

SAFEGUARDING AND WELFARE OF CHILDREN POLICY

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

Alyth 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.

Alyth understands its duty of care to safeguard all children involved in any activities undertaken by or on behalf of the synagogue. Alyth 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 synagogue 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.

The aim of the Policy is to promote good practice by:

- Providing children with appropriate safety and protection whilst in the care of Alyth.
- Providing representatives working on behalf of Alyth 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 Alyth's name and reputation from being brought into disrepute.

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 Alyth, volunteers and or independent contractors (consultants) required to carry out work on behalf of Alyth.

SAFEGUARDING CHILDREN POLICY:

Alyth will promote an environment where children are safe from abuse.

Lynette Chazen, the Head of Community Care and Life Cycle, is the named person who is the Designated Safety Officer of the Organisation (020 8457 8788) or in the absence of the DSO, the ADSO (SH)

If a representative suspects that a child may be a victim of abuse, they must immediately inform the named person about their concerns.

Abuse can be of a sexual, emotional or physical nature. It can also be the result of neglect.

The Designated Safeguarding Officer will work closely with the Rabbi/s/Senior Board Lead on Safeguarding and other relevant parties when investigating any allegations of abuse. All parties involved will handle such investigations in a sensitive manner, but the interests of the child will be of paramount importance.



All information relating to individual child protection issues is confidential. Information can only be passed onto the appropriate persons.

All representatives working with children are required to have their application vetted through Ofsted (if applicable) and the Disclosure and Barring Service, in order to ensure that there is no evidence of offences involving children or abuse.

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/legal guardians 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.
- A disclosure of a serious nature by a child about someone else

Alyth 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 outer 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, but 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 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:

- 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.
- Representatives will not discuss matters of supervision with any outside parties and should draw any concerns to the attention of the Alyth DSO / ADSO.
- Staffing and the other matters will remain confidential within Alyth and those directly related to the personal issues.

Guidance for use of Social Networking Sites

Alyth recognises the important role social networking websites, such as Facebook, Instagram 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 Alyth, 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 and Instagram:

Facebook dictates that all users are aged 13 or above. An employee 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. Where possible, a separate account is advisable. We recognise however that this is not always possible or plausible. In all cases a "Limited Profile" setting must be active 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 groups as a forum for communication.

Twitter:

Twitter dictates that all users are aged 13 or above. One must never follow or be followed by someone 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 of provisions should be put in place.

SECTION 2: PROCEDURE FOR RECRUITMENT AND TRAINING OF STAFF AND VOLUNTEERS WORKING WITH CHILDREN

Alyth 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 an 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 and 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.
- Child protection procedures are explained and training needs are identified.
- References will be verified.

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.
- Keep up to date with changing legislation

Alyth requires:

- All representatives to attend a recognised good practice and child protection awareness training workshop, 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 advisory information outlining good practice and informing them about what to do if they have concerns about the behaviour of an adult towards a young person.
- 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 AN ALYTH 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.

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

The DSO/ADSO in conjunction with the Principal Rabbi and Senior Board Lead on Safeguarding will seek social service's advice on who should approach the alleged abuser.

Alyth 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.

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, Alyth 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 DSO/ADSO 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 DSO/ADSO will refer on 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.

If necessary, relevant lay leaders and staff members will be informed on a need to know basis

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).



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 frequently 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?
Head Injury	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?
Cuts and other wounds to the skin	Look out for injuries in unexpected places. Many “normal” cuts are 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.
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.

INDICATION	WHAT TO LOOK FOR
Physical signs	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.
Behaviour	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.
Sexual knowledge	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, trying to kiss a play worker

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
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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 in, 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	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. These attention-seeking devices are ways of crying out for help. In severe cases, older children might even try to take their own lives.
Emotional signs	Children who are emotionally abused have very low self- esteem and confidence. 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. Consider whether children particularly need attention and are clingy. Look out for children who are very worried and anxious, and who fear making mistakes. Consider whether children are very sensitive to criticism, or seem to have developed a "don't care" attitude.
Behavioural signs	Children with low self-esteem might be extremely attention-seeking and "needy", wanting a lot of adult time and support. Look out for children who burst into tears for no particular reason, or who seem very tense and anxious.



IF YOU SUSPECT A CHILD IS BEING ABUSED

Immediately or as soon as is practicable inform the DSO/ADSO on 020 8457 8793/0208457878??.

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. Avoid using leading questions.

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 may be used in evidence at a later date, it is essential that you record only what actually happened: this must be an accurate record and do not add your perceptions/assumptions.

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 the DSO/ADSO.
- Complete a summary as soon as possible afterwards.

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 DSO/ADSO on 020 8457 8793 / ???

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 Alyth'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.