

JW3 Safeguarding Policy & Procedures:

- Children**
- Adults at Risk of Harm**

(April 2025)

Scope and Purpose:

JW3, Jewish Community Centre London (JW3) is committed to practice that protects all children/young people from abuse, neglect or harm, as well as those adults who are at risk of harm. Our staff (including freelancer workers), volunteers and trustees accept and recognise their responsibilities to develop awareness of the issues which cause harm to children or those adults at risk.

We will also 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 all children and young people (under the age of 18), and those adults at risk of harm (defined as having 'needs for care and support' (Care Act, 2104)) who engage with JW3. (Referred to herein as 'children/young people/adults at risk' – noting that 'children' and 'young people' are used interchangeably.)
- To provide staff, trustees and volunteers with the overarching principles and practices that guide our approach to Safeguarding.
- JW3 seeks to ensure that children, young people/adults at risk should never experience abuse of any kind. We have a responsibility to promote the welfare of all children and young people/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 children and adults at risk, namely:

- Children Act 1989, 2004
- United Nations Convention on the Rights of the Child (UNCRC), 1989, 1991

- Working Together to Safeguard Children, 2023
- Data Protection Act 1998
- Sexual Offences Act 2003
- Equality Act 2010
- Protection of Freedoms Act 2012
- The Care Act 2014
- The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975
- Relevant government guidance on safeguarding children and those adults at risk of harm

This policy is based on the following principles:

- The welfare and best interests of the child/adult 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 children and young people and young adults are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- 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 children and young people, adults at risk, their parents/guardians or carers, and other agencies is essential in promoting young people's welfare, and the welfare of adults at risk.

JW3 aims to safeguard children and adults at risk by:

- Valuing, listening to and respecting children, young people and adults at risk
- Adopting effective guidelines for safeguarding children and 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 children, young people, and 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, parents/guardians and carers, venue management and other affected people
- Sharing information appropriately about concerns with agencies who need to know, and involving parents/guardians, carers, children and adults at risk
- Working with parents/guardians and carers, who are required to take responsibility for those under their supervision or who are 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 young people and adults at risk, including undertaking checks to ensure that no one has a conviction for criminal offences against children/adults at risk, both from within, and 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 **Roy Graham (Development Team)**, and in the event that the DSL is not available, the Deputy DSLs (DDSLs) are **Katie Burse (Programme Team)** or **Clare Aarons (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 child abuse to the local authority or Police as appropriate – and similarly for adults at risk.

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 NSPCC 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).

Definitions

Child

A child is legally defined as anyone under the age of eighteen (The Children Act 1989).

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); 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).

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 first four definitions are based on those from Working Together to Safeguard Children (Department of Health, Home Office, Department for Education and Employment, 2023) – they should also be applied in the context of adults at risk.

- **Physical abuse**

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing harm to a child.

Physical harm may also be caused when a parent/guardian or carer feigns the symptoms of, or deliberately causes ill health to a child whom they are looking after. A person might do this because they enjoy or need the attention they get through having a sick child.

Physical abuse, as well as being the result of a deliberate act, can also be caused through omission or the failure to act to protect.

- **Emotional abuse**

Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve making a child feel or believe they are worthless or unloved, inadequate or valued only insofar as they meet the needs of the other person.

It may feature age or developmentally inappropriate expectations being imposed on children. It may also involve causing children to feel frequently frightened or in danger, or the exploitation or corruption of a child.

Some level of emotional abuse is involved in all types of ill treatment of a child, though it may occur in isolation.

- **Sexual abuse**

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of, or consents to, what is happening. The activities may involve physical contact, including penetrative acts such as rape, buggery or oral sex, or non-penetrative acts such as fondling.

Sexual abuse may also include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Boys and girls can be sexually abused by males and or females, by adults and by other young people. This includes people from all different walks of life.

- **Neglect or Omissions**

Neglect is 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 parent/guardian or a carer failing to provide adequate food, shelter and clothing, leaving a young child home alone or the failure to ensure that a child gets appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

In addition to the above definitions, one needs to be aware of other forms of potential abuse, including:

- **Financial and Material Abuse (Adults at Risk)**

This relates to any exploitation and pressure in connection to wills, property, inheritance or other financial transactions. This also relates to using power and control by withholding money for basics including food.

- **Self-Neglect**

Where adults at risk of harm are not taking sufficient care of themselves to the point of needing care and support.

- **Discriminatory Abuse**

This is abuse that takes the form of racist, sexist or homophobic harassment, as well as harassment based on other elements of a person's identity.

- **Domestic Violence (also known as Domestic Abuse)**

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 involved in these situations automatically become the subject of Safeguarding concern.

- **Important Notes**

- a) Individuals within the organisation need to be alert to the potential abuse of children and young people or adults at risk, both within their families and also from other sources including abuse by members of that 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 children and families, such as social exclusion, the mental illness of a parent or carer, or drug and alcohol misuse, may have a negative impact on the health and development of a child/adult at risk and may be noticed by an organisation. If it is felt that the well-being of a child/adult at risk is adversely affected by any of these areas, the same procedures should be followed.
- d) As noted in this policy, Safeguarding does not only apply to children and young people. JW3 acknowledges that adults at risk can also be subject to abuse and exploitation. Most of JW3's Safeguarding policies and procedures also apply equally to adults at risk. Any such concerns should be discussed with the DSL, or in their absence the DDSLs, who will refer those concerns to the appropriate agencies.
- 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 a child, young person or adult at risk, 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 also 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.

Child Sexual Exploitation (CSE)

Child sexual exploitation is a form of child sexual abuse. It occurs when an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears

consensual. CSE does not always involve physical contact. It can also occur through the use of technology.

Grooming

Grooming is a way of getting close to children and young people used by those who want to harm and exploit them sexually. The victim maybe offered bribes, threatened, blackmailed or bullied. The grooming can be carried out by individuals or by those involved in gangs.

Forced Marriage

A forced marriage is where one or both people do not (or in cases of people with learning disabilities or reduced capacity, cannot) consent to the marriage as they are pressurised, or abuse is used, to force them to do so. 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.

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

A child/adult at risk may be experiencing abuse if they are:

- frequently in a state of poor hygiene, hungry or inadequately dressed
- left in unsafe situations or without medical attention
- constantly “put down”, insulted, sworn at or humiliated
- seems afraid of parents or carers
- severely bruised or injured
- displaying sexual behaviour which does not seem appropriate for their age and/or level of development
- growing up in a home where there is domestic violence
- living with parents or carers involved in serious drug or alcohol abuse

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

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. Our responsibility is to recognise, respond and report. The DSL will record, and refer to the authorities as appropriate.

Responding to a child/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 a child/adult at risk discloses to you an allegation of abuse:

- Stay calm, listen carefully to what is being said
- Treat any allegations extremely seriously and act at all times towards them in a way that indicates you believe what they are saying
- Find an appropriate early opportunity to explain that you will have to share this with another adult – do not promise to keep secrets
- Allow the child/adult at risk to continue at their own pace
- Ask minimal questions for clarification only, and at all times avoid asking questions that suggest a particular answer
- Do not jump to conclusions
- Reassure them that they have done the right thing in telling you and that they are not to blame or in any trouble
- Tell them what you will do next and with whom the information will need to be shared, and keep them up to date with what is happening – this role may be taken over by the DSL
- Tell the Designated Safeguarding Lead as soon as possible – it is important to take further action – you may be the only person in a position to prevent future abuse
- As soon as possible, record in writing what was said, using the person's own words where relevant. (It is important to make a note of what was actually said and not your interpretation/understanding of any allegation/disclosure – this can be noted separately.) Note the date, time, any names mentioned, to whom the information was given. Where appropriate, ensure that a written record is signed and dated and stored confidentially, or otherwise stored in the secured Safeguarding Incident Monitoring document.

Helpful statements to make

- I believe you (or showing acceptance of what the child/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!

What to do after a child/adult at risk has talked to you about abuse

Again, it is important to stress that it is not the responsibility of JW3 staff 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.

When directed, you should use the 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 with the statutory authorities.
4. After a child/adult at risk has disclosed abuse, the Designated Safeguarding Lead should carefully consider whether or not it is safe for them to return home 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.

Allegations against a member of staff

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 a child/adult at risk.

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.

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 children and/or adults at risk, 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').
- Similarly, ensuring that all volunteers who are volunteering directly with children and/or adults at risk, as well as all leaders (freelance or voluntary) who work on any half-term or summer schemes, will also be subject to JW3's Safeguarding policy. Furthermore, all volunteers or scheme leaders aged 16 and above who are expected to take a leading role and work directly with a group of young people at any point, must produce a valid and up-to-date Enhanced DBS certificate (or apply for one via JW3).
- 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 (including scheme leaders) working directly with children, and for 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/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 children and young people/adults at risk, and that they receive appropriate induction and training.

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

- Whenever there is an activity going on with young people, children or adults at risk, the adult with overall responsibility for that activity must have a DBS check, or a similar check from abroad where relevant.
- If there are other adults, whether staff or volunteers, helping to run that activity then it would be preferable if they too had an up to date DBS check. However, this is not essential as long as the primary responsible person, who does have the up to date DBS check, is in the room at all times with the children/young people/ adults at risk.
- While staff and volunteers without an up to date DBS check may, as noted, assist with an activity, 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.
- All staff, those volunteers who need one, contractors working at JW3 (security, cleaning) must have at least a basic DBS check, which will be renewed no later than every three years.
- Furthermore, staff members or volunteers, whether they have an up to date DBS check or not, 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.

Support and Training

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

Staff and volunteers who work regularly with children and/or adults at risk 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 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 understand and follow policies and procedures for Safeguarding children and adults at risk 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 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 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.
- Respect the child or young person/adult at risk's right to freedom of expression in all matters, and to give them due weight in accordance with their age and maturity.
- Respect the right of the child or young person/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/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 carers 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/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 and 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/and/or out of sight of another responsible adult.
- 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.
- 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, 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/adults at risk to share in the decision-making process
 - never initiating physical contact with children/adults at risk
- As a general rule, not give or receive gifts from children/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 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 a child or young person/adult at risk being abused you should inform the DSL detailed below.

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

Alternatively, if Roy Graham is not available, please inform the Deputy Designated Safeguarding Lead:

Name: **Katie Burse/Clare Aarons**

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

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

Katie Burse/Clare Aarons: 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

Camden

Camden Safeguarding Children Partnership

Local Authority Designated Officer (LADO):

lado@camden.gov.uk

020 7974 4456

CSCP@camden.gov.uk 020 7974 6658/1276 | @CamdenSCP

Anne Turner
Director of Children's Safeguarding and Social Work.
Crowndale Centre
218 Eversholt Street
London
NW1 1BD
020 7974 6666 (reception)

Development Officer, Camden Safeguarding Children's Board: Dinishia Mitford

Social Services Departments

London Borough of Camden:

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: lbcmarshadmin@camden.gov.uk

Camden Safeguarding Hotline Adults: 020 7974 4000

London Borough of Barnet

Address: North London Business Park, Oakleigh Road South, London N11 1NP
Tel: 020 8359 4066 Out of hours: EDT 0208359 2000
Fax: 0871 594 8766 Email: mash@barnet.gov.uk

West Hampstead Police Station
21 Fortune Green Road,
London
NW6 1DX
020 7404 1212
Email: NIMailbox-.P&R@met.police.uk

NSPCC Child Protection Helpline
0808 800 5000
Helpline@nspcc.org.uk

Other numbers:

DBS customer services
customerservices@dbi.gsi.gov.uk
Telephone: 0870 909 0811
Minicom: 0870 909 0344

Childline: 0800 1111

Reporting Allegations or Suspicions of Abuse: Confidential Recording Sheet

Name of person reporting: _____

Name of child or young people/adult at risk: _____

Age and date of birth (if known): _____

Disability (if applicable and known): _____

Name of Child's Parent/Carer's (if known): _____

Phone numbers for parent/carers of child or young person/adult at risk (if known): _____

Are you reporting your concerns or reporting someone else's?
Please give details.

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 child or young person/adult at risk? If so, how did they describe what happened?

Who has been told about it and when?

In the case of a child or young person/adult at risk, do the parents/carers know?

Signature of person reporting:

Date of record:

Action taken:

Other Notes:



Photographs/Video/DVD Consent Form

JW3 would like to photograph/DVD/video/film some children for.....

The organisation recognises the need to ensure the welfare and safety of all children and young people involved in our activities. Under our policy to safeguard children we will not permit photographs or videos or other images of children or young people to be taken without the consent of their parents/carers (if the subject is under the age of 16) and the young people themselves. 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 parent/carer]

Consent to JW3 photographing or videoing or filming

..... [Name of young person.]

Name of Parent/Carer:

Signature: Date: