

# SAFEGUARDING POLICIES

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## Introduction

## Monitoring and Review

<p>This policy will be subject to continuous monitoring, refinement and audit by the CEO. The CEO undertakes an annual review of this policy and of the efficiency with which the related duties have been discharged, by no later than one year from the date shown below, or earlier if changes in legislation, regulatory requirements or best practice guidelines so require.</p> <p>The BNJC policy in relation to safeguarding adults is under review and will be publicised in March 2025.</p>	
Policy reviewed and ratified by the governing body	January 2025
Appointment of Matt Marks as DSL	3 February 2025 (to be reviewed on any senior personnel change)
Next review date	March 2025 February 2026

BNJC is a pioneering Jewish community centre dedicated to revitalising Jewish life in the city of Brighton & Hove. Our mission is to create a welcoming, inclusive space that brings together children of all ages, from all Jewish backgrounds to connect, celebrate, and grow as a community. Our state-of-the-art community centre includes both residential properties and commercial premises, located at 29-31 New Church Road, Hove.

Alongside 45 residential units, the BNJC site comprises of Shoresh Nurseries; Novellino Brighton, a Kosher restaurant and deli; Pro Fitness Gym, a Co-working space, a holiday lets business and events spaces. The site is shared with the Brighton and Hove Hebrew Congregation (BHHC) who operate the Synagogue and Mikvah. BHHC are a separate charity who operate their own policies.

The BNJC Safeguarding Policy has been developed in alignment with the safeguarding policy of Shoresh Nursery to ensure consistency in safeguarding principles and practices across the organisation. However, it is essential that the two policies remain separate due to the distinct regulatory requirements and operational structures governing each setting.

Shoresh Nursery, as an early years provider regulated by Ofsted, is subject to statutory safeguarding requirements specific to early years settings, including compliance with the Statutory Framework for the Early Years Foundation Stage (EYFS). As a result, Shoresh Nursery must maintain its own dedicated safeguarding policy and procedures to ensure full adherence to these regulations. Additionally, Shoresh Nursery has its own DSL, the Headteacher, who is responsible for safeguarding within the nursery setting.

The BNJC Safeguarding Policy applies to all activities involving children of Shores Nursery save where Shores Nursery has a policy which would override this, as well as those involving vulnerable adults and other attendees. This includes programming and events for children, young children, and families, as well as group residential. Excluding those programmes which are run by external organisations with their own safeguarding policy which will be reviewed and implemented by the relevant persons in the relevant organisation in communication with the BNJC's DSL.

The BNJC safeguarding policy is designed to reflect best practice in safeguarding across these broader community-based activities, ensuring appropriate protection and oversight for all children and young children engaged in BNJC programmes.

This policy has been approved by BNJC's Designated Safeguarding Lead (DSL) and CEO and is reviewed annually by the lead Trustee for safeguarding, in consultation with the Board of Trustees, or sooner if required by changes in legislation or government guidance. It applies to all BNJC employees, contractors, and volunteers whenever they are working with or in proximity to children.

## Safeguarding Policy

BNJC is fully committed to safeguarding and protecting the welfare of all children, young people, and adults at risk by taking all reasonable steps to protect them from threats, risks, and vulnerabilities.

All BNJC staff which includes employees, contractors, and volunteers who carry out work on behalf of the organisation are required to understand and comply with their legal obligations regarding safeguarding. Beyond legal compliance, they must actively contribute to a culture that prioritises safeguarding and promotes the welfare of those at risk.

All BNJC staff have a duty to safeguard and promote the welfare of children, young people, and adults at risk by ensuring they are familiar with and adhere to BNJC's safeguarding policies and procedures.

Respect, understanding, and commitment to these principles are fundamental to our values, and all individuals working with us are expected to report any safeguarding concerns. Failure to meet these expectations may result in disciplinary action being taken.

We strive to create an ethos and environment where children, young people and adults at risk feel safe, secure, and respected, encouraging open communication and ensuring they feel confident that they will be listened to. We remain vigilant to signs of abuse and neglect, following established procedures to provide effective support, protection, and justice.

## Core Principles

Our core principles set out our approach to Safeguarding:

- All children and adults at risk regardless of age, ability, sex, race, religion or belief, ethnic origin, gender reassignment, social status or sexual orientation have the right to be protected from harm.
- We will promote a culture of trust and support to ensure staff are comfortable in reporting any issues.
- All BNJC staff have a responsibility to follow the guidance laid out in this Policy and to raise concerns to the DSL where appropriate, to ensure that help and support is provided at the earliest possible opportunity.
- It is the responsibility of child protection professionals to determine whether abuse has taken place, but it is everyone's responsibility to report concerns. All staff must follow the procedures in place for reporting concerns or disclosures.
- We are committed to following a robust recruitment process of staff by ensuring we undertake references and Disclosure and Barring Service (DBS) checks where appropriate.
- All child protection records will be stored securely and separately from other records. Access will be restricted to staff with safeguarding responsibilities.
- All staff can raise concerns about poor or unsafe safeguarding practice as laid out in the Whistleblowing Policy.
- Allegations against members of staff will be handled immediately and in a timely manner.

