



Safeguarding Policy for Children and Vulnerable Adults

for Chabad Lubavitch UK

Approved by the Executive Board July 2018

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Section 1. Introduction

As Rabbis/Shluchim, we strive to follow the teachings of the Rebbe, whom throughout his leadership instilled within all of us the principles of “AHAVAS YISROEL” – to “love another as oneself”. As such we have always had the “duty of care” uppermost in our minds.

The Board of Chabad Lubavitch UK (which covers all institutions operating under the name of Chabad in the UK) recognises that abuse of any kind is unacceptable. We acknowledge and accept our responsibility to safeguard and promote the welfare of all children and vulnerable adults.

This document sets out the policy and procedures to safeguard children and vulnerable adults. It has been approved by the trustees of Chabad Lubavitch UK and is based on discussions with Halachic authorities and professionals in the field. It is also to comply with statutory requirements – therefore it is mandatory that it must be followed. By producing this document we want to ensure that everyone working on behalf of Chabad Lubavitch, including agency staff and contractors, know what to do to safeguard children and vulnerable adults from harm. The policy and procedures apply to all activities taking place in the name of Chabad Lubavitch but exclude nurseries and schools which have their own policies.

Legal arrangements may vary between England, Northern Ireland and Scotland. This document is based on the legal requirements for England, but the general principles of protecting children apply throughout the UK.

This document has been approved by the trustees of Chabad Lubavitch UK and therefore is mandatory. The Hanhollo/Trustees of charity 227638 have the power to enforce this policy on all institutions connected in the UK.

Key definitions

Child (or young person) - is a person under the age of 18 (The Children Act, 1989).

Vulnerable Adult or ‘Adult at Risk’ – refers to when the safeguarding duties apply to an adult who:

- has needs for care and support (whether or not the local authority is meeting any of those needs) and;
- is experiencing, or at risk of, abuse or neglect; and
- as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect. (Care Act 2014)

Section 2. Safeguarding policy of Chabad Lubavitch

Chabad Lubavitch is fully committed to the protection of all children and vulnerable adults in our care. We believe that every person, whatever their age, culture, disability, gender, language, racial origin, religious belief and or sexual identity have the right to protection from abuse.

We will:

- Listen to and respect the feelings and views of children and vulnerable adults.
- Select, train and support, in line with safer recruitment guidance, those who are in positions of responsibility.
- Act promptly and sensitively on complaints of abuse and inappropriate behaviour which may include reporting and sharing information with statutory authorities.
- Identify named person(s) to be the main contact for safeguarding– eg Safeguarding Adviser at Executive Board level and a Designated Safeguarding Officer (DSO) in local centres (this role could be undertaken by the Rabbi if no one else can be found).
- Care for those who have been abused.
- Hold perpetrators of abuse accountable and provide support and supervision where appropriate.
- Promote a safer environment and culture for all and will work to continue to strengthen and review these environments.
- Ensure these commitments and policy is implemented in each Chabad Centre.

Section 3. Safeguarding and promoting the welfare of children

Specific guidance for safeguarding vulnerable adults can be found in **Appendix 1**.

- 3.1 Safeguarding and promoting the welfare of children is defined as: protecting children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes. ([Working Together to Safeguard Children, HM Government, 2015](#))

It is under the understanding that:

- Children and young people have a fundamental right to be protected from harm.
- Parents have a right to expect that organisations to which they entrust their children are safe.
- A person may abuse a child by inflicting harm, or by failing to act to prevent harm.
- Children may be abused in a family, an institution or a community setting, by those known and trusted to them or, more rarely, by a stranger.
- Safeguarding and promoting the welfare of children is everybody's responsibility.

3.2 Categories of abuse

Abuse is 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 (eg via the Internet). They may be abused by an adult or adults, or another child or children.

