



South West Essex and Settlement Reform Synagogue Safeguarding Policy

Including Child Protection, Safeguarding of Vulnerable Adults

Approving Body	SWESRS Council
Date of Approval	28 January 2021
Annual Review Date	January 2022
Designated Safeguarding Lead	Valerie Garnelas
Deputy Designated Safeguarding Lead	Eleanor Bloom

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

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

Signed:

Designated Safeguarding Lead

Chair of SWESRS
Council

INTRODUCTION - PURPOSE AND SCOPE

1. The Synagogue's overriding concern is the best interests of every person, particularly including every child, young person and vulnerable adult in its care; In meeting this concern; this policy aims to:
 - a. Provide employees and volunteers with a framework to promote and safeguard the wellbeing of children and vulnerable adults and ensure that they comply with their statutory responsibilities;
 - b. Ensure consistent good practice within the synagogue and across our community;
 - c. Provide a caring, positive, safe and stimulating environment that promotes social, physical and moral development;
 - d. Identify concerns early and prevent them from escalating;
 - e. Ensure that children and vulnerable adults who have unmet needs are supported appropriately;
 - f. Raise awareness of child protection and vulnerable adult issues across the community and equipping children and vulnerable adults with the skills they need to remain safe.
2. This policy; and all action relating to it, is in line with the following legislation and guidance:
 - a. The Children Acts of 1989 and 2004
 - b. The Education Acts of 2002 and 2011
 - c. The Education (Child Information) Regulations (England) 2005
 - d. The Children and Families Act 2014
 - e. The Safeguarding Vulnerable Groups Act 2006
 - f. The Counter-Terrorism and Security Act 2015 (PREVENT Duty)
 - g. PREVENT Duty Guidance 2015
 - h. Working Together to Safeguard Children 2015
 - i. Keeping Children Safe in Education 2018

GUIDING PRINCIPLES

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

- b. The Designated Lead(s) will ensure that all members of the Safeguarding Team have adequate training; and that the training of all employees and volunteers is updated regularly and at least every two years;
- c. All employees and volunteers are required to read Part One of 'Keeping Children Safe in Education' (2018);
- d. The Safeguarding Team, overseen by the Synagogue Trustees will ensure that child protection and vulnerable adult awareness training is part of the induction package for all employees and volunteers, including new members of the Council.

7. Confidentiality

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

- a. Employees and volunteers will be informed of individual child protection issues confidentially and on a 'need to know basis' only.

8. Records and Monitoring:

- a. Any one receiving a disclosure of abuse or noticing signs of possible abuse must make a signed and dated record within 24 hours of reporting the incident; noting what was seen or said, putting the event into context, and giving the date, time and location (see Appendix B for Concern Form);
- b. File notes will be kept for any child or adult where there are child protection or vulnerable adult concerns;
- c. In the event of concerns the Synagogue Safeguarding Team will discuss the appropriate action and liaise with the appropriate agencies in relation to children or vulnerable adults. The Synagogue will provide a coordinated offer of early help when unmet needs are identified.
- d. If a child, where there are concerns, or a vulnerable adult transfers to a synagogue, any safeguarding notes will be forwarded to the new synagogue marked "confidential" and for the attention of the receiving synagogue's Designated Safeguarding Lead.

9. Safer Recruitment: Every effort will be made to ensure the safe recruitment of employees and volunteers and all legislation regarding safer recruitment will be followed; This includes:

- a. Following statutory DBS guidelines re: checks on employees and volunteers;
- b. Stating clearly on any advertisement our commitment to safeguarding children and vulnerable adults;
- c. Requiring employees that have successfully completed safer recruitment training to be on any interview panel where possible to recruit employees;
- d. Validating as far as possible qualifications, experience, references and expertise;
- e. Verifying identity and the right to work in the UK;
- f. Examining all career breaks, sudden job changes and/or dismissals;
- g. Maintaining a single, central record of all employees and volunteers, which will be stored securely

ROLES AND RESPONSIBILITIES

- 12. All Employees and volunteers are expected to:
 - a. Comply with this policy;

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

RECOGNISING DIFFERENT FORMS OF ABUSE

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

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

Therefore, employees and volunteers must be vigilant for the less obvious signs:

- a. Lots of new electronic equipment, when before there was none;