## Definitions

'Child / young person' means a person under 18 years of age.

'Adult at Risk' means an adult (a person aged 18 or over) who is (or may be) in need of community care services by reason of mental or other disability, age, illness; and who is or may be unable to take care of themselves, or unable to protect themselves against significant harm or exploitation.

'Commissioning member of staff': the team member who contracts with consultants or partners delivering services to/with the Charity or on our behalf.

'Staff' means all BNJC employees, contractors, and volunteers who carry out work on behalf of the organisation.

'Designated Safeguarding Lead' means the person with lead responsibility for Child Protection and Safeguarding issues.

## Types of Abuse or Neglect

The following are types of abuse and neglect:

**Abuse:** a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or by another child or children.

**Physical abuse:** a form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

**Emotional abuse:** the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate.

**Sexual abuse:** involves forcing or enticing a child, or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

**Neglect:** the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of a child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

**Female genital mutilation (FGM):** This is a form of child abuse and violence against women and affects girls particularly but not limited to North African countries. It is illegal in England and Wales to allow girls to undergo this practice, which involves the 'partial or total removal of the external female genitalia for non-medical reasons'.

**Honour-based violence (HBV):** This encompasses incidents or crimes which have been committed to protect or defend the honour of the family and/or the community, including female genital mutilation (FGM), forced marriage, and practices such as ‘breast ironing’.



## Key Contacts

### **Lead Trustee**

Natasha Isaac

[Natasha.isaac@bnjc.co.uk](mailto:Natasha.isaac@bnjc.co.uk)

### **Designated Safeguarding Lead for BNJC**

Matt Marks, Head of Community Engagement

[Matt.marks@bnjc.co.uk](mailto:Matt.marks@bnjc.co.uk)

### **Deputy Designated Safeguarding Lead for BNJC**

Joel Azulay, Community Development Officer

[Joel.azulay@bnjc.co.uk](mailto:Joel.azulay@bnjc.co.uk)

### **Designated Safeguarding Lead for Shoresh Nurseries**

Liz Brown, Executive Head Teacher of Shoresh Nurseries

[liz.brown@bnjc.co.uk](mailto:liz.brown@bnjc.co.uk)

If you suspect or believe a child is suffering or is likely to suffer significant harm, including any form of mistreatment or abuse, or if you are concerned about your own behaviour and need advice or support – please contact the **Front Door for Families (previously the MASH)**

### **Front Door for Families**

Phone: (01273) 290400

E-mail: [FrontDoorForFamilies@brighton-hove.gov.uk](mailto:FrontDoorForFamilies@brighton-hove.gov.uk)

You can also use the Online Referral Form to make a Child Protection Referral to the Front Door for Families: [Refer a child or family to Front Door for Families](#)

To contact Children's Services outside normal working hours, call 01273 335905.

If a child is in immediate danger or left alone, you should contact 999. The police operator will need to take your name, address and details of what has happened.

### **The LADO (Local Authority Designated Officer)**

The Local Authority Designated Officer (LADO) is responsible for the oversight and management of allegations made against employees. Consequently, they should be informed of all allegations that come to an employer's attention.

Email contact to the LADO team: [LADOenquiries@brighton-hove.gov.uk](mailto:LADOenquiries@brighton-hove.gov.uk)

The National Society for the Prevention of Cruelty to Children (NSPCC) whistleblowing helpline can be contacted on:

NSPCC: Weston House, 42 Curtain Road, London, EC2A 3NH

Telephone: 0800 800 5000 Email: [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

NSPCC Whistleblowing helpline: 0800 028 0285

Childline: 0900 1111

Ofsted Whistleblowing Hotline: 0300 123 3155

Forced Marriage Unit: 020 7008 0151 E-mail: [fm@fco.gov.uk](mailto:fm@fco.gov.uk)

BNJC can make a referral directly to children's social care or the Local Authority Designated Officer (LADO) if they believe that a person is at risk or may be at risk of significant harm.

If you believe there to be an immediate risk of harm, call 999

## The Role of the DSL

- Oversee and ensure that our safeguarding policy is fully implemented.
- Ensure that Child and Adult Safeguarding is up to national standards.
- Undertake and update training every two years and be aware of and follow local arrangements.
- Ensure our safeguarding standards are communicated to all team members.
- Ensure details are made available to all adults, children and parents/carers on the website.
- Ensure all team members receive training in safeguarding, appropriate to their role.
- Ensure DBS (Disclosure and Barring Service), recruiting and reporting procedures are adhered to.
- Keep all records confidential, in line with statutory guidance and GDPR, ensuring due regard to principles which allow both sharing and withholding personal information.
- Ensure reports are made to the relevant agency in all cases where children or vulnerable adults are thought to be at risk.