Taken from [Working Together to Safeguard Children 2015](#)

Child abuse has many forms. There are four main categories:

- Physical Abuse
- Emotional Abuse
- Sexual Abuse
- Neglect

The definitions provided by Working Together to Safeguard Children 2015 and the signs and indicators of abuse are found in **Appendix 2**.

Children are also affected by other types of harm such as domestic abuse and child sexual exploitation.

Domestic Abuse - is any type of controlling, bullying, threatening or violent behaviour between people in a relationship. The impact of domestic abuse on children must not be underestimated. This impact increases when children witness the abuse of a parent or collude in the concealment of assaults.

Child sexual exploitation - is a form of child sexual abuse. It occurs where 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. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

Section 4. Safer practice

4.1 Procedures for safer recruitment practice

Chabad offers activities to all Jews, including children and vulnerable adults, and therefore the Centres hold a duty of care to create a safe environment that protects children and vulnerable adults from any form of harm or abuse.

In recognising this duty, Chabad is committed to recruiting, selecting and appointing people with the right skills, knowledge, values and behaviours to keep children and vulnerable adults safe throughout their time with us.

This approach also pertains to those people who are already known to the Centre in another capacity but who wish to take on a new role working or volunteering with these vulnerable groups.”

Stage One – Study the role to consider the nature of contact with vulnerable groups, the frequency of contact, the risk in the role and the vulnerabilities of the people the role will be working with. Provide a written outline job description and person specification (or role profile for volunteers) which takes into consideration each of these areas

Stage Two – The [DBS Eligibility Tool](#) can be used to determine the level of criminal record check that should be carried out for the role.

Stage Three - The advert, job application, job description and interview should all emphasise the commitment to safeguarding. There should be reference to the following Chabad safeguarding statement throughout the recruitment process:

‘Chabad Lubavitch is committed to safeguarding and protecting the children and vulnerable adults who visit us and we expect everyone working on our behalf to share this commitment. All Chabad posts are subject to a safer recruitment process, including background checks and the disclosure of criminal records where appropriate. We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practices across our Centres’

Please note: It is illegal for someone who is barred from working with children or vulnerable adults to apply to work in ‘regulated activity’ with these groups. It is also a criminal offence to knowingly employ someone into a role working with these groups if they are barred from doing so.

A minimum of two references should be taken up covering the last two years. At least one reference should relate to previous work with children or vulnerable adults where applicable.

A confidential self-disclosure form (see **Appendix 3**) should be used as a preliminary and in addition to the criminal record check. This asks the individual to reveal any convictions, cautions, reprimands or final warnings that are not ‘protected’ as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amended) 2013 or other relevant information. This form should be requested only from applicants that have been offered a role and should be treated confidentially. (See appendix 3 for a confidential declaration form designed for regulated roles).”

Those seeking candidates for roles that are not eligible for a standard or enhanced criminal record check (roles covered by the ROA) can use another confidential declaration form to ask if they have any unspent convictions. (See **Appendix 4**).

Stage Four – Follow up the criminal record check

The Disclosure & Barring Service will only send a single copy of the criminal record check to the applicant with no second copy to the employer or registered body that processes the DBS check.

An applicant that has information disclosed through the confidential declaration or DBS check must be referred to Chabad Executive senior management for a safeguarding risk assessment and then a decision will be made on whether the person is approved to work with vulnerable groups.

The Executive Body may choose to refer this application to the Safeguarding Committee.

Duty to Refer - Employers have a legal duty to refer to the DBS any person who has been removed by the employer (or would have been removed had the person not resigned, retired or left the workplace) from engaging in regulated activity because they:

- harmed or posed a risk of harm to a child or vulnerable adult or
- satisfied the harm test or
- received a caution or conviction for a relevant offence.

For further information on criminal record check, barring and eligibility requirements, and harm test, refer to the DBS website.

Employers also have a duty to notify any other relevant body (as applicable to the person and the post) where there are concerns about suitability for work with children or vulnerable adults. This includes staff, volunteers, agency staff and contractors as well as prospective staff and volunteers.

