prevent people from asking about their injuries. Their attendance might become unpredictable. You might notice that one afternoon a child was talking about the games and activities he/she wanted to do the next day, but that the next day he/she did not actually attend. If this occurred frequently, you might consider whether there was another, underlying reason

Aggressive behaviour towards others:

Children who have been abused or bullied may show aggressive behaviour themselves. They might suddenly “explode” and lash out or they might bully other children, particularly younger children.

Inappropriate behaviour for the child’s age:

Children who show behaviour inappropriate for their age - such as an 8 year old who has a tantrum, or a 12 year old girl who keeps inviting boys to kiss and touch her – may be doing this because they are bullied or abused.

How to Recognise Signs of Abuse:

Abuse is classified into 4 main areas:

- Physical
- Sexual
- Neglect
- Emotional

1. Physical abuse:

Indication	What to look for
Bruises	Notice if these are in unexpected places, such as at the top of the arms, the back of the legs, or the neck. Look out also for bruises that show finger marks or the outlines of shapes. Consider whether children <i>frequently</i> have bruises, however small.
Burns and Scalds	Burns and scalds might be in expected places, such as on the back or on the upper arms. Look out for untreated burns, or burns occurring frequently. Consider whether burns have particular shapes - an iron shape might indicate that an iron was held against the child, for instance, or a round small circle might indicate cigarette burns.
Fractures	Does the child often seem to have “accidents.” How detailed is the explanation of how the fracture occurred?

<p>Head Injury</p>	<p>Look out for bumps to the back and the sides of the head, or the recurrent black eyes or sore ears. Does the child often have head injuries? How detailed is the explanation?</p>
<p>Cuts and other wounds to the skin</p>	<p>Look out for injuries in unexpected places. Many “normal” cuts to the hands are generally superficial. Are the injuries being treated? Are there any bite marks or scratches? Look out for any other unusual marks to the skin that might indicate that the child has been hit or pinched.</p>

Unusual reluctance to show the body:

Older children often need privacy when changing, but total reluctance to change for example, to take off a jumper might indicate that the child is trying to keep herself or himself covered to avoid any injuries being seen.

Frequent injuries:

Many children have minor accidents from time to time, but take notice if a child is constantly having small injuries, especially if within the play setting you perceive the child to be quite sensible and careful.

2. Sexual Abuse:

Sexual abuse can be defined as any act that is used to gratify an adult’s sexual desires and includes fondling and touching as well as sexual intercourse.

<p>Indication</p>	<p>What to look for</p>
<p>Physical signs</p>	<p>Look out for unusual bruising, for example to the inner thighs or the back. Note frequent urinary infections, or children finding it painful to go to the toilet or being very afraid of doing so.</p>
<p>Behaviour</p>	<p>Watch out for sudden changes in normal behaviour-for example, a child who becomes very clingy or withdrawn. In some cases children become very aggressive as a way of coping with their anger and humiliation.</p>
<p>Sexual knowledge</p>	<p>Consider whether children’s behaviour and sexual knowledge is appropriate for their age. For example, some children act out in their play, parts of the abusive scenario. Others might show precocious and inappropriate sexual knowledge. They may also show affection toward adults in a sexual way-for example,</p>

	trying to kiss a play worker
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3. Neglect:

Some parents can find it difficult to provide adequate parenting for their children. They may love them, yet be unable to give them the basic care that children need, such as food, clothes, and cleanliness. Parents neglect their children through extreme poverty, due to feeding a drug or alcohol habit, because of depression, or through ignorance, amongst other reasons.

WHAT TO LOOK FOR:

Indication	What to look for
Physical signs	Watch out for children who seem always to be hungry, who look pale, and who are generally in poor health (due to either being poorly fed or from having little food).
Hygiene and performance	Consider whether a child's hygiene and general appearance are often poor- for example unwashed clothes, teeth that need brushing, hair that has rarely been combed.
Emotional signs	Older children will often have developed a coping mechanism that means that they will appear to be unfazed by remarks from other children. They may appear to lack trust and have very much a "day to day" feel about life. Look out for children who seem to be on the "edge" of a group, and who avoid discussing their home backgrounds and families.
Behaviour	In some cases, children might take other children's possessions, or seem to be quite hard and not prepared to share. Older children might even turn to shoplifting in order to get food or other items. Watch out for children who tell lies about their circumstances. Or older children who have acquired things which ordinarily you would not have expected to be able to afford. Be aware of children who do not seem to have a place to go to, or who seem to be hanging around the streets.