## Legal Basis

This policy has been developed in accordance with the principles established by the Children Acts 1989 and 2004, the Children and Social Work Act 2017 and related guidance. This includes:

- DfE guidance Keeping Children Safe in Education 2024 (KCSIE)
- Working Together to Safeguard Children 2023 (WTSC)
- What to do if you're worried a child is being abused – DFE March 2015
- Framework for the Assessment of Children in Need and their Families (2000)
- Early Years Foundation Stage 2024 (EYFS)
- London Child Protection Procedures and Practice Guidance
- The Human Rights Act 1998
- The Equality Act 2010 (including the Public Sector Equality Duty)

BNJC adheres to **Brighton & Hove Safeguarding Children Partnership (BHSCP)** Procedures. The full procedures can be found on the BHSCP website <https://www.bhscp.org.uk/policies-and-procedures/>

The role of BNJC in situations where there are child protection concerns is **not** to investigate but to **recognise and refer**.

Therefore, it is vital that BNJC staff are alert to the signs of abuse and understand how to raise concerns. Also, children and adults at risk often turn to a trusted adult when they are in distress or at risk, so it's important you know our safeguarding procedure, just in case this happens to you.

## What to do if you have a child protection concern

### Initial Complaint

A member of staff suspecting or receiving a complaint of abuse:

- Must listen carefully to the child and/or parent with an open mind and must not make a judgment about whether the abuse has taken place.
- Must not ask leading questions that suggest their own answer.
- Must reassure the child and/or parent but not guarantee absolute confidentiality. It is very important **not** to say that you can keep things secret, but you can reassure the child or person that the information they tell you will only be shared with those who need to know.
- Should explain that the information must be shared in line with this policy to ensure appropriate action is taken.
- Must keep a written record of the conversation, including the date, time, and location, as well as what was said, by whom, and in whose presence. The record must be signed and use full names, not initials.

**A form for recording any conversation or information that falls into this category is available from the DSL.**

All other evidence (e.g., notes, mobile phones containing text messages, clothing, or computers) must be kept securely with the written record and passed on when reporting the matter in accordance with this policy.

All suspicions, complaints of abuse, or any concerns about a child's welfare must be reported following the procedures outlined below. If staff are ever unsure, they must always speak to the Designated Safeguarding Lead (DSL).

### Early Help

BNJC understands that providing early help is more effective in promoting the welfare of children than reacting later. Early help means offering support as soon as a problem emerges, from the foundation years through to the teenage years.

A staff member who believes a child may benefit from early help should discuss this with the DSL. The DSL will determine the appropriate course of action in line with the Local Safeguarding Partners (LSP) referral threshold document and will assist staff in liaising with other agencies or arranging an inter-agency assessment if necessary.

If early help is deemed appropriate, the situation will be monitored closely, and a referral to children's social care will be considered if the child's circumstances do not improve.

## Concerns About a Child's Welfare

If a staff member is concerned about a child at risk's welfare, they must report the matter to the DSL as soon as possible.

Upon receiving a concern, the DSL will determine the appropriate course of action following the Local Safeguarding Partners (LSP) referral threshold document. This may involve providing early help or making a referral to children's social care. If a referral is not made, the DSL will continue to monitor the situation and escalate the case if needed.

Any member of staff can make a referral to social care directly. If a referral is made by someone other than the DSL, the DSL must be informed as soon as possible.

## If a Child is in Immediate Danger or at Risk of Harm

If a child is in immediate danger or at risk of harm, a referral must be made to children's social care and/or the police immediately.

- Anyone can make a referral in these circumstances.
- If someone other than the DSL makes the referral, they must inform the DSL as soon as possible.

## Making a Referral

- Contact details for making a referral are provided on page 3 of this policy
- If the referral is made by telephone, it must be followed up in writing.
- Confirmation of the referral and a decision on the course of action should be received from the local authority within one working day.
- If confirmation is not received, the DSL (or person making the referral) must follow up with children's social care.
- If the child's situation does not improve after the referral, the DSL (or the referring person) must press for reconsideration.

## Allegations Against Staff

BNJC has strict procedures for managing allegations against staff and volunteers, ensuring a balance between protecting children and adults at risk from harm and safeguarding staff from false allegations.

These procedures follow Local Safeguarding Partners (LSP) guidance and apply where a staff member or volunteer has:

- harmed or may have harmed a child.
- possibly committed a criminal offence against or related to a child.
- behaved in a way that indicates they pose a risk of harm to children .
- behaved in a manner that suggests they may not be suitable to work with children.

All allegations will be treated as requiring a child protection response. The Local Authority Designated Officer (LADO) must be informed immediately, and within one working day of all allegations meeting the criteria above.