4.2 Induction, training, supervision and support

Once an applicant has been safely appointed, the Centre should provide:

- **Support and supervision** – information about who they are accountable to and where they can access further support should they have a concern.
- **Induction** – An induction should be arranged to clarify job requirements, responsibilities and standards of practice/behaviour. Information on the safeguarding policy and procedures should be shared along with a code of conduct.
- **Training** – New workers should be provided with access to appropriate safeguarding training relevant to the worker's role. The training will be to ensure clarity and confidence in safeguarding and promoting the welfare of children and adults who may be vulnerable.

4.3 Code of conduct

This code of conduct has been developed to ensure that everyone that has contact with children know what is the expected behaviour and to take some sensible

precautions. This is not an exhaustive list and is intended to provide a minimum framework for good practice.

You must:

- operate within the Chabad Lubavitch's safeguarding principles and guidance
- treat all children and young people equally with respect and dignity
- engage and interact appropriately with children and young people
- maintain appropriate boundaries
- avoid situations that compromise your relationship with children and young people, and are unacceptable within a relationship of trust
- challenge unacceptable behaviour and report all allegations/suspensions of abuse, including any made against you
- ensure own language, tone of voice, and body language is respectful
- ensure children know who they can talk to if they have a personal concern
- always share concerns about a child and the behaviour of another worker with your safeguarding officer
- ensure another adult is informed if a child needs to be taken to the toilet (toilet breaks should be organised for young children)
- obtained consent for any photographs to be taken, shown or displayed

You must not:

- discuss topics or use vocabulary with children which could not be used comfortably in the presence of parents or another adult
- develop inappropriate relationships such as contact with children and young people that is not a part of your role in the Centre
- make sexual comment suggestive comments to a child
- allow allegations to go unreported
- act in a way that can be perceived as threatening or intrusive
- make inappropriate promises to children and young people, particularly in relation to confidentiality

4.4 One-to-one meetings with a child/young person

You should ensure that whenever possible there is more than one adult present when meeting with children/young people. There may be occasions where this is not possible, e.g. private conversation, in such circumstances the meeting should be conducted in a room with an open door or visual access. Where this is not possible, the adult should ensure that there is another adult nearby or that another adult is aware of the meeting, its purpose and expected duration. The other adult should maintain awareness of the progress of the meeting and should feel free to question the venue, duration or any aspect of the meeting with which they feel uncomfortable.

4.5 Children/young people in distress

There may be occasions where a distressed child needs comfort which may include physical comforting and the adult should use their discretion to ensure that it is appropriate and not unnecessary or unjustified contact. Be aware that physical

contact with a young person may be misinterpreted, no matter how well intentioned.

This means you should:

- consider the way in which you offer comfort and do it in an age-appropriate way
- never touch a child, young person or vulnerable adult in a way which may be considered indecent
- not assume that all children or young people seek physical comfort if they are distressed
- record and report situations which may give rise to concern from either party

4.6 Supervision of children – adult to child ratio

The level of supervision needs to be appropriate to the children involved in the activity. This could vary depending on: age, gender, behaviour, abilities within your group, nature and duration of activities, competence and experience of staff involved, requirements of location, accommodation or organisation based, any special medical needs and specialist equipment needed.

The following table shows recommended adult to child ratios. These are partially based on Ofsted guidelines.

| Age | Ratio |
|-------------|-----------------------------|
| 0-2 years | One adult to three children |
| 2-3 years | One adult to four children |
| 4-8 years | One adult to six children |
| 9-12 years | One adult to eight children |
| 13-18 years | One adult to ten children |

- These ratios should be increased if children have specific support needs or if a risk assessment identifies behaviour as a potential issue for the event or group.
- When the group is mixed gender, wherever possible the supervising staff should also include male and female workers.
- In any children's activity there should be a minimum of two adults present.
- Young people who are being trained or encouraged to develop their leadership skills through helping should be overseen by an appointed worker who will be responsible for ensuring that good practice and safeguarding procedures are followed and the work they are doing is appropriate to both their age and understanding.