4. Emotional Abuse:

Emotional abuse occurs when children are ridiculed, repeatedly criticised, and not allowed to develop their self-confidence. They may also be deprived of love, affection and warmth.

Children who have been emotionally abused are easy targets for other abusers such as paedophiles, who seem to offer them “friendship” and “love” they crave.

WHAT TO LOOK FOR

Indication	What to look for
Physical signs	<p>In younger children there will be few physical signs, but older children, especially children, especially girls, may harm themselves. Look out for self-destructive behaviour: for example, self mutilation by tattooing themselves, denying themselves food, or taking harmful substances.</p> <p>These attention-seeking devices are ways of crying out for help. In severe cases, older children might even try to take their own lives.</p>
Emotional signs	<p>Children who are emotionally abused have very low self-esteem and confidence.</p> <p>They may be attention-seeking and look for popularity in inappropriate ways. Look out for children who seem very lonely or who act as the “clown” to gain popularity.</p> <p>Consider whether children particularly need attention and are clingy.</p> <p>Look out for children who are very worried and anxious, and who fear making mistakes.</p> <p>Consider whether children are very sensitive to criticism, or seem to have developed a “don’t care” attitude.</p>
Behavioural signs	<p>Children with low self-esteem might be extremely attention-seeking and “needy”, wanting a lot of adult time and support.</p> <p>Look out for children who burst into tears for no particular reason, or who seem very tense and anxious.</p>

Section 6: If you suspect a child is being abused:

Immediately or as soon as is practicable inform **the Child Protection Officer David Frei on 0208 343 6277 or in his absence the Deputy Child Protection Officer – Delia Goldring on 0208 343 6224** or another member of the Child Protection Officer team.

The number to call outside normal office hours is 020 3758 8440

If you have a query on Shabbat/Jewish festivals and you believe a child may be at serious risk, please contact 999 immediately.

What to say to the child:

It is essential that children know what they have said will not get them in trouble, and that they were right to talk about it.

Children may well ask that you do not tell anyone else. This is a promise you cannot make. It is generally a good idea to let children say as much or as little as they wish, and avoid questioning them

Record what has been said:

It is essential that you write down a summary of what the child has said as soon as possible afterwards-preferably within an hour, please note that this summary is legally admissible as evidence provided it has been recorded within twenty-four hours.

- Write clearly what has been said
- Your comments to the child
- What action you took
- Note what was happening before the disclosure took place
- Who else was nearby

As this record be used in evidence at a later date, it is essential that you record only what actually happened: this must be an accurate record.

Responding to a child's disclosure of abuse:

- Remain calm
- Allow the child to say what has happened, without interruption
- Show the child through body language that you are listening
- Avoid asking questions or challenging
- Reassure the child
- Tell the child that she or he has done the right thing in saying something
- Tell the child that you will need to tell someone else, so the child can be helped
- Explain to the child what is going to happen next
- Report the disclosure immediately to Child Protection Officer.
- Complete a summary as soon as possible afterwards.

Section 7: Allegations involving other representatives:

Any representative who has reason to suspect that a child or young person may have been abused by another representative, must immediately inform the Child Protection Officer, **David Frei on 0208 343 6277** or in his absence the Deputy Child Protection Officer, **Delia Goldring on 0208 343 6224**

The number to call outside normal office hours is **020 3758 8440**.

If you have a query on Shabbat/Jewish Festivals and you believe a child may be at imminent serious risk, please contact 999 immediately.

Section 8: Protecting Children at Risk of Radicalisation

With effect from 1st July 2015 all schools, registered early years childcare providers and registered later years childcare providers are subject to a duty under **Section 26** of the **Counter- Terrorism and Security Act 2015**, to have '*a due regard to the need to prevent people from being drawn into terrorism*'.

Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism leading to terrorism. The Act states that '*during that process it is possible to intervene to prevent vulnerable people being drawn into terrorist related activity*'.

All Nursery Schools run by the United Synagogue are subject to the United Synagogue Protecting Children at Risk of Radicalisation policy which is a separate document available within nursery settings.

