

JW3

Adults at Risk of Harm

Safeguarding Policy & Procedures

August 2026

Scope and Purpose:

JW3, Jewish Community Centre London (JW3) is committed to practice that protects all adults at risk (and children and young people – please see separate policy) from abuse, neglect or harm. Our staff (including freelancer workers), volunteers and trustees accept and recognise their responsibilities to develop awareness of the issues which cause harm to adults at risk. We also ensure a safe environment for adults at risk of harm (and children) through safer recruitment practices.

We will ensure that proper and prompt action is taken should we discover any form of abuse or neglect. Additionally, we have a duty to our colleagues and ourselves to ensure that we do not place each other or ourselves in situations that could lead to harm or abuse.

The purpose of this policy is:

- To protect those adults at risk of harm (defined as having ‘needs for care and support’ (Care Act, 2014)) who engage with JW3 – referred to herein as ‘adults at risk’.
- To provide staff, trustees and volunteers with the overarching principles and practices that guide our approach to Safeguarding.
- JW3 seeks to ensure that adults at risk should never experience abuse of any kind. We have a responsibility to promote the welfare of all adults at risk, and to keep them safe. We are committed to practice in a way that protects them.

Legal framework:

This policy has been drawn up on the basis of law and guidance that seeks to protect all adults at risk, namely:

- The Care Act 2014
- Mental Capacity Act 2005

- The European Convention on Human Rights/Human Rights Act 1998
- The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975
- Domestic Abuse Act, 2021
- Data Protection Act 1998
- Sexual Offences Act 2003
- Equality Act 2010
- Protection of Freedoms Act 2012
- Relevant government guidance on safeguarding those adults at risk of harm

This policy is based on the following principles:

- The welfare and best interests of adults at risk shall be the primary consideration and is paramount
- It is against the law to discriminate against anyone because of: age; disability; gender reassignment; being married or in a civil partnership; being pregnant or on maternity leave; race including colour, nationality, ethnic or national origin; religion or belief; sex; sexual orientation (Equality Act 2010, protected characteristics)
- Some young people aged 18-25 are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues. We will determine on a case by case basis whether they are covered by this policy or our Children and Young Person policy.
- JW3 appoints a Designated Safeguarding Lead (DSL) who is supported to deliver our Safeguarding Policy and Procedures – more details below
- All staff and volunteers have a responsibility to report concerns to the Designated Safeguarding Lead with responsibility for Safeguarding
- Staff and volunteers receive Safeguarding Awareness training and know what to do if they have concerns, but are not trained to deal directly with situations of abuse or to decide if abuse has in fact occurred
- All staff are expected to contribute and take responsibility to ensure a safe and inclusive working environment and to conduct themselves accordingly
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately
- Working in partnership with adults at risk, close relatives, carers, and other agencies is essential in promoting the welfare of adults at risk.

JW3 applies the Six Principles of Adult Safeguarding set out in the Care Act, 2014. The following is provided by the Ann Craft Trust – the principle with guidance on its application in Adult Safeguarding):

“Empowerment

People are supported and encouraged to make their own decisions and informed consent.

“I am asked what I want as the outcomes from the safeguarding process and this directly inform what happens.”

Prevention

It is better to take action before harm occurs.

“I receive clear and simple information about what abuse is. I know how to recognise the signs, and I know what I can do to seek help.”

Proportionality

The least intrusive response appropriate to the risk presented.

“I am sure that the professionals will work in my interest and they will only get involved as much as is necessary.”

Protection

Support and representation for those in greatest need.

“I get help and support to report abuse and neglect. I get help so that I am able to take part in the safeguarding process to the extent to which I want.”

Partnership

Services offer local solutions through working closely with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse.

“I know that staff treat any personal and sensitive information in confidence, only sharing what is helpful and necessary. I am confident that professionals will work together and with me to get the best result for me.”

Accountability

Accountability and transparency in delivering safeguarding.

“I understand the role of everyone involved in my life and so do they.””

JW3 aims to safeguard at adults at risk by:

- Valuing, listening to and respecting adults at risk
- Adopting effective guidelines for safeguarding adults at risk by following our procedures which are listed in this document
- Ensuring that all staff follow these policies and procedures when working with adults at risk – each member of staff receives annual Safeguarding training
- Providing effective management for staff and volunteers through support, supervision and training
- Sharing information about Safeguarding and good practice with staff, volunteers, carers, venue management and other affected people
- Sharing information appropriately about concerns with agencies who need to know, and involving close relatives, carers, and the adults at risk
- Working with close relatives and carers, who are required to take responsibility for those in their care whilst at JW3
- Following the procedures for recruitment and selection of staff and volunteers to ensure unsuitable people are prevented from working directly with adults at risk, including undertaking checks to ensure that no one has a conviction for criminal offences against adults at risk (or children as appropriate), both from within (and also outside the UK, to the extent possible)
- Reviewing our policy and good practice on an annual basis or as necessary.

Designated Safeguarding Lead (DSL)

The JW3 Designated Safeguarding Lead (DSL) is **William Galinsky (Programme Director)**, and in the event that the DSL is not available, the Deputy DSL (DDSL) is **Katie Burse (Programme Team)** – please see contact details below.

The DSL has been nominated by Raymond Simonson, the JW3 CEO, and Rafi Addlestone, the JW3 Trustee Safeguarding Lead, to collect and clarify the precise details of concerns, allegations or suspicions and refer allegations or suspicions of neglect or abuse to the statutory authorities, or otherwise as appropriate. If there are concerns regarding the Designated Safeguarding personnel, then the matter should be escalated to **Raymond Simonson (our CEO)**. If this is not considered appropriate, then further escalation is to the Safeguarding Lead Trustee, **Rafi Addlestone**. If anyone is dissatisfied with the JW3 response, they are encouraged to report any Safeguarding matters directly to the authorities – local authority or police.

It is the responsibility of the DSL to keep up-to-date on relevant legislation and good practice, to ensure the policy and procedures are updated accordingly, to take responsibility for organising appropriate training of staff and volunteers, and to promptly refer concerns, allegations or suspicions of abuse to adults at risk to the local authority or Police as appropriate.

It is the right of any individual to make direct referrals to the appropriate safeguarding agencies. If for any reason a member of staff believes that the Designated Safeguarding Lead has not responded appropriately to their concerns, that member of staff should contact the Safeguarding agencies directly (such as the Local Authority or the Police).

Confidentiality

Every effort should be made to ensure that confidentiality is maintained for all those concerned when an allegation is made or suspicion is recorded. Information should be handled and disseminated on a 'need to know' basis only. It will be stored in a secure place with access limited to the DSL and CEO (or others as approved), in line with data protection regulations (e.g. that information is accurate, regularly updated, relevant and secure). JW3 has a responsibility to share information for the purposes of safeguarding adults at risk (and children), though they will seek the consent of the affected adult beforehand where appropriate. However, if it is necessary to make a referral without consent, JW3 will inform appropriate close relatives/carers of any referrals it feels it needs to make to protect the affected adult – unless this would put the adult at further risk of harm, interfere with a criminal investigation or cause undue delay to safeguarding the affected adult at risk.

JW3 follows the '**seven golden rules for information-sharing**' (taken here from SCIE (Social Care Institute for Excellence) (2019):

1. **Remember that the General Data Protection Regulation (GDPR) is not a barrier to sharing information** but provides a framework to ensure that personal information about living persons is shared appropriately.

2. **Be open and honest** with the person (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be, shared, and seek their agreement, unless it is unsafe or inappropriate to do so.
3. **Seek advice** if you are in any doubt, without disclosing the identity of the person where possible.
4. **Share with consent where appropriate** and, where possible, respect the wishes of those who do not consent to share confidential information. You may still share information without consent if, in your judgement, that lack of consent can be overridden in the public interest. You will need to base your judgement on the facts of the case.
5. **Consider safety and wellbeing:** base your information-sharing decisions on considerations of the safety and wellbeing of the person and others who may be affected by their actions.
6. **Necessary, proportionate, relevant, accurate, timely and secure:** ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those people who need to have it, is accurate and up to date, is shared in a timely fashion, and is shared securely.
7. **Keep a record** of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.

Definitions

Adult at Risk

An adult at risk is someone who has care and support needs (e.g. due to reasons such as mental or other disability, age or illness) – irrespective of whether or not the local authority is meeting any of those needs; and who is or may be at risk of abuse or neglect, and as result of their care and support needs, they are unable to protect themselves against harm, abuse or exploitation, or the risk of it. (Care Act 2014).

Children

Children – A person from birth to age 18. The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital or in custody in the secure estate, does not change their status or entitlements to services or protection. (Please see separate policy.)

Abuse

Abuse is the violation of an individual's human rights. It can be a single act or repeated acts. It can be physical, sexual, or emotional. It also includes acts of neglect or an omission to act. (There are numerous other forms of abuse.)

The Ann Craft Trust provides the following:

“The Care Act recognises 10 categories of abuse that may be experienced by adults.

Self-neglect

This covers a wide range of behaviour, but it can be broadly defined as neglecting to care for one's personal hygiene, health, or surroundings. An example of self-neglect is behaviour such as hoarding.

Modern Slavery

This encompasses slavery, human trafficking, forced labour, and domestic servitude.

Domestic Abuse [also known as Domestic Violence]

This includes psychological, physical, sexual, financial, and emotional abuse perpetrated by anyone within a person's family. It also includes so-called "honour" "honour" based violence.

[An expanded definition: Domestic violence and domestic abuse is the abuse of an individual, aged 16 and over within an intimate or family relationship. It is the repeated, random and habitual use of intimidation to control a person. The abuse can be physical, emotional, psychological, financial or sexual. Coercive control is when a person with whom you are personally connected, repeatedly behaves in a way that makes you feel controlled, dependent, isolated or scared. Children witnessing domestic abuse are considered to be victims in their own right under the Domestic Abuse Act 2021 and a referral should be made to Camden's Multi-Agency Safeguarding Hub (MASH).]

Discriminatory

Discrimination is abuse that centres on a difference or perceived difference, particularly with respect to race, gender, disability, or any of the protected characteristics of the Equality Act.

Organisational

This includes neglect and poor care practice within an institution or specific care setting, such as a hospital or care home, or in relation to care provided in one's own home. Organisational abuse can range from one off incidents to ongoing ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.

Physical

This includes hitting, slapping, pushing, kicking, restraint, and misuse of medication. It can also include inappropriate sanctions.

Sexual

This includes rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault, or sexual acts to which the adult has not consented, or was pressured into consenting.

Financial or Material

This includes theft, fraud, internet scamming, and coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions. It can also include the misuse or misappropriation of property, possessions, or benefits.

Neglect and Acts of Omission

This includes ignoring medical or physical care needs and failing to provide access to appropriate health social care or educational services. It also includes the withdrawing of the necessities of life, including medication, adequate nutrition, and heating.

Emotional or Psychological

This includes threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation, or withdrawal from services or supportive networks.

Four Additional Types of Harm not listed within the Care Act but also relevant to safeguarding adults:

Cyber Bullying

Cyber bullying occurs when someone repeatedly makes fun of another person online, or repeatedly picks on another person through emails or text messages. It can also involve using online forums with the intention of harming, damaging, humiliating, or isolating another person. It includes various different types of bullying, including racist bullying, homophobic bullying, or bullying related to special education needs and disabilities. The main difference is that, instead of the perpetrator carrying out the bullying face-to-face, they use technology as a means to do it.

Forced Marriage

This is a term used to describe a marriage in which one or both of the parties are married without their consent (in cases of people with learning disabilities or reduced capacity they may not be able to provide consent) or against their will. This may result from being pressurised, or abuse is used, to force them into marriage. It is recognised in the UK as a form of domestic or child abuse and a serious abuse of human rights. The pressure put on people to marry against their will may be: physical – for example, threats, physical violence or sexual violence; emotional and psychological – for example, making someone feel like they are bringing ‘shame’ on their family; financial abuse, for example taking someone’s wages, may also be a factor. The Anti-Social Behaviour, Crime and Policing Act 2014 make it a criminal offence to force someone to marry. (A forced marriage differs from an arranged marriage, in which both parties consent to the assistance of a third party in identifying a spouse.)

Mate Crime

A “mate crime” is when “vulnerable people are befriending by members of the community who go on to exploit and take advantage of them” (Safety Network Project, ARC). It may not be an illegal act, but it still has a negative effect on the individual. A mate crime is carried out by someone the adult knows, and it often happens in private. In recent years there have been a number of Serious Care Reviews relating to people with a learning disability who were seriously harmed, or even murdered, by people who purported to be their friend.

Radicalisation

The aim of radicalisation is to inspire new recruits, embed extreme views and persuade vulnerable individuals to the legitimacy of a cause. This may be direct through a relationship, or through social media.”

Important Notes

- a) Individuals within the organisation need to be alert to the potential abuse of adults at risk, both within their families and communities, and also from other sources including abuse by members of the organisation.
- b) It is accepted that in all forms of abuse there are elements of emotional abuse, and that some people are subjected to more than one form of abuse at any time. The above areas do not of course minimise other forms of maltreatment.
- c) Other sources of stress for adults at risk, such as social exclusion, the mental illness of a family member, or drug and alcohol misuse, may have

a negative impact on health and development and may be noticed by an organisation. If it is felt that the well-being of an adult at risk is adversely affected by any of these areas, the same procedures should be followed.

- d) JW3 recognises and acknowledges that adults at risk can be subject to abuse and exploitation. Many of JW3's Safeguarding policies and procedures apply equally to adults at risk and children e.g. Whistleblowing Policy; GDPR Policy. Any such concerns should be discussed with the DSL, or in their absence the DDSLs, who will refer those concerns to the appropriate agencies. (Please see separate JW3 policy on Safeguarding children and young people.)
- e) Although there are Designated Safeguarding people, Safeguarding is everyone's responsibility, regardless of your role or responsibility within the organisation. If you are concerned or worried about an adult at risk, child or young person, speak to your line manager or the DSL.

Bullying and Abuse of Power

Bullying is defined as being psychological, verbal or physical in nature. It involves an imbalance of power in which the powerful attack the powerless, and often occurs over time rather than being a single act. This includes abuse carried out online. It may also occur within the workplace – known as 'abuse of power'.

