



# ST ALBANS MASORTI SYNAGOGUE

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## SAMS Safeguarding Policy

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### **SAMS A home for Jewish Herts.**

Charity registration no. 1118649. Company limited by guarantee with company no. 6131892

Registered office: Harben House, Harben Parade, Finchley Road, London NW3 6LH

**Officers - Co-Chairs:** Moira Hart, Simon Samuels    **Hon. Treasurer:** Nick Flitterman    **Hon. Secretary:** Helen Singer

**Trustees:** Niki Freedman, Russell Goldsmith, Susan Hamilton, Michelle Knight, David Leigh, Darren Marks

Safeguarding Policy – November 2016

## **Safeguarding Policy**

### **Safeguarding Statement**

St Albans Masorti Synagogue (SAMS) acknowledges the duty of care to safeguard and promote the welfare of children and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice.

### **This policy**

- I. concerns the welfare of children and young people as attendees at SAMS events within the Synagogue or under the direct jurisdiction of the synagogue.
- II. applies to all staff, volunteers and anyone working on behalf of SAMS. This policy shows a commitment to protecting and safeguarding children against potential or actual harm.
- III. fully accepts and promotes the principle enshrined in the Children Act 1989 that the welfare of the child is paramount.
- IV. SAMS is registered under and complies with the terms of the Children's Act 1989 in connection with the operation of Sunflowers and Cheder

### **As part of our Safeguarding Policy SAMS will**

- promote the safety and wellbeing of children and young people
- ensure those in positions of responsibility understand their roles and duties in respect of safeguarding and are provided with a framework to raise safeguarding concerns relating to children and young people
- ensure appropriate action is taken in the event of incidents/concerns of abuse and support provided to the individual/s who raise or disclose the concern
- ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored
- prevent the employment/deployment of unsuitable individuals
- ensure safeguarding arrangements and procedures are in operation.

### **Specific arrangements:**

#### **Designated Safeguarding Officer**

A Designated Safeguarding Person will co-ordinate concerns and initiate action with statutory authorities. This volunteer will be appointed by and be reportable to, the Trustees.

Their role will be to

- Receive concerns
- Investigate sufficiently to make a decision about what level of reporting is appropriate
- Consult with the NSPCC and report to Statutory Authority if appropriate
- Create a record of the event

#### **Safeguarding Group**

Three people will form this Group, appointed by the Trustees: this will include the Designated Safeguarding Person, one co-Chair and the Trustee with responsibility

for Safeguarding. Their role will be to oversee the process but not to be party to confidential information unless absolutely necessary. They will meet on an ad hoc basis as necessary.

### **Trustees**

The Trustee group will ratify the Safeguarding Policy on an annual basis at a Trustee meeting and receive annual refresher training. They will ensure the provisions are compliant with national guidelines, statutory duties and the insurance policy for SAMS.

### **Recruitment**

Any person working for us or on our behalf, voluntarily or paid, in a role which has unsupervised access to children or vulnerable groups will be DBS checked at employment (or the equivalent) and at 3 yearly intervals. Volunteers who have unsupervised access to children under the age of 18 will be treated as Employees for the purposes of Child Protection

- Training in the Safeguarding Policy will be done at induction and refreshed annually.
- Employees will receive training on the Safeguarding Policy as part of their formal induction prior to commencement of duties and will be supervised during their probationary period.

### **Records**

Records relating to DBS checking, training and induction are kept by the SAMS administrator and will be held securely for 30 years.

Records relating to Safeguarding concerns will be created, held confidentially by the DSP and made available to the Statutory Authorities if required.

### **Training in Child Protection**

Employees will receive formal training in the SAMS protection policy with formal update training on current best practice on a yearly basis. Training in Safeguarding will also be delivered to SAMS members who volunteer with children in a supervised capacity

- Records will be kept to demonstrate who has undergone this training.

### **Reporting Pathway**

- Everybody at SAMS has a responsibility for the safety of children. The person who first encounters a case of alleged or suspected abuse is not responsible for deciding whether or not abuse has occurred.
- The SAMS website will give a link to the contact details for the DSP. The shul office can pass on an email with a request for contact

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What to do if a child discloses information about abuse:	What to do if you suspect or observe evidence of potential abuse.
<ul style="list-style-type: none"> <li>• Listen and be non-judgemental Say you believe them and it is not their fault</li> <li>• Don't get angry or upset – control your own emotions</li> <li>• Explain in an age appropriate way that you are glad they have told you but you will have to share this information with the Designated Safeguarding Person who will help keep them safe.</li> </ul>	<ul style="list-style-type: none"> <li>• Make a written record of your observations</li> <li>• Do not discuss your observations with the child</li> <li>• Contact the DSP as soon as possible</li> </ul>

- Make a written record of what you have noticed or heard

### **Good Working Practice for Adults to avoid situations that could lead to misunderstanding:**

- Treat all children and young people with dignity and respect
- Respect their personal privacy
- Avoid questionable activity eg rough/sexually provocative games and inappropriate language
- Follow accepted guidelines relating to physical contact
- Challenge unacceptable behaviour
- Adults are advised to avoid being alone with a non-family child if there are no other adults in the building
- All doors in the synagogue except the toilets have glass panels.

### **Disclosure of historical information**

The disclosee should be advised to speak to the Designated Safeguarding Person.