### Reporting Allegations:

- Any allegations against a staff member or volunteer must be reported immediately to the DSL or, in their absence, the Deputy DSL.
- If the allegation involves the DSL, it must be reported to the Deputy DSL or the Safeguarding Lead.
- Before any action is taken, the allegation must be discussed with the LADO.
- If a staff member or volunteer is found unsuitable to work with children, BNJC will not use a settlement agreement and will make a prompt referral to the Disclosure and Barring Service (DBS) if criteria are met.

### Low-Level Concerns

A low-level concern is any behaviour that, while not meeting the harm threshold, is inconsistent with the expected professional conduct.

Examples include:

- being overly friendly with children;
- having favourites;
- taking photographs of children on a personal mobile phone or device;
- engaging one-on-one in secluded areas;
- using inappropriate or offensive language.

All low-level concerns must be reported to the DSL. Staff are encouraged to self-refer if they feel their actions may have been misinterpreted.

If a concern is borderline, the DSL will consult the LADO.

## Allegations Against Children or Visiting Adults

If a child is accused of harming another child, BNJC will follow safeguarding procedures.

- The child may be required to stay away during the investigation.
- BNJC will work with parents and families to ensure a positive resolution.

If an adult is accused of harming another person or is under investigation that person will be asked to stay away from the site by DSL/CEO and member of trustee team.

The DSL/CEO and trustees will undertake an investigation to determine the viability of the person being able to return to the site.

The consequences of this investigation, which should be conducted within a week, may include but are not limited to:

- a request to the Police for further information
- a request to the Local Authority for further information
- a request to the individual themselves for further information
- a full risk assessment

A final risk assessment will determine whether the person can return to the site and, if so, under what conditions.



## Use of Mobile Phones and Cameras

Staff and volunteers must adhere to the Staff Code of Conduct and should be wary of taking photographs of children without permission and should not take any photographs of children without permission from their parent or guardian.

## E-Safety and Online Behaviour

BNJC adopts a whole-organisation approach to online safety, aiming to minimise risks while ensuring individuals benefit from technology.

The main risks include:

- content: exposure to harmful material.
- contact: unsafe interactions with other users.
- conduct: risky personal online behaviour.
- commerce: online scams, gambling, or fraudulent advertising.

Staff responsibilities are outlined in the Staff Code of Conduct and Digital Usage Policy.

## Record-Keeping, Confidentiality, and Information Sharing

- All safeguarding concerns must be documented in writing.
- Information is shared on a need-to-know basis.
- The DSL will determine whether information should be disclosed to other parties.
- The DSL will inform the Headteacher and DSL for Shoresh Nursery of any allegations of serious harm or abuse within 7 days of the allegation being made.
- BNJC will cooperate fully with police and social care during investigations.