- b. Seeming to have extra money to spend;
 - c. Moving away from established friendship groups, older boy/girlfriends, involved with other vulnerable children and vulnerable adults/adults etc;
21. Sexting: It is illegal for sexual or indecent images of a child under 18 to be taken and or distributed;
- a. All incidents of sexual images should be reported to the Safeguarding Team; The image/s and the device they are stored within should be confiscated;
 - b. If there is a concern that the child is at risk of harm, the Safeguarding Team will contact social care and/or the police;
 - c. Members, employees and volunteers should only view the image(s) if necessary and with a member of the Safeguarding Team present;
 - d. Members, employees and volunteers must never copy, print, or share the image(s), unless asked to do so by the Police;
 - e. The Safeguarding Team will always refer to the police or social care if an incident involves an adult; coercion, violence, blackmail, or grooming; concerns about capacity to consent, (e.g. SEND); a child under 13;
22. Female Genital Mutilation ['FGM']: Involves cutting, and sometimes sewing the girl's genitalia, normally without anaesthetic, and can take place at any time from birth onwards; The procedure has a cultural, rather than religious, origin and is practised by disparate ethnic communities in many countries.
23. Forced Marriage and Honour Based Violence: Occurs when a young person is forced into a marriage that they do not want with someone they have not chosen, following coercion, intimidation, threats and possibly physical and sexual abuse; It is very different from an arranged marriage, where both young people can make the decision to accept or decline the partner chosen for them by their parents.

PROCEDURE - CONCERNS ABOUT A CHILD OR VULNERABLE ADULT

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

PROCEDURE - SUPPORTING CHILDREN OR VULNERABLE ADULTS

30. There is a pyramid of need for the support of vulnerable children and adults:
 - a. At the top are those children on a child protection plan and those for whom there are major child protection concerns;
 - b. Next are children 'Looked After' by the Local Authority, adopted children and those who are cared for by people other than a parent; and those children s who take the role as a significant carer for a family member;
 - c. Next is a larger group of children or adults who are vulnerable in some other way. This may be because of family circumstances, health issues or social reasons;
 - d. Lastly there are the majority of children or vulnerable adults, who do not need on-going support but may need support for a short period of time; This may be, for example, in the case of family illness, crisis or bereavement.
31. The Safeguarding Lead is responsible for ensuring that the Trustees have up to date information on these children or vulnerable adults.
32. The Synagogue will endeavour to support children and vulnerable adults through:
 - a. The Religion School curriculum and synagogue ethos, which promote a positive, supportive and secure environment and which give all children and adults a sense of being respected and valued;
 - b. Encouraging children and vulnerable adults to report safeguarding or child protection concerns;
 - c. Pastoral support by the Rabbis/community to support children, vulnerable adults and their families;
 - d. The development and support of a responsive and knowledgeable employees and volunteers group.
33. **Children Missing from Education:** A child missing from education for ten sessions or more is a potential indicator of abuse and neglect. Should a child go missing from the Synagogue Religion School, one of the Co-Headteachers will inform the Safeguarding Lead, who will consider if further action is necessary.
34. The Synagogue will provide support for children on the Child Protection Register where this is known.
 - a. Following the guidance set out in any child protection plans;
 - b. Ensuring that they know and are comfortable about who they can approach for help;
 - c. Monitoring their welfare carefully;
 - d. Attending any child protection meetings held on their behalf if required;
 - e. Monitoring their attendance carefully and reporting any unexplained absence to social care;
 - f. Enlisting the support of and liaising with other agencies as appropriate;
 - g. Checking that they have access to all elements of synagogue life, including visits and other activities;
 - h. Informing relevant employees and volunteers or volunteers without breaching confidentiality, so that s/he knows to register any concerns with the Safeguarding Lead;

35. **Looked After Children:** The Synagogue will maintain a list of children who are looked after by the Local Authority or by someone other than a parent. If required, we monitor their wellbeing carefully by:
- a. We may be involved in and follow the guidance set out in the child's personal education plan (PEP);
 - b. Arranging for a member of the Safeguarding Lead (or for another teacher from the Religion School, to whom the child relates well) to take a particular interest in the child's welfare;
 - c. Attending any liaison or review meetings held on their behalf, including acting as their advocate at such meetings should they request it, and keeping in touch with social workers and/or carers;
 - d. Enlisting the support of and liaising with other agencies as appropriate; checking that they have access to all elements of synagogue life, including visits and other activities;
36. **Young Carers:** It is the responsibility of the Safeguarding Team to have knowledge of those children and vulnerable adults who play the part of a major carer for a family member; and to offer a support package appropriate to their individual situation.
37. **SEND:** These children and vulnerable adults are more likely to be abused or neglected and for this to go unnoticed. Disabled children and adults may be less able to recognise or understand that they are being abused. Communication difficulties may make it harder for them to disclose abuse and/or dependency on their care giver may mean they have no-one to tell. The Synagogue recognises this and the Safeguarding Lead will ensure that there is an awareness of those members and children with SEND so that they can receive pastoral support from the Rabbis and the community.