Prevent

Prevent is part of the UK's counter terrorism strategy known as CONTEST. Prevent works to stop individuals from becoming involved or supporting terrorism or extremist activity.

Grooming

Grooming is a way of getting close to adults at risk (though most commonly applied to children and young people) used by those who want to harm and exploit them sexually (or in other ways). The victim may be offered bribes, threatened, blackmailed or bullied. The grooming can be carried out by individuals or by those involved in gangs.

Honour-Based Abuse/Honour-based Violence

'Honour' based violence (HBV) is a form of domestic abuse which is perpetrated in the name of so called 'honour'. The honour code which it refers to is set at the discretion of male relatives, and women who do not abide by the 'rules' are then punished for bringing shame on the family. Infringements may include a woman having a boyfriend; rejecting a forced marriage; pregnancy outside of marriage; interfaith relationships; seeking divorce, inappropriate dress or make-up and kissing in a public place.

HBV can exist in any culture or community where males are in position to establish and enforce women's conduct.

Males can also be victims, sometimes as a consequence of a relationship which is deemed to be inappropriate – for example, a non-heterosexual relationship – if they have a disability or if they have assisted a victim.

Common signs of abuse

Please see SCIE document on types and signs of adult abuse:

<https://www.scie.org.uk/safeguarding/adults/introduction/types-and-indicators-of-abuse/>

It is important to look out for signs of abuse, which include, but not limited to (adapted from NHS and elsewhere):

- becoming quiet and withdrawn
- other changes in their character, such as appearing helpless, depressed, tearful (and inappropriate sexual behaviour or references)
- being aggressive, angry or tearful for no obvious reason
- changes in their presentation e.g. looking unkempt, dirty or thinner than usual
- physical signs – such as bruises, wounds, fractures or other untreated injuries
- signs of not taking care of themselves e.g. neglecting to take their medication; placing themselves in dangerous situations
- the same injuries happening more than once
- not wanting to be left by themselves or alone with particular people – afraid or anxious around certain others including family members, carers and others (also includes Domestic Abuse and Violence)
- being unusually light-hearted and insisting there's nothing wrong
- their home may be cold or unusually dirty or untidy, or you might notice things missing (also including undesirable home environment/anti-social behaviour e.g. 'cuckooing', and wider environmental signs)
- Other signs include a sudden change in their finances, such as not having as much money as usual to pay for shopping or regular outings, or getting into debt. Watch out for any official or financial documents that seem unusual, and for documents relating to their finances that suddenly go missing.

This list is not exhaustive (nor is it possible to rule out other explanations). You may also have observed other things in the person's behaviour or circumstances that cause concern about possible abuse.

If you feel someone you know is showing signs of being abused, it needs to be reported to the DSL. Do not ignore your concerns. Doing so could allow any abuse to carry on or escalate.

What to do if you suspect that abuse may have occurred

It is not the responsibility of anyone working for JW3 to decide whether or not abuse has taken place. However, there is a responsibility to act on any concerns through contact with the DSL and/or statutory authorities. If you have such concerns, contact the DSL immediately or as soon as practicable, who will in turn contact the appropriate agencies as appropriate. Our responsibility is to recognise, respond and report. The DSL will record, and refer to the authorities as appropriate.

In an emergency, the initial consideration is always for the person's safety, and whether urgent medical attention is needed or a call to 999.

Responding to an adult at risk making an allegation of abuse

It is not the responsibility of anyone working for JW3 to decide whether or not abuse has taken place. However, there is a responsibility to act on any concerns through contact with the Designated Safeguarding Lead and/or the statutory authorities. The following procedure should be followed when an adult at risk discloses to you an allegation of abuse:

What procedure should you follow if an adult makes a disclosure to you?

1. Stay calm and listen

Be attentive to what is being said and without being distracted.

Let the person speak in their own words at their own pace, and without judgment or interruption and treating the allegations and concerns seriously.

2. Reassure

Reassure them they have done the right thing and that they are not to blame or in any trouble.

Also reassure them that they are not alone, and support is available for them.

3. Explain Confidentiality

Do not promise to keep confidentiality.

Be clear that you may need to share the information with people who are in a position to help.

Seek consent to proceed. In cases where the person at risk has mental capacity, they have the right to choose whether to proceed unless: a serious crime has been committed; there is a risk to others; they are at immediate risk and unable to protect themselves.

4. Only ask open and minimal questions, non-leading questions – ask for clarification

Ask questions such as: what happened? how long has it been going on for?

Helpful statements to make

- Show acceptance of what the adult at risk says
- Thank you for telling me
- It's not your fault
- I will try to help you

Do not say

- Why didn't you tell anyone before?
- It will all be ok now
- Are you sure that this is true?
- Why? Who? When? Where?
- Never make false promises
- I can't believe it!

5. Record the disclosure accurately

Make sure the disclosure is recorded accurately – keep to the facts using the person's own words.

Record date, time and location of allegation or concern.

Include any visual signs of abuse or anything else relevant.

Separately, include your own comments, without jumping to conclusions.

Set out the follow up and explanation and rationale.

Sign and date the report and ensure it is stored safely.

6. Report the concern

Contact the JW3 DSL and follow the guidance in this policy.

If the adult is in immediate danger call the emergency services.

7. Respect the adult's rights

If they have capacity and are not in immediate danger they may choose not to proceed, their decision should be respected.

But you must always log the disclosure and seek advice from a safeguarding professional if you are unsure.

8. Follow up

Stay supportive of the person concerned and, as far as possible, keep them updated.

Signpost them to appropriate services (Counselling, Domestic abuse services etc.)

Continue to maintain appropriate confidentiality.

What are the different types of disclosures?

Disclosures can happen in a number of different ways; being able to understand the different types can help you determine how to respond accordingly.

What to do after an adult at risk has talked to you about abuse

It is important to stress that it is not the responsibility of JW3 staff or volunteers to decide whether or not abuse has taken place. However, there is a responsibility to act on any concerns through contact with the Designated Safeguarding Lead and/or the statutory authorities. The following procedure should be followed:

1. You should report your discussion to the DSL as soon as possible
2. Make notes as soon as possible (ideally within 1 hour of being told), noting down exactly what the person has said, using their words as much as possible, and what you said in response, and what was happening immediately before being told (i.e. the activity being delivered). You should record the dates, times and when you made the record. All hand-written notes should be stored confidentially. The DSL will support you in this process.

When directed, you should use the reporting form **“Reporting allegations or suspicions of abuse”**. This form is included as an Appendix at the end of this policy. **(Appendix 4)**

3. You should under no circumstances discuss your suspicions or allegations with anyone other than the Designated Safeguarding Lead (or Deputy Designated Safeguarding Lead in their absence, or the CEO if DDSL unavailable), or with the statutory authorities – or as otherwise directed by the DSL.
4. After an adult at risk has disclosed abuse, the Designated Safeguarding Lead should carefully consider whether or not it is safe for them to be exposed to a potentially abusive situation. On these occasions, it may be necessary to take immediate action to contact Social Services and/or the Police to discuss putting safety measures into effect.
5. Please see the Adult Safeguarding – Raising a Concern Flow Chart in Appendix 6 below.

Allegations against a member of staff

Again, it is not the responsibility of anyone working for JW3 to decide whether or not abuse has taken place. However, there is a responsibility to act on any concerns through contact with the DSL and/or statutory authorities.

JW3 will assure all staff and volunteers that it will fully support and protect anyone, who in good faith reports their concern that a colleague is, or may be, abusing an adult at risk. *Please note the JW3 Whistleblowing Policy providing protection for all those who make an allegation in good faith.*

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

- A criminal investigation
- A Safeguarding investigation
- A misconduct investigation

The results of the Police and Safeguarding investigation by the Local Authority may well influence the Disciplinary investigation, but not necessarily.

However, if it is found that a staff member has knowingly or maliciously made an untrue allegation, JW3 will take appropriate disciplinary action against them. This may constitute gross misconduct.

Making referrals

If you are worried about an adult please call **020 7974 4444** and say 'Safeguarding' when prompted. If you think an adult is in immediate danger you should call the police on 999 (urgent) or dial 101 (non-urgent).

To contact **Camden Adult Social Care** and request a discussion about care and support needs, **for yourself or on behalf of someone else**, please complete this form: <https://adult-social-care-referrals.camden.gov.uk/>.

Please see Appendix 3 for more details.

Safer Recruitment Procedures

In recruiting and appointing staff, JW3 will undertake a careful selection and vetting process which will include:

- Applications for employment to be submitted in writing, including personal details and previous and current employment/volunteering experience.
- Ensuring that JW3's recruitment process explains that any offer of employment or volunteering for successful applicants who will be expected to work with adults at risk (and children), will be subject to satisfactory written references, the production of, or application for, a clear and up-to-date Enhanced DBS certificate (according to their involvement in 'Regulated Activities' – with adults at risk (or children)).
- Ensuring that all volunteers who are volunteering directly with adults at risk are also subject to our safer recruitment policy.
- When interviewing applicants for employment positions, there will be at least two panel members present. Where possible, and appropriate, there will also be at least two people present for interviews for volunteers working directly with adults at risk, as well as children (including auditions for relevant artistic projects).
- In line with the above, prior to finalising any offer of employment or allowing a volunteer to have any direct contact with children or adults at risk, JW3 will:
 - Obtain two written references from people who are not family members or friends. One of the references will need to be from the individual's most recent employer/volunteer supervisor/educator. References must be submitted from an organisational, not personal, email address. Dates and Job Titles will be cross-referenced against the individual's submitted CV to ensure accuracy.
 - Include a declaration with the offer of employment/volunteering, that all such people must sign, stating that there is no reason why they should be considered unsuitable to work with children or adults at risk, and that they are required to reveal details of all spent and unspent convictions under the provision of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. It will be stressed that this information will be treated confidentially and fairly.
 - Ensure that the appropriate level of DBS check is carried out with every person.
- Ensure that all staff and volunteers have clear established roles for their work with adults at risk (and children and young people), and that they receive appropriate induction and training.

DBS checks: who can work with adults at risk (and children and young people)

- For Regulated Activities for Adults
(<https://www.gov.uk/government/publications/dbs-guidance->

[leaflets/regulated-activity-with-adults-in-england-and-wales](#)) (or children and young people – separately defined), the adult with overall responsibility for that activity must have a DBS check at the appropriate level (Enhanced DBS check with the relevant Barred List(s)), as well as all staff and volunteers involved.

- Where staff or volunteers are helping to run any other activity, DBS checking will be decided on a case by case basis.
- While staff and volunteers may assist with an activity not classed as regulated, they must never be alone with the children and young people/adults at risk, including for example accompanying them to the toilet, taking a group or an individual off on their own for a chat, etc.
- Furthermore, staff members or volunteers or contractors should never be alone in a closed space with a child or young person/adult at risk and/or out of sight of another adult. (Any special arrangements require DSL approval.)
- All staff, those volunteers who need one, contractors working at JW3 (security, cleaning) must have the appropriate level DBS check, which will be renewed no later than every three years.

Support and Training

JW3 is committed to the provision of appropriate annual Safeguarding training for our staff and volunteers.

Staff and volunteers who work regularly with adults at risk (or children and young people) will receive Safeguarding Awareness training as part of their induction, which will cover:

- Overview
- Importance of Awareness
- Basic definitions of Abuse
- Signs of Abuse
- What to do if you suspect or witness or hear of Abuse
- Reporting a Concern
- What to do if someone tells you they are being abused (Disclosure)
- Responding to a child or adult at risk making an allegation of abuse
- Referrals

In addition, the DSL and DDSL will receive specialist training in line with their responsibility for making sure that any Safeguarding issues are responded to properly.

Records will be kept of all staff Safeguarding training undertaken.

The Designated Safeguarding Lead will check that staff and volunteers understand and follow policies and procedures for Safeguarding adults at risk (and children) and that they adhere to JW3's policy and procedures as contained in this document and to any other guidelines and codes of conduct (behaviour) that may, from time to time, be adopted by the organisation.

Staff and volunteers are encouraged to ask questions and talk to the Designated Safeguarding Lead about any concerns related to Safeguarding.

JW3 Code of Conduct (Behaviour) when Working with Children, Young People and Adults at Risk

In all actions concerning children and adults at risk, the best interests of the child or young person/adult at risk shall be the paramount consideration.

JW3 staff and volunteers will:

- Respect the rights of each child or young person/adult at risk without discrimination of any kind, irrespective of their, or their parent's or legal guardian's age; disability; gender reassignment; being married or in a civil partnership; being pregnant or on maternity leave; race including colour, nationality, ethnic or national origin; religion or belief; sex; sexual orientation (Equality Act 2010, protected characteristics).
- Respect the right of the child or young person/adult at risk to preserve their identity, including nationality, name and family relations, national values of the country from which they originate and for communities different from their own.
- Take all appropriate measures to protect the child or young person/adult at risk from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse (for adults this also includes self-neglect).
- Respect the child or young person's (or adult at risk) right to freedom of expression in all matters, and to give them due weight in accordance with their age and/or maturity (and capacity for adults at risk).
- Respect the right of the child or young person or adult at risk to freedom of thought, conscience and religion or belief; to use their own language when they belong to an ethnic, religious, or linguistic minority.
- Respect the child or young person or adult at risk's right to privacy.
- Dress and behave in a manner befitting working in an arts and culture community centre interacting with young people and adults at risk.
- Written consent from parents/guardian (or close relatives or carers in the case of adults at risk without capacity) will be obtained for taking photographs, video or other recordings e.g. before photographs or videos are taken. Treat all photographic or filmed images of children or adults at risk with the utmost care and respect and undertake to protect these images from being exploited. In particular, JW3 staff will pay heed to the use of any such images on social media.

- Be aware of the organisation's procedures for the reporting of suspected incidences of abuse, or any other concerns about the welfare of children, young people or adults at risk.
- Appropriately supervise both children (and adults at risk) at all times, when they are in structured activities organised by JW3.
- Be aware that the organisation's policy is that staff members or volunteers should never be alone in a closed space with a child or adult at risk and/or out of sight of another responsible adult. (Any special arrangements requires DSL approval.)
- Whenever children sign up in advance for a JW3 activity (where parents/guardians or carers are not present), JW3 will do everything it can to identify in advance who is legally responsible for each child (normally the parent/carer). This is particularly important where the need arises to administer emergency first aid and/or other medical treatment.
- Where an adult at risk requires special provision to participate in an activity (without their own support person present) it will need to be agreed in advance.
- Respect adults at risk and request consent wherever required and appropriate.
- Be aware of the organisation's health and safety policy and procedures including ensuring that a risk assessment is carried out before each event or activity and raising concerns about any aspect of Health and Safety with their line manager as well as within the risk assessment form.
- Be encouraged to demonstrate exemplary behaviour in order to protect themselves from false allegations (for both children and adults at risk), such as by:
 - always working in an open environment
 - being an excellent role model
 - giving enthusiastic and constructive feedback rather than negative criticism
 - building balanced relationships based on mutual trust which empowers children or adults at risk to share in the decision-making process
 - never initiating physical contact with children or adults at risk
 - using appropriate language and communication (e.g. do not use inappropriate jokes or innuendo)
 - always maintaining appropriate boundaries (e.g. do not swap phone numbers or other contact details; do not agree to meet outside the activity)
- As a general rule, do not give or receive gifts from children nor adults at risk nor lend or borrow money or property from them. Any exceptions to these guidelines need to be done with the written permission of the staff member's/volunteer's line manager and to be recorded.
- Make a written note of any incidents related to the above issues and policies that occur during an event or activity, in order to ensure that any problems are aired and are addressed and learned from in the future.

In addition, where appropriate:

- Written consent from parents/guardians or carers will be obtained e.g. before photographs or videos are taken.
- Parents/guardians or carers will be asked about any special needs or requirements for the children before events/schemes/sessions commence.
- Staff and/or volunteers will ensure that children (an adults at risk) understand the expectation of behaviour during activities e.g. through guidelines and ground rules.

When working with colleagues, JW3 is committed to protecting and supporting its staff and volunteers. We are particularly aware of the dangers of the hierarchical oppression and other forms of abuse of power within the workplace. We have a clear Whistleblowing policy and encourage all staff and volunteers to share any related concerns.

END

Important numbers and contacts within JW3

If you have any concerns about an adult at risk (or child or young person) being abused or at risk of harm, you should inform the DSL detailed below.

Designated Safeguarding Lead – Name: **William Galinsky**
(via JW3 Box Office: 020 7433 8988)

Alternatively, if William Galinsky is not available, please inform the Deputy Designated Safeguarding Lead:

Name: **Katie Burse (JW3 Creative Producer)**

Address: 341-351 Finchley Road, London NW3 6ET

Tel no's: **JW3 General number: 020 7433 8988**

Katie Burse: via Box Office

To contact **Raymond Simonson**, CEO, please contact the General Number.

To contact **Rafi Addlestone**, Trustee with responsibility for Safeguarding, please contact the General Number above.

Important contacts outside the organisation

Report and Adult at Risk

What should I do if I suspect abuse?

If you are worried about an adult please call **020 7974 4444** and say 'Safeguarding' when prompted. If you think an adult is in immediate danger you should call the police on **999** (urgent) or dial **101** (non-urgent).

If you are a non-member of the public, please visit this page and complete the form to report suspected abuse [Camden SAB multi-agency safeguarding adults referral form](#).

If you are having difficulties completing a referral form, require urgent support, or are concerned about the immediate safety of a vulnerable person, please phone Contact Camden on **020 7974 4444**, and when prompted, say 'Adult Social Care'.

Camden Adult Social Services

Camden Safeguarding Hotline Adults: 020 7974 4444

Camden Adult Social Care

To contact Camden Adult Social Care and request a discussion about care and support needs, for yourself or on behalf of someone else, please complete this form: <https://adult-social-care-referrals.camden.gov.uk/>

If you are an involved professional and would like to contact Camden Adult Social Care on behalf of someone else, please complete this form: <https://adult-social-care-referrals.camden.gov.uk/>.

Social Care Services Call Centre (Camden Council)

(Formerly known as Social Services Department Call Centre. Part of the Contact Camden Call Centre)

For information about all of Camden Council's social services within **Children, Schools and Families Directorate and the Housing and Adult Social Care Directorate**. For information on adult social care contact the Information and Access Service, Phone: **020 7974 4000**.

London Multi-Agency Adult Safeguarding Policy, Practice, Guidance and Procedures November 2025

<https://london-adass.org.uk/wp-content/uploads/2025/11/London-Multi-Agency-Adult-Safeguarding-Policy-Practice-Guidance-and-Procedures-November-2025.pdf>

Camden Report: Child or Young Person Concerns

MASH (Multi Agency Safeguarding Hub)

Address: 5 Pancreas Square, London, N1C 4AG
Phone: 020 7974 3317 (Duty and Assessment Team)
Out of hours: 020 7974 4444
Email: LBCMASHadmin@camden.gov.uk

In cases of an emergency and immediate response, always contact the police on 999.

If you are worried a child or young person is at risk of, or has suffered significant harm, contact the Children and Families Contact service:

- phone: [020 7974 3317](tel:02079743317)
- out of office hours (after 5pm, weekends and bank holidays): [020 7974 4444](tel:02079744444)
- email: LBCMASHadmin@camden.gov.uk

[Complete a CAF Referral form](#)

Local Authority Designated Officer (LADO) – for allegations against staff and volunteers working with children and young people:

LADO (Jacqueline Fearon) on 020 7974 4556 or email: lado@camden.gov.uk

LADO reporting form: [LADO-referral-form-Oct-22.docx](#)

(Formerly known as Social Services Department Call Centre. Part of the Contact Camden Call Centre)

For information about all of Camden Council's social services within Children, Schools and Families Directorate and the Housing and Adult Social Care Directorate. For information on adult social care contact the Information and Access Service, Phone: 020 7974 4000.

Camden Safeguarding Children Partnership (CSCP):

CSCP@camden.gov.uk [020 7974 3317](tel:02079743317) | [@CamdenSCP](#)

Camden Safeguarding Children Partnership (CSCP) Resources as relevant:
<https://cscp.org.uk/resources/>

Director of Children's Safeguarding and Social Work.

Rashida Baig
Crowndale Centre
218 Eversholt Street
London
NW1 1BD

020 7974 6666 (reception)

London Borough of Barnet

Address: 2 Bristol Avenue, Colindale, London, NW9 4EW
Tel: 020 8359 4066
Out of hours: Emergency Duty Team 0208359 2000
Email: mash@barnet.gov.uk
MASH Team: 020 8349 4066

Police

Kentish Town Police Station

10-12A Holmes Road
London
NW5 3 AE
Phone 101 or 999 for emergencies
Tel. 07376 170691
Email: KentishTown.SNT@met.police.uk

Other Numbers:

Samaritans

Tel: 116 123

NHS Camden Talking Therapies

Tel: 020 3317 6670

Jewish Women's Aid (Domestic Abuse or Sexual Violence)

Tel: 020 8445 8060

The Ann Craft Trust (Adult Safeguarding)

Tel: 0115 951 5400
Email: ann-craft-trust@nottingham.ac.uk

NSPCC Child Protection Helpline

Tel. 0808 800 5000
Helpline@nspcc.org.uk

Childline:

Tel. 0800 1111

DBS customer services

customerservices@dbi.gsi.gov.uk
Telephone: 03000 200 190

Email: contactus@dbi.gov.uk

Reporting Allegations or Suspicions of Abuse: Confidential Recording Sheet (Adult at risk)

Name of person reporting: _____

Name of adult at risk: _____

Age and date of birth (if known): _____

Disability/Additional Vulnerability/Care and Support needs (if applicable and known): _____

Name of adult at risk's relative/carer (if known):

Phone numbers for relative/carer(s) of adult at risk (if known):

Are you reporting your concerns or reporting someone else's?
Please give details (including any references to the consent or otherwise of the person concerned):

Brief description of what has prompted the concerns, including the following:

Date; time; specific incidents; who else, if anyone, was involved and how; what was said by those involved (using their own words); any other information you consider relevant. Not following this procedure could adversely hamper a police investigation stopping the case even getting to court.

Were there any obvious signs? E.g. bruising, bleeding, changed behaviour?

Have you spoken to the adult at risk? If so, how did they describe what happened? If not, please explain why not.

Who has been told about it and when?

In the case of an adult at risk, does the relative/carer know?

Signature of person reporting:

Date of record:

Action taken:

Other Notes (including matters of consent and capacity):



Photographs/Video/DVD Consent Form (Adult at Risk)

This applies in cases where an adult at risk lacks capacity to provide permission without appropriate guidance.

JW3 would like to photograph/DVD/video/film adult/s for.....

The organisation recognises the need to ensure the welfare and safety of all involved in our activities. Under our policy to safeguard adults at risk we will not permit photographs or videos or other images of adults at risk to be taken without their informed consent given with sufficient capacity, or that of their close relatives/carers in the event they lack that capacity. There will be no fee in connection with the taking of these images.

JW3 will take steps to ensure these images are used solely for the purposes they are intended, within the project or to reasonably promote the aims of the charity/company. If you become aware that these images are being used inappropriately you should please inform the charity/company immediately.

I, [Name of relative/carer]

..... [Relationship with the Adult at risk]

Consent to JW3 photographing or videoing or filming

..... [Name of adult at risk]

Name of Relative/Carer (block capitals):

Signature: Date:

ADULT SAFEGUARDING: RAISING A CONCERN – FLOWCHART