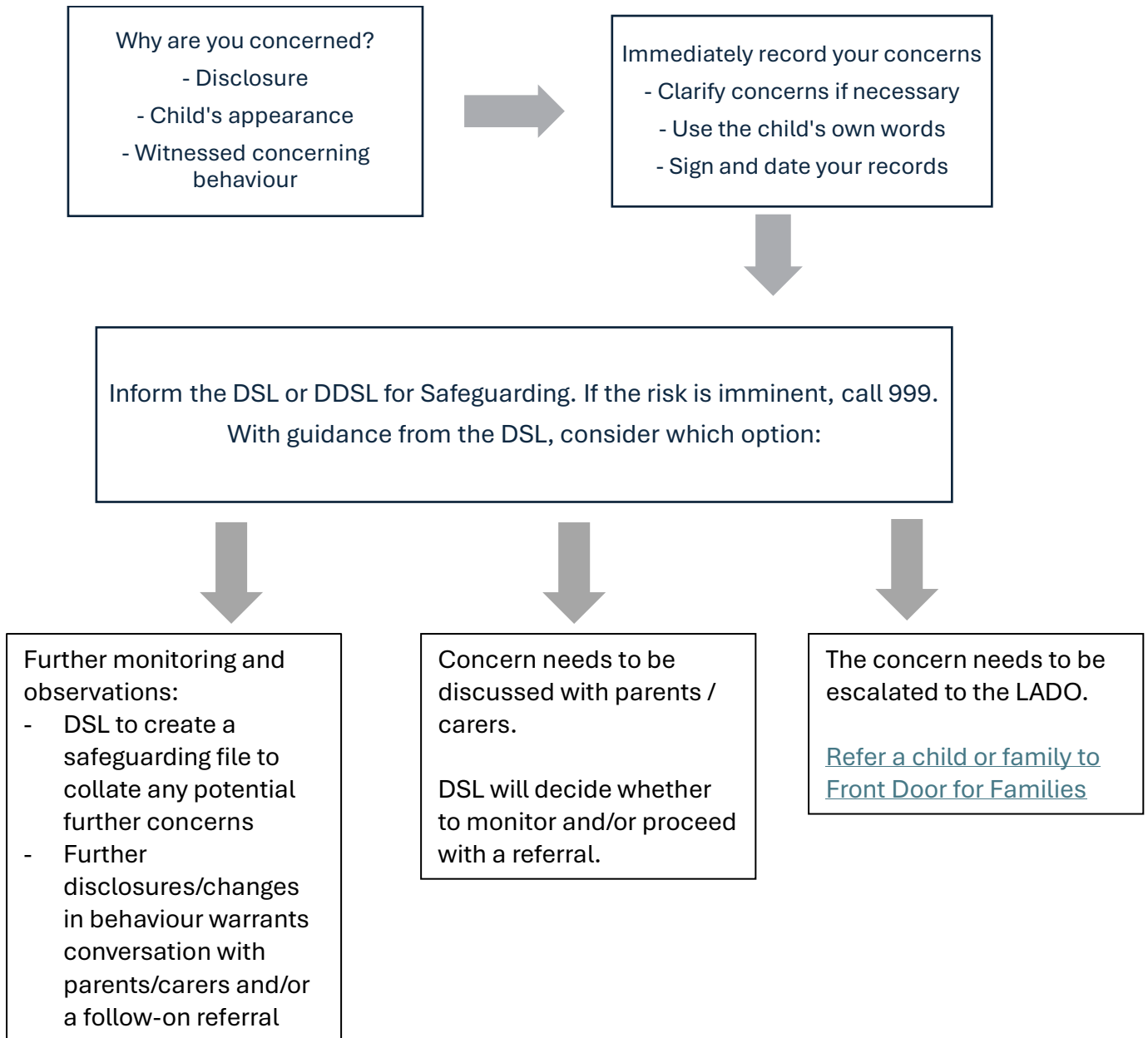
## Document Storage

Child protection records (where applicable) will be stored securely and separately from other records, in line with GDPR regulations. Access will be restricted to relevant staff members only.

## Monitoring and Review

- The DSL will monitor safeguarding procedures and report to the Safeguarding Trustee annually.
- The DSL will conduct an annual policy review, ensuring that any weaknesses are promptly addressed.

## Flowchart



If in doubt, advice on referrals for children and young people can be sought from the following:

- The NSPCC Child Protection Helpline: 0808 800 5000
- BHSCP Frontdoor for Families: 01273 290400

If in doubt, advice on referrals for adults at risk can be sought from the following:

- Respond (for adults with learning difficulties) Helpline on 0808 808 0700
- Action on Elder Abuse (for older people) Helpline on 080 8808 8141
- Brighton & Hove Safeguarding Adults Board on 01273 295555

If you believe there to be an immediate risk of harm, call 999

## Staff Awareness

While it is not possible to prevent all abuse, we take steps to reduce the risk of abuse occurring. Our staff should:

1. Know what abuse is, and the different types of abuse.
2. Be alert to indicators of potential abuse situations.
3. Know the procedures for reporting concerns.

## Training

At BNJC, we acknowledge that staff and volunteers cannot be expected to fulfil their responsibilities unless these are clearly understood. We recognise our responsibility to ensure that all staff and volunteers have the necessary training and knowledge to effectively carry out their roles and maintain their own safety. BNJC is committed to staying up to date with changes in the law and best practices and to communicating these updates to all staff and volunteers.

BNJC will ensure that, prior to each event we run involving families, young people, or children (whether in person or online), all staff and volunteers supporting these activities will have completed safeguarding training.

The DSL will ensure that all new staff members are appropriately inducted as regards the organisation's internal safeguarding procedures and communication lines.

All staff will receive appropriate safeguarding and child protection training.

This training will ensure that all staff:

- Recognise potential safeguarding and child protection concerns involving children and adults (colleagues, other professionals and parents/carers).
- Respond appropriately directly with children, young people and adults at risk to safeguarding issues and take action in line with this policy.
- Record concerns in line with the organisation policies
- Refer concerns to the Safeguarding Team and be able to seek support external to the organisation if required.

Staff recognise that technology can be a significant component in many safeguarding and wellbeing issues; children and adults at risk are at risk of online abuse from people they know (including children) and from people they don't know; in many cases, abuse will take place concurrently via online channels and in daily life.

The relevant staff will receive appropriate training to ensure they are aware of a range of safeguarding issues and are aware that behaviours linked to the likes of drug taking,

alcohol abuse, child on child abuse such as, bullying and sending nudes and semi-nudes can put children and adults at risk in danger.

The staff training will also include organisation responsibilities, the organisation child and adult at risk protection procedures, online safety, safe working practice and external reporting mechanisms.

As appropriate staff will receive safeguarding and child protection updates reflective of their role in the organisation.

All staff will be made aware of the organisation's expectations regarding safe and professional practice via the Code of Conduct.

The DSL will provide updates to each board meeting and an annual report to the Board of Trustees detailing safeguarding training undertaken by all staff and will maintain up to date registers of who has been trained.

## Safeguarding Requirements for Organised Community Groups Attending Residentials at BNJC

BNJC is committed to ensuring that all children, young people, and adults at risk attending residentials at our premises are safeguarded in line with best practice and legal requirements. To uphold our safeguarding standards, we require all **organised community groups** using BNJC for residential stays to adhere to the following conditions:

### External Groups & Safeguarding Policy

Any community group organising a residential at BNJC must agree to comply with BNJC's code of conduct at the time of booking confirmation and must have their own safeguarding policy in place which they are responsible and liable for when on BNJC's site or participating in any activity run by BNJC.

### Confirmation of Understanding and Compliance with BNJC's Safeguarding Policy

- The group leader or an authorised representative must confirm in writing that they have read, understood, and agreed to comply with BNJC's code of conduct, fire safety policies and evacuation procedures.
- This confirmation should be provided no later than one week before arrival.
- Any staff or volunteers accompanying the group must also be made aware of and adhere to their organisation's safeguarding policy.
- If any safeguarding incidents occur for the group while they are onsite, the DSL for the group is expected to share any relevant information with the DSL of the BNJC.

### Designated Safeguarding Lead (DSL) Responsibility

- The visiting group must appoint a Designated Safeguarding Lead (DSL) for the duration of the residential who will be the primary safeguarding contact and responsible for handling any safeguarding concerns within their group.
- The name and contact details of the DSL must be provided to BNJC in advance of arrival.

### Safeguarding Procedures While on BNJC Premises

- All safeguarding concerns that arise during the residential must be reported immediately to BNJC's Designated Safeguarding Lead (DSL) or a senior BNJC staff member. This includes during shabbat or at other out of hours times.
- BNJC reserves the right to intervene and take appropriate action, including contacting external safeguarding authorities, if a safeguarding concern arises that requires immediate attention.

## Failure to Comply

- BNJC reserves the right to refuse access or cancel a booking if a group fails to provide their safeguarding policy or the required confirmations within the stipulated timeframe.
- Any failure to adhere to safeguarding procedures during the residential may result in immediate action, including removal from the premises and referral to the appropriate authorities where necessary.

## Safer Recruitment Policy

Safer recruitment is the method of deterring unsuitable applicants from applying for our roles.

To adhere to safer recruitment, our process includes the following:

- Ensuring the job description makes reference to the responsibility of the postholder for safeguarding and promoting the welfare of children and adults at risk.
- Ensuring that the person specification includes specific reference to suitability to work with children and adults at risk.
- Obtaining and scrutinising comprehensive information from applicants and taking up and satisfactorily resolving any discrepancies or anomalies making sure that there are no gaps in the candidate's life and employment history and that any gaps are investigated and documented, with reasons, in the interview file.
- Obtaining two professional references that answer specific questions to help assess an applicant's suitability to work with children and adults at risk and following up any concerns;
- Undertaking a face-to-face interview that explores the candidate's suitability to work with children as well as their suitability for the post;
- Verifying the successful applicant's identity via photo ID;
- Verifying that the successful applicant has any academic or vocational qualifications claimed;
- Checking their previous employment history and experience
- Verifying that s/he has the health and physical capacity for the job
- Undertaking DBS Checks
- Verifying the right to work in the UK

## Interviews

The selection process for people who will work at BNJC always includes a face-to-face interview even if there is only one candidate. This interview will need to include at least one member of staff from the central BNJC team (such as the CEO, Head of People and Operations or the Designated Safeguarding Lead).

The candidates whose application forms provide information that best meets the criteria of the job description, person specification, experience and qualifications are invited for an interview.

At the interview, the identity of the candidates is verified by checking original documents such as ID documents (passport, driving licence) and certificates to ensure the person is who he or she claims to be.

The successful candidate will be required to complete an application for a DBS certificate (where applicable). Where relevant, a satisfactory certificate in line with current child protection legislation must be received before the successful candidate is allowed to take up the post.

## Conditional offer of Employment – pre-employment checks (where applicable)

An offer of appointment to the successful candidate will be conditional upon:  
The receipt of at least two satisfactory references; where relevant, the reference forms include specific questions to verify the suitability of candidates to work with children at risk and to establish whether candidates have had any disciplinary offences relating to children.

## Post-Appointment: Induction

There is an induction programme for all staff newly appointed at BNJC, regardless of previous experience. The purpose of induction is to:

- Provide training and information about our policies and procedures.
- Support individuals in a way that is appropriate for the role to which they've been appointed;
- Confirm the conduct expected of staff within BNJC.
- Provide opportunities for a new member of staff or volunteer to discuss any issues or concerns about their role or responsibilities; and
- Enable the person's Line Manager to recognise any concerns or issues about the person's ability or suitability at the outset and address them immediately.



## Recruitment of Ex-Offenders Policy

We will not discriminate unfairly against any subject of a criminal record check relating to a criminal conviction or other information revealed.

We will only ask an individual to provide details of convictions and cautions that we are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended).

At interview, or in a separate discussion, we will ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

We will aim to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

## Disclosure & Barring Service (DBS) Policy

Due to the nature of our work, we may request a criminal record check for our staff, which is processed by the Disclosure and Barring Service (DBS).

The primary role of DBS checks is to help companies to make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups including children.

You can find out more information on the DBS, its history and its work by visiting the website [www.gov.uk/dbs](http://www.gov.uk/dbs).

### Types of DBS Checks

There are four main types of DBS Checks that we may use.

- A basic DBS check - shows your unspent convictions and conditional cautions.
- A standard DBS check - shows your spent and unspent convictions, cautions, reprimands and final warnings.
- An enhanced DBS check - shows the same as a standard check plus any information held by local police that's considered relevant to your role.
- An enhanced DBS check with barred lists - shows the same as an enhanced check plus whether you are on the list of people barred from doing the role.

### Who is required to have a DBS check?

You will be informed if we require you to have a DBS check, and usually we will confirm this within your contract.

Generally, a standard DBS check is used for roles that involve regular contact with children or adults at risk. For any roles that involve a greater degree of contact with children or adults at risk or for roles that include the performing of regulated activities for children or vulnerable adults, you will require an enhanced DBS check.

The government guidance on who is required to have a DBS check can be found [here](#).

### **Who pays for the DBS check?**

We will pay for Employees and Workers to obtain a DBS check if required, however self-employed contractors are required to pay for any costs associated with this.

### **The DBS Application Process**

Here are the main stages of the DBS checking process:

#### **Stage 1 - Apply for a DBS check**

If you need a basic DBS check, you can apply for this directly and pass the cost back to BNJC.

If you need a Standard or Enhanced DBS check, we will apply for a DBS check on your behalf and will send you a copy of the application form.

The application form is then checked for errors or omissions. The form is either scanned onto the DBS system or returned for correction to the counter-signatory within 24 hours of receipt.

### **Stage 2 - Police National Computer (PNC) searched**

Key data from the application form is compared against details from the Police National Computer (PNC) to search for any matches.

### **Stage 3 - Children and adults' barred lists searched (where applicable)**

Key data from the application form is compared against barred lists to search for any matches.

### **Stage 4 - Records held by the police searched**

Enhanced checks are sent by secure, electronic means to the police for an additional check of records before the information is sent back to the DBS. Your details may be the same as, or similar to details held at any police force across the country. To make sure potential matches are not missed, those police forces will check the details against their information.

### **Stage 5 - DBS certificate printed**

All the information to be disclosed is printed under highly secure procedures and posted to the applicant.

You will then need to show your DBS certificate to us, to prove the check is complete and clear.

### **Stage 6 - Join the Update Service**

A DBS check has no official expiry date. Any information included will be accurate at the time the check was carried out. Therefore, we ask that you join the Update Service, which is an online subscription that allows you to keep your standard or enhanced certificates up-to-date, and allows us as your employer to check your DBS certificate online. [Here's the information on how to do that.](#)

You should normally receive a copy of your DBS check within four weeks however at certain times of the year, the DBS has a backlog of applications to process which may

cause a delay in their response. Enhanced checks normally take longer than standard checks.

Your application can be tracked via the tracking system on the [DBS website](#). Applicants will need to provide their disclosure application form reference number and their date of birth.

#### What to do if you already have a DBS certificate from a previous role

At our discretion, we may accept a DBS certificate that was requested for a previous role if this has been done within the last three years, however we will:

- Check the applicant's identity matches the details on the certificate.
- Check the certificate is the right level and type for our role applied for.
- Check to see if anything has changed if the applicant is signed up for the update service.

If we accept your DBS certificate and you are on the update service, there is no further action. However, if we feel your DBS check is not valid for this role, we may ask you to take up a new application.

#### **Renewing DBS Checks**

It is good practice for individuals who work with adults at risk or children to be re-checked every three years or each time they move posts as DBS portability does not exist, so we aim to follow this process. The DBS has launched an update service. This lets applicants keep their DBS certificates up to date online and allows employers to check a certificate online for an annual subscription. More information can be found on the [DBS website](#).

#### **Keeping your DBS data safe**

The correct storage of DBS certificate information is important. The code of practice requires that the information revealed is considered only for the purpose for which it was obtained and should be destroyed after a suitable period has passed - usually no longer than six months.

Your personal information and DBS disclosure will only be seen by those whose jobs require them to do so in the course of their duties.

## Prevent Policy

Prevent is one of four strands of the Government's counter terrorism strategy – CONTEST. The UK currently faces a range of terrorist threats. Terrorist groups who pose a threat to the UK seek to radicalise and recruit children to their cause. Therefore, early intervention is at the heart of Prevent which aims to divert children away from being drawn into terrorist activity.

Prevent happens before any criminal activity takes place by recognising, supporting and protecting children who might be susceptible to radicalisation and seeks to:

- Respond to the ideological challenge of terrorism and aspects of extremism, and the threat we face from those who promote these views.
- Provide practical help to prevent children from being drawn into terrorism and violent extremism and ensure they are given appropriate advice and support.
- Work with a wide range of sectors where there are risks of radicalisation which needs to be addressed, including education, criminal justice, faith, the internet and health.

The Government has created a system of 'threat level' which represents the likelihood of a terrorist attack in the near future. The current threat level from international terrorism in the UK is '**Substantial**', which means that a terrorist attack is highly likely.

### Definitions

The following are commonly agreed definitions within the Prevent agenda:

- An ideology is a set of beliefs.
- Radicalisation is the process by which a person comes to support terrorism and forms of extremism that may lead to terrorism.
- Safeguarding is the process of protecting vulnerable children, whether from crime, other forms of abuse or from being drawn into terrorism-related activity.
- Terrorism is an action that endangers or causes serious violence, damage or disruption and is intended to influence the government or to intimidate the public and is made with the intention of advancing a political, religious or ideological viewpoint.
- Vulnerability describes factors and characteristics associated with being susceptible to radicalisation.
- Extremism is vocal or active opposition to fundamental British values, including democracy, the rule of law, individual and mutual respect and tolerance of different faiths and beliefs.

### Prevent Strategy

Our Prevent Policy aims to:

- Prevent bullying, harassment and discrimination.
- Support anyone who may be at risk of radicalisation.
- Educate our staff on their roles and responsibilities in preventing violent and non-violent extremism.

### Prevent Lead

The Designated Safeguarding Lead is also the Prevent Lead, with responsibility for ensuring that our Prevent Strategy is implemented across BNJC and that any concerns are shared with the relevant organisations, in order to minimise the risk of terrorism.

### All Staff

All staff have a responsibility to:

- Report any concerns around extremism or radicalisation via the safeguarding reporting channels.
- Report and remove any literature displayed that could cause offense or promote extremist views.

### Managing Risks and Responding to Events

BNJC will ensure that it monitors risks and is ready to deal appropriately with issues which arise through the following:

- Understanding the nature of threat from violent extremism and how this may impact directly and indirectly on BNJC.
- Identifying, understanding and managing potential risks within BNJC from external influences.
- Responding appropriately to events reported via local, national or international news that may impact on us.
- Ensuring plans are in place to minimise the potential for acts of violent or non-violent extremism within BNJC.
- Ensuring measures are in place to respond appropriately to a threat or incident within BNJC.
- Ensuring compliance with related policies.
- Ensuring all new members of staff will receive Prevent training as part of their induction programme.
- Ensuring all agency staff, volunteers and contractors will be provided with appropriate training/updates regarding changes to the Prevent agenda.

## Personal Relationships at Work Policy

In the context of this policy, a personal relationship is defined as a family relationship e.g. mother and daughter or a romantic/sexual relationship.

Whilst most social and personal relationships need not present a difficulty, in some situations, there could be perceived or unconscious bias, favouritism or even fear and therefore we require transparency around these relationships to ensure this is managed appropriately.

Therefore, you must declare any existing or new personal relationship you have with other members of staff, including contractors which may give rise to an actual or potential conflict of interest, trust or breach of confidentiality.

All declarations will be kept confidential, recorded in writing and placed on your Personnel File. Should there be any changes in the future, you can request that the document should be removed from the file and destroyed.

If a relationship is disclosed between a Manager and Employee (which may not be a direct Manager but someone in a more senior position within the same team), we will endeavour to change the reporting line immediately.

## Modern Slavery Policy

Slavery, child labour and human trafficking are serious crimes and a violation of fundamental human rights. There are various forms of this 'Modern Slavery' which deprives victims of their liberty and usually involves financial exploitation.

We are fully committed to the prevention of all forms of slavery, forced labour or servitude, child labour and human-trafficking, both in our business and in our supply chains.

You should ask any company that supplies goods or services to us, to confirm in writing or within their terms, that their supply chains are free of slavery, forced labour or servitude, child labour or human trafficking.

You must immediately report any suspicions of Modern Slavery or human trafficking in our organisation or any organisation that we are partnered with or supplies us to the CEO.

### **What we are doing to prevent slavery and human-trafficking**

We strive to make appropriate checks on all employees, recruitment agencies and suppliers, to know who is working for, or on behalf of us.

We provide every employee with a written contract of employment. We pay every employee in accordance with the law. We comply with our legal obligations to ensure the health and safety of all our employees and workers, including in relation to working hours, rest breaks and holidays.

### **Reporting breaches of modern slavery policy**

You must immediately report any suspicions of Modern Slavery or human trafficking in our business or supply chains to the CEO, who will investigate within a reasonable time, and will take the appropriate action.

You will not suffer any detrimental treatment as a result of reporting any genuine concerns, raised in good faith, under this policy. This applies, even if after investigation, they are found to be mistaken. If you believe that you have suffered any such treatment, you should refer to our Grievance and Whistleblowing Policies.