The United Synagogue Prevent Duty Co-ordinator is **David Frei, Director of External Affairs**.

Section 9: Adult to Child Ratio levels:

When working with groups of children or young people, it is important that the level of supervision is appropriate to their age group and their needs, which may be very specific.

In general, younger children need to be more closely supervised and will require a higher adult to child ratio.

The following ratio must be used when running activities that involve working with children and young adults between the ages of 0 – 16 year olds.

Although the ratio table below allows for one adult to supervise groups of children, it is the United Synagogue's recommendation that at least 1 male and 1 female leader are in attendance when groups are of mixed gender.

- **Age 0 – 2:**
1 adult to 3 children
- **Age 2 - 3:**
1 adult to 4 children
- **Age 4 - 8:**
1 adult to 6 children
- **Age 9 - 12:**
1 adult to 8 children
- **Age 13 - 16:**
1 adult to 10 children

When deciding on the number of adults required, it is important to bear in mind that **these ratios are guidelines only**: in certain situations it will be necessary to have a higher number of adults than our recommendations suggest. If, for instance, the children or young people

have specific support needs, or a risk assessment identifies behaviour as a potential issue for the group or event, the number of supervising adults will need to be higher.

The table above depicts ratios for all activities that take place at one specific location. When field trips or activities are planned including where children are travelling to another location, higher ratios may be required.

Section 10: Further Guidance:

For further guidance in relation to matters of child protection, the following charities have specialist social workers and advisors:

Norwood: 020 8809 8809; info@norwood.org.uk

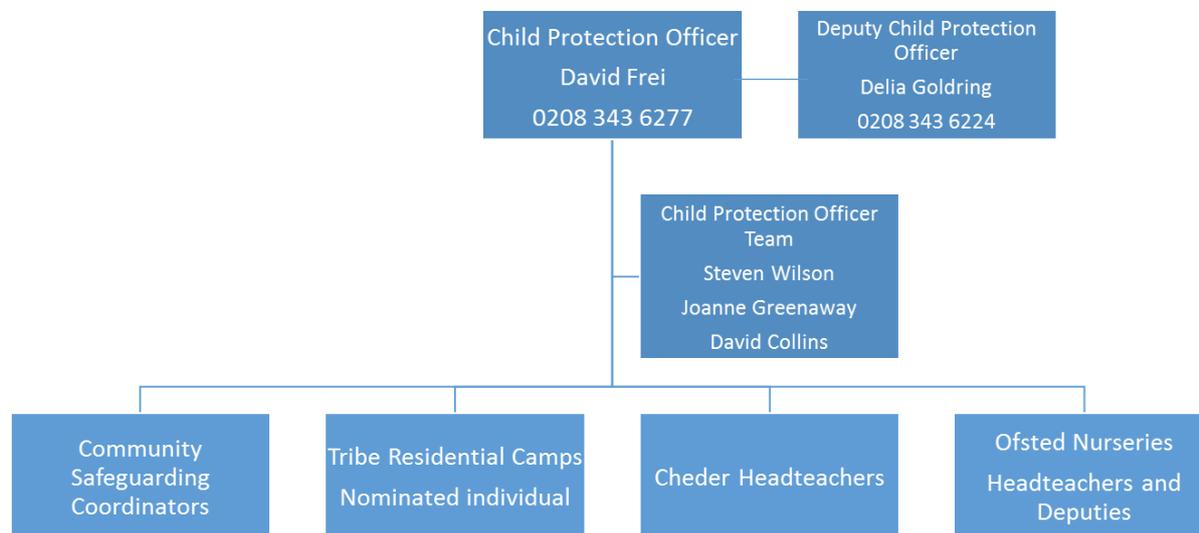
NSPCC: 0808 800 5000; help@nspcc.org.uk

For historic matters the following charity supports recovery from childhood abuse:

NAPAC: 0800 801 0331; www.napac.org.uk

Other organisations and helplines exist to serve the needs of the community in this area. Feel free to contact one of the child protection officer team for further details.

Child Protection Officer Cascade



For out of hours assistance please contact the US Child Protection line on 020 3758 8440 and your voicemail will be re-directed. If you have a query on Shabbat and you believe a child may be at serious imminent risk, please contact 999.