4.7 Events and trips

Parents should give their written consent for their child's attendance. This includes information about specific dietary requirements, emergency contact and any medical needs/allergies that their child may have, and provision of sufficient medication if necessary. It is particularly important that the staff meet in advance of the event/trip to discuss roles and responsibilities. Extra supervision may be required.

4.8 Parents as supervisors

Parents are often involved in supervising children during activities and can provide valuable support to the organisers. Where they are responsible for their own child and/or another child/ren by agreement of that child/ren's parents, this constitutes a private arrangement outside the responsibility of the activity organisers. However, when parents undertake a formal supervisory role at the request of or with the agreement of the Chabad Centre which includes having responsibility for other people's children, safer recruitment steps (as outlined above) should be taken to establish their suitability as for any other supervisory position.

4.9 Sleeping arrangements for overnight trips and camps

It is important to ensure that appropriate sleeping and washing accommodation are put in place to protect children and young people. It is recommended that where possible, children should be provided with mattresses to sleep on if overnight is longer than 1 night.

Adults should sleep in separate but nearby, from children and either use separate washing facilities or use the available facilities at different times.

Attention needs to be given to adequate provision for each gender prior to the trip, together with the accommodation provider. Separate sleeping areas need to be provided for each gender and age group (under 8s, 8+, 13+) of children and young people. Where this is not possible, arrangements need to be made to ensure adequate separation of the age groups within the sleeping accommodation.

Attention also needs to be given to safe access for the children/young people to adult leaders and to toilet facilities during the night.

4.10 Transport

Those driving children and young people on behalf of Chabad Lubavitch should be recruited for the task through the safer recruitment process. Drivers should have a full, clean driving license and should be in a fit state to drive.

Children and young people should not be transported to an event in a private vehicle without the prior consent of their parents/carers. There should be a non-driving adult escort as well as the driver. If in an emergency a driver has to transport one child on his or her own, the child must sit in the back of the car.

All vehicles that carry children/adults on behalf of Chabad Lubavitch should be comprehensively insured for both private and business use and be in roadworthy condition. All children/passengers should wear seatbelts. At no time should the number of people in the vehicle exceed the usual passenger number. Drivers must observe all traffic laws, including observing speed limit, and must not drive under the influence of alcohol or drugs.

4.11 Lone Working

**It is recommended you check your insurance cover if you operate lone working*

We aim to ensure that no member of the team is left alone working in either a room alone or within the building at any time. However there may be occasions when this isn't always possible due to:

- Toilet breaks
- Lunch cover
- Comforting a child that may be unwell in a quiet area
- Following a child's interest, as this may lead staff away with a child to explore an area
- Supporting children in the toilet area that may have had an accident
- The duties some team members have, e.g. management, opening and closing the setting, carrying out cleaning or maintenance at the settings and staff operating outside operating hours.

We always ensure that our staff:child ratios are maintained.

It is the responsibility of both the employee and their manager to identify the hazards and minimise the risks of working alone.

Public liability insurance for lone working will be sought where applicable.

Employees/managers' responsibilities when left in a room alone include ensuring:

- To complete a risk assessment for staff working alone
- Ratios are maintained
- There is someone to call on in an emergency if required
- The member of staff and children are safeguarded at all times

Employee's responsibilities when left in the building alone:

- To make a member of the management aware of when they are working and make plans to check in at their expected time of completion of the work
- To ensure they have access to a telephone at all times in order to call for help if they need it, or for management to check their safety if they are concerned
- Ensure that the building remains locked so no one can walk in unidentified
- Report any concerns for working alone to the management as soon as is practicably possible.

