

East London and Essex Liberal Synagogue

Safeguarding and Child Protection Policy (Including Online-Safety)

Approving Body	Board of Directors
Date of Approval	13.03.17
Review Date	13.03.18
Designated Safeguarding Lead	Josh Newham
Deputy Designated Safeguarding Lead	Antony Twyman
Designated Site Lead (<i>Marlborough Rd</i>)	Rachel Kamall
Designated Site Lead (<i>Perrymans Farm Rd</i>)	Sharon Law

I INTRODUCTION - PURPOSE AND SCOPE

The Synagogue's overriding concern is the best interests of 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 across the Synagogue;
 - 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 issues across the community and equipping children and vulnerable adults with the skills they need to remain safe.
2. 'Safeguarding' means the arrangements that are in place for all children and vulnerable adults.
 3. 'Child Protection' means the policy and procedures for children [and vulnerable adults] who have been harmed or are at risk of harm.
 4. 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 School Staff (England) Regulations 2009
- e. The Children and Families Act 2014
- f. The Safeguarding Vulnerable Groups Act 2006
- g. The Counter-Terrorism and Security Act 2015 (PREVENT Duty)
- h. PREVENT Duty Guidance 2015
- i. Working Together to Safeguard Children 2015
- j. Keeping Children Safe in Education 2016
- k. Working Together to Safeguard Children 2015
- l. Searching, Screening and Confiscation 2015
- m. Mental Health and Behaviour in Schools 2016
- n. The Female Genital Mutilation Act 2003

II GUIDING PRINCIPLES

5. **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.
6. **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:
 - a. Employees and volunteers will receive annual online-safety training and updates throughout the year, via updates from the Safeguarding Lead;
 - b. Children will participate in online-safety awareness sessions at Religion School.
7. **Radicalisation/PREVENT:** The Counter Terrorism and Security Act 2015 places the PREVENT duty on schools to have due regard to the need to prevent people from being drawn into radicalism and/or terrorism:
 - a. The Synagogue upholds this duty in its curriculum;
 - 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.
8. **Training and Support:**
 - a. The Synagogue Directors 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 annually;
- c. *All employees and volunteers are required to read Part One of 'Keeping Children Safe in Education' (2016);*
- d. The Designated Lead (or a member of the Safeguarding Team) will offer child protection awareness training as part of the induction package for all employees and volunteers, including new members of the Interim Council.

9. 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 concern must be reported to the Safeguarding Lead.

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

10. 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;
- b. The synagogue will maintain a record of the schools' children attend;
- c. File notes will be kept for any child where there are child protection concerns;
- d. Records will be stored securely in a password protected folder on the synagogue computer, password known only to the Chair(s) and the Designated Safeguarding Lead;
- e. In the event of concerns the Synagogue Safeguarding Lead will liaise with the child's school, or appropriate authority in relation to children or vulnerable adults;
- f. 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.

11. **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. Requiring a standardised application form and not just a CV;
- c. Stating clearly on any advertisement our commitment to safeguarding children and vulnerable adults;
- d. Requiring employees that have successfully completed safer recruitment training to be on any interview panel used to recruit employees;
- e. Validating as far as possible qualifications, experience, references and expertise;
- f. Verifying identity and the right to work in the UK;
- g. Examining all career breaks, sudden job changes and/or dismissals;
- h. Maintaining a single, central record of all employees and volunteers, which will be stored securely in a password protected folder on the synagogue computer, password known only to the Chair(s) and the Designated Safeguarding Lead;
- i. Acting in accordance with 'Keeping Children Safe in Education' (2016) by
supervising all third party organisations whilst working with students;
requiring written confirmation of DBS checks for regulated activities;
and
seeking assurance that the organisations concerned have appropriate safeguarding and child protection procedures in place.

12. **Inter-Agency Action:** The Synagogue will provide a coordinated offer of early help when unmet needs are identified.