PROCEDURE - ALLEGATIONS OF ABUSE AGAINST EMPLOYEES AND VOLUNTEERS

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

PROCEDURE - PEER ON PEER ABUSE

47. The Synagogue appreciates that children and vulnerable adults are capable of abusing each other. Employees and volunteers will always challenge abuse and will not merely pass it off as 'banter' or 'part of growing up' or 'because of their need';
48. Employees and volunteers will refer any concerns immediately to the Safeguarding Lead;
49. It may be considered a safeguarding matter if the allegation involves:
 - a. Physical Abuse
 - b. Forcing others to use drugs or alcohol
 - c. Emotional Abuse
 - d. Blackmail, extortion, threats or intimidation
 - e. Sexual Abuse (indecent exposure, sexual assault or sexualised touching, forcing others to watch pornography or take part in sexting, encouraging other children and vulnerable adults to engage in inappropriate sexual acts, photographing or videoing other children and vulnerable adults performing indecent acts);
 - f. Gang initiation/hazing (the practice of rituals and other activities involving harassment, abuse or humiliation used as a way of initiating a person into a group).
50. All incidents will be investigated and dealt with by the Safeguarding Team and/or the Synagogue Trustees



**SOUTH WEST ESSEX AND SETTLEMENT REFORM
SYNAGOGUE**



**is committed to the safeguarding
and well-being of all of our members.**

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

However, if you are concerned about a member or if a child or adult discloses information to you that makes you feel concerned about their safety or welfare, or the safety or welfare of another, please inform one of the named Safeguarding Team below by phoning the office on **020 8599 0936** and leaving a message for them to call you.

Remember that it is never wrong to feel concerned and it is better to inform one of the Safeguarding Team than do nothing at all. For further information please email the office on admin@swesrs.org.uk and visit our website on www.swesrs.org.uk for our Safeguarding policy.



Valerie Garnelas
Designate Safeguarding Lead



Eleanor Bloom
Deputy Designated Safeguarding Lead



Rabbi Lisa Barrett



Claire Hartley – Care Co-ordinator

SWESRS - LOGGING A SAFEGUARDING

Date:	Time:
Name of child/adult:	
FACTS	
<i>(if more space is required, please continue overleaf)</i>	
Who is/has been involved?	
What happened?	
Where did it take place?	
What is your concern?	
Any action taken by you:	

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

APPENDIX C – ONLINE-SAFETY

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

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

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

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

The Safeguarding Team will:

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

Teaching and Support

Employees and volunteers are responsible for ensuring that:

- They have an up to date awareness of online-safety matters and of current synagogue online-safety policy and practices;
- They report any suspected misuse or problem to the Safeguarding Lead;
- Digital communications with children by email, should be on a professional level and only carried out using synagogue systems;

- Online-safety issues are embedded in the curriculum and other Religion School activities;
- Websites and videos used in the classroom should be age appropriate and handled with caution.

ILLEGAL OR INAPPROPRIATE ACTIVITIES AND RELATED SANCTIONS

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

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

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

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

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

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

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

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

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

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

USE OF COMMUNICATION TECHNOLOGIES

Email

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

Use of digital and video images

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

Use of web-based publication tools

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

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

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

APPENDIX D - USEFUL CONTACTS/LINKS

- LADO: Helen Curtis on 020 8708 5350 or helen.curtis@redbridge.gov.uk
- CEOPS: 0870 000 3344. <https://ceop.police.uk/www.ceop.gov.uk>
- NSPCC Whistleblowing Line: 08000280285. help@nspcc.org.uk
- Redbridge Child Protection and Assessment Team: 020 8708 3885 from 9am-5pm. 020 8708 5897 after 5pm or cpat.referrals@redbridge.gov.uk
- Children Missing from Education: 020 7088 6047 cme@redbridge.gov.uk
- Children with Disabilities Team: 020 8708 6092 admin.CWDT@redbridge.gov.uk
- Local Safeguarding Children Board: 020 9708 5282. LSCB@redbridge.gov.uk