Management's responsibilities when left in the building alone:

- To ensure staff working alone are competent and confident to carry out any safety procedures e.g. fire evacuation
- To ensure that the employee has the ability to contact them or a member of the team even if their lone working is outside normal office hours (i.e. access to a phone, contact numbers of someone they can call)
- To check that the employee has someone they can contact in the event of an emergency, and the numbers to call

- To ensure that employees have the ability to access a telephone whilst lone working
- If reporting in arrangements have been made and the employee does not call in, to follow it up.

Risk assessments are also completed for these occasions including hazards and risks and how these are controlled.

4.12 Training

All workers with children and adults are required to attend (or access) the following training:

Level 1 Child Protection registered course (as a minimum)

Records of completion of training course should be maintained at each Centre and will be held by the COO of Lubavitch UK or the head of each Chabad Centre (if separate charity number).

Section 5. Responding to concerns

5.1 Procedure for responding to a child or anyone who has made an allegation of abuse or inappropriate behaviour

- Listen to the information and acknowledge what you hear without passing judgement or minimising the information.
- Do not put words into the person or child's mouth or make judgemental statements about any person.
- Take into account the child's age and level of understanding, their culture and use of language.
- Do not interrogate the child or the person sharing the information, but be calm and reassuring.
- Do not make promises you cannot keep, for example, that you will not tell anyone else.
- Be clear about what you are going to do next and when.
- Tell them who you will need to contact e.g. the Designated Safeguarding Officer or Centre Director.
- Do not promise total confidentiality but explain that the information will be treated with great care and where necessary to safeguard them from further harm, the information may be shared appropriately between specific adults trained to deal with these matters.
- Make careful notes, using the Incident Reporting form (See **Appendix 6**) as soon as you can.
- Provide the child or person with some means to contact you and be clear about how and when you will contact them to feedback what will happen next.
- Do not contact the person about whom the allegation or concerns are being raised to tell them about the information, you could be putting a child in serious

danger, e.g. where there is domestic abuse taking place, and/or prejudice any form of investigation.

- Report the concern to the Designated Safeguarding Officer or Centre Director as soon as possible to inform and consult them about the need for action, including the need to make a referral to Children's Social Care Services or the Police in an emergency situation.

5.2 Referring concerns to statutory authorities

If there is a concern that a child may have suffered or be at risk of suffering harm, discuss with the Rabbi or Designated Safeguarding Officer. A referral must be made to Children's Social Care Services or the Police. It is preferable that the Designated Safeguarding Officer or Rabbi does this, but if the DSO is not available then anyone can do it.

Where possible you may want to discuss any concerns with the family and seek their agreement to make the referral. This should be done where such discussion and agreement-seeking will not place the child at increased risk of harm.

Once you have made contact with Children Service they should within 24 -48 hours of receiving your referral:

- ♦ discuss reasons for the concern with the referrer
- ♦ involve and discuss with appropriate professionals/agencies
- ♦ establish if a criminal offence has been committed and involve the Police
- ♦ take into consideration, based on available information, whether there are concerns about the child's health or developments.
- ♦ look at a further enquiry, assessment or take immediate action if necessary
- ♦ consider timescales and how best to undertake it.

See Referral Flowchart in Appendix 5.

5.3 Referring concerns to the Rabbi/Centre Director or the Designated Safeguarding Officer

The Centre Director or Designated Safeguarding Officer should be informed if one or more of the following things occur:

- an incident where an adult or child has been abused or mistreated by someone connected with the Centre
- an incident where someone has been abused or mistreated and this is connected with the activities of the Centre
- where there is a current allegation of abuse against a child or adult
- where someone in the Centre has been suspended or dismissed from work, or investigated or arrested for allegations of abuse
- where a child/children, vulnerable adult may be at risk of harm
- where a member or regular attendee at the Centre is known to have been convicted of a sexual offence against a child, or is being subject to investigation for any offence against a child or where there have been investigations or convictions of domestic abuse

The Rabbi/Centre Director or designated safeguarding office may seek to clarify or obtain further information about the concern, but it is not their role to conduct an investigation to determine if abuse