III ROLES AND RESPONSIBILITIES

13. All Employees and volunteers are expected to:

- a. Comply with this policy;
- b. ***Read Part One of 'Keeping Children Safe in Education' (2016);***
- c. Ensure they know who is the Safeguarding Lead;
- d. Refer safeguarding and child protection issues to the Safeguarding Lead;
- e. Monitor any vulnerable children or adults, promote early identification and assessment by recording information and sharing it swiftly with the Safeguarding Lead;

- f. Challenge those who do not appear to be taking action;
 - g. Employ their training and professional judgment to distinguish between an 'early-help concern' and an immediate danger or risk of harm;
 - h. Never allow professional relationships to interfere with their duty of care towards children or vulnerable adults within the synagogue community.
14. The Designated Safeguarding Lead is a senior member of the community who takes ultimate responsibility for safeguarding 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 Directors 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 Lead receives the appropriate formal training at least every two years, with non-formal updates at least annually.
15. Synagogue Directors 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' (2016);
 - 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.
16. The Board of Directors is responsible for ensuring that the Synagogue:
- a. Has an effective Safeguarding and Child Protection Policy, which complies with child protection legislation, and is reviewed at least annually;

- b. Uses safe recruitment procedures;
- c. Is mindful of its statutory duties.

IV PROCEDURE - CONCERNS ABOUT A CHILD OR VULNERABLE ADULT

17. Anyone who receives a disclosure of abuse, an allegation of abuse or who suspects that abuse may have occurred must report it immediately to the Safeguarding Lead (See Appendix A – Safeguarding Lead);
18. This should be followed by a written record within 24 hours, using the student's or vulnerable adults own words where appropriate;
19. Any employee or volunteer can refer their concerns directly to Children or Adult Social Care;
20. 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
21. The Safeguarding Lead will immediately 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;
22. If the Safeguarding Lead is unsure about whether a formal referral should be made, advice should be sought from social services, the NSPCC or the Redbridge Child Protection Team;
23. 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;
24. **Early Help:**
 - a. In addition to working with the designated lead, employees or volunteers may be asked to support the child's school/Social Care/Police/PREVENT panels by providing information about individuals;
 - b. The Synagogue will take any disclosure or allegation of abuse seriously; it will consider the 'unthinkable' and challenge when required.
25. Searching; Screening and Confiscation: The Safeguarding Lead and authorised employees and volunteers have the statutory power to search

am child or their possessions, without consent, where they have reasonable grounds for suspecting that they may have prohibited item/s.

26. We will allow access for Children's Social Care and the Police, where appropriate, to conduct a Section 17 or 47 Assessment.

V PROCEDURE - SUPPORTING CHILDREN OR VULNERABLE ADULTS

28. 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.

29. The Safeguarding Lead is responsible for ensuring that the Directors have up to date information on these children or vulnerable adults.

30. 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.

31. **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.

32. 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;
- 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;
 - i. Informing relevant employees and volunteers or volunteers without breaching confidentiality, so that s/he knows to register any concerns with the Safeguarding Lead;

33. **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;
 - i. Checking that they have access to all elements of synagogue life, including visits and other activities;

34. **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.

35. **SEN/D:** 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 SEN/D so that they can receive pastoral support from the Rabbis and the community.

VI PROCEDURE - ALLEGATIONS OF ABUSE AGAINST EMPLOYEES AND VOLUNTEERS

36. It is essential that our high standards of professional responsibility are displayed when adults working within the Synagogue are accused;
37. 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;
38. If an allegation is made against a member of employees and volunteers, the Safeguarding Lead should contact the Synagogue;
39. 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;
40. In addition, the Synagogue Chair should inform the Board of Directors;
41. Should the allegation be against the Synagogue Chair, the Safeguarding Lead should inform the Board of Directors who will decide whether to inform the LADO;
42. If it is decided that a referral to social care is not necessary, it may still be appropriate to conduct an internal investigation;
43. Where no further action is required, details and decisions should be recorded in a confidential file. The LADO and Board of Directors still need to be informed;
44. 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 Board of Directors;
45. Any employee or volunteer who is concerned about safeguarding practices within the Synagogue should raise their concerns to the Safeguarding Lead;
46. Anyone who has harmed or posed a risk/threat of harm to a child or vulnerable adult will be referred to the DBS.

VI PROCEDURE - PEER ON PEER ABUSE

47. The Synagogue appreciates that children and vulnerable adults are capable of using each other. Employees and volunteers will always challenge abuse and will not merely pass it off as 'banter' or 'part of growing up';
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 Lead and/or the Board of Directors.

APPENDIX A - THE SAFEGUARDING LEAD

The Safeguarding Lead will

- be appointed by the Directors and may or may not be a member of the Council;
- identify up to two members of the community who will be able support and assist the Safeguarding Lead in ensuring the requirements of this policy are carried out effectively;
- ensure that the community is aware of this policy and that all training needs are met

The Safeguarding Lead will not be a Chair of the Synagogue.

APPENDIX B - RECOGNISING DIFFERENT TYPES 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;

1. Physical Abuse: A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child; Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child;
2. Emotional Abuse: The persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development; Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone; It may involve:
 - a. Conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person;
 - b. Not giving the child 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;
3. Sexual Abuse: Forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether

or not the child is aware of what is happening; Sexual abuse is not solely perpetrated by adult males; Women can also commit acts of sexual abuse, as can other children and vulnerable adults; It may involve:

- a. Physical contact, including assault by penetration (for example rape or oral)
 - 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 in preparation for abuse (including via the internet)
4. Neglect: The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child'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 from physical and emotional harm or danger ensure adequate supervision (including the use of inadequate care-givers)
 - c. Neglect of, or unresponsiveness to, a child's basic emotional needs;
5. 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's 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;
6. 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 of employees and volunteers should only view the image(s) if necessary and with a member of the Safeguarding Team present;
 - d. Members of 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; SEN/D]; a child under 13;
7. 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;
- a. The Female Genital Mutilation Act 2003 makes it a criminal offence, not only to carry out FGM in England, Scotland and Wales on a girl who is a UK national or permanent resident but also to take a girl out of the UK to have FGM performed abroad, even to countries where FGM is still legal;
 - b. From 3 May 2015, professionals have a mandatory duty to report such offences to the police;
 - c. The indicators of FGM may initially mirror those of sexual abuse; You may notice, for example, that a girl or young woman shows signs of pain or discomfort, needs to visit the toilet constantly, has vaginal blood loss or is unable to sit comfortably; She may make excuses to avoid PE and other physical activity or refuse to use the synagogue showers; She may also become evasive or fearful if you enquire if she is unwell;
 - d. If she is a BME child, has recently arrived back from a 'holiday' abroad or a period of absence from synagogue, seems to be in pain and has not been taken by her family to see a doctor, you should consider FGM;
8. 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;

- a A child who fears that they are likely to be forced into a marriage may disclose to a member of employees and volunteers; Their initial approach, in common with many disclosures of abuse, may be seemingly innocuous, such as talking about taking a holiday abroad; Their fear, that the proposed holiday will result in a forced marriage, may only become apparent after a number of conversations;
- b. These young women may also become victims of what is termed honourbased violence, described in 'The Right to Choose' Guidance as: 'A variety of crimes of violence (mainly but not exclusively against women), including assault, imprisonment and murder where the person is being punished by their family or their community;
- c. Forced marriage, here or abroad, is a crime; we will always report to both
Police and Children and vulnerable adults's Social Care;
- d. Signs may include the withdrawal of a student from synagogue by those with parental responsibility; children and vulnerable adults being prevented from attending higher education; truancy or persistent absences; a request for extended leave or a student not returning from an overseas visit; surveillance by siblings/cousins/extended family members at synagogue; and a decline in behaviour, engagement, performance or punctuality;

APPENDIX C - ONLINE-SAFETY

Safeguarding children electronically is an important aspect of online-safety. The Online-safety Policy forms a part of the Synagogue's 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 Lead 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.eastlondonandessexliberalsynagogue.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: Mark Robson on 020 8708 5350 or 07903211521. LADO@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 5896 after 5pm
- Children Services Complaints: 020 8708 childrenscomplaints@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
- UK Safer Internet Centre: appropriate filtering and monitoring www.childnet.com/cyberbullying-guidance
- www.pshe-association.org.uk
- educateagainsthate.com
- www.gov.uk/government/publications/the-use-of-social-media-for-onlineradicalisation
- www.anti-bullyingalliance.org
- www.childline.org.uk
- www.nspcc.org.uk
- Think U Know website (www.thinkuknow.co.uk),
- The UK Safer Internet Centre (www.saferinternet.org.uk)