

Newcastle Reform Synagogue (NRS)

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Registered Charity Number: 246816



NRS Safeguarding Policy (Approved by Council 23 September 2019)

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1: Preamble

1.1 Newcastle Reform Synagogue (NRS) recognises the vital importance of providing a safe setting for all its activities and a culture of openness and honesty for all who participate in them.

1.2 We recognise that we have a particular responsibility to protect the welfare of children, young people and vulnerable adults who may take part in educational, social, religious or other activities on NRS premises.

2: Recruitment and deployment of volunteers

2.1 When any adult applies or offers to undertake voluntary or paid work involving unsupervised access to children or vulnerable adults, NRS shall confirm that person's suitability for such activities by seeking an enhanced disclosure certificate from the Disclosure & Barring Service (DBS) or by checking with the DBS Update Service, before that person starts the activity concerned.

2.2 For the avoidance of doubt, this provision applies equally to members of NRS, Friends of NRS and non-members.

2.3 NRS shall keep a record of all such checks and shall review them at intervals of no more than 5 years.

3: Expectations and code of conduct

3.1 NRS expects all its members and anyone else who undertakes voluntary work or paid work at NRS to adhere to Jewish values and to act at all times in a way which inspires our children, young people and adults with a love of Jewish learning, an appreciation of Reform Jewish thinking, and provides them with the tools they need to grow up as confident, knowledgeable Jews with a positive attitude to their religious and cultural heritage.

3.2 Specifically, NRS requires all such volunteers or contractors to undertake appropriate child protection training or to demonstrate that they have completed such training. NRS will provide basic safeguarding training to anyone who requires it for the purposes of voluntary work at the synagogue or its classes. NRS will keep a record of the training provided to volunteers and of the safeguarding qualifications of anyone who does not undertake such training with us.

3.3 NRS expects all volunteers to respect scrupulously the physical, mental, sexual and emotional wellbeing of all children, young people and adults who participate in NRS's educational, religious or social activities. NRS has a Safeguarding Officer who reports directly to NRS Council Executive. Subject to paragraph 5.3, the Safeguarding Officer is the first person to whom any concerns, allegations, disclosures or information relevant to safeguarding must be reported.

4: Risk management

4.1 If any activity is planned to include children, young people or vulnerable adults doing any of the things listed below in this section (paragraph 4.2), NRS shall conduct a simple, proportionate risk assessment before inviting people to the activity.

4.2 The relevant risk factors shall be:

- leaving the building
- using the kitchen
- sleepovers or night-time activities
- contact sports
- lighting fires
- travelling in volunteers' cars or on public transport
- travelling in a hired minibus or similar vehicle
- visiting hospitals, farms, zoos, water sports centres (including swimming pools), sea coasts, lakes or rivers
- visiting any location where a comparable level of physical risk is reasonably likely to be present

5: Procedure in case of disclosure

5.1 This section applies in the unlikely event that a child, young person or adult makes any disclosure or allegation relating to abuse, neglect or inappropriate treatment, or which raises a suspicion of possible abuse, neglect or inappropriate treatment.

5.2 Any person acting for NRS in the capacity of a volunteer, employee or contractor who receives such a disclosure or allegation must:

- listen without interrupting or contradicting if necessary,
- reassure the person making the disclosure that they are doing the right thing by talking about it
- explain that the disclosure will be reported to somebody in NRS who is responsible for looking after people
- don't promise to keep the disclosure a secret
- don't attempt to probe, cross-examine or ask questions, except to make sure you have understood what the person making the disclosure is saying
- make a written note of the conversation as soon as is reasonably possible; try to use the words that were actually said rather than paraphrasing or interpreting them
- contact the Safeguarding Officer as soon as possible
- pass the written report of the conversation to the Safeguarding Officer as soon as possible

5.3 If the Safeguarding Officer is not available, or in the event of a concern or allegation relating to the Safeguarding Officer, any report is to be made to the Chairperson of NRS Council, or in their absence, to another member of the Executive or to one of the Life Presidents.

6: Procedure in case of allegation

6.1 This section applies in the unlikely event that a child, young person or adult makes any disclosure or allegation relating to abuse, neglect or inappropriate treatment, or which raises a suspicion of possible abuse, neglect or inappropriate treatment by a member, employee or contractor acting for NRS in a volunteer or paid capacity.

6.2 Any person who receives such a disclosure or allegation must report it immediately to the Safeguarding Officer, subject to paragraph 5.3 above.

6.3 The Safeguarding Officer shall investigate the allegation as soon as is reasonably practicable and shall make a full report of the investigation to the Executive. The Safeguarding Officer shall decide whether to involve the police or any other outside agency, bearing in mind the alleged risks to any child, young person or vulnerable adult. The reputation of NRS or of any of its members, Friends, volunteers, employees or contractors shall **not** be an overriding consideration.

6.4 Pending the Safeguarding Officer's investigation, the person about whom the allegation was made shall not continue in any activities with children, young people or vulnerable adults.

6.5 The Executive shall keep a confidential record of any such investigation and of any decisions made in connection with such an investigation or its results.

7: Dissemination and review of policy

- 7.1 The adoption or amendment of this Safeguarding Policy shall be notified to all members and Friends of NRS.
- 7.2 A copy of this policy shall be made available to all members, Friends, employees and contractors on request. NRS Council Executive shall consider displaying this policy on the synagogue's website.
- 7.3 The Safeguarding Policy shall be reviewed at intervals of not more than 5 years and shall be amended or updated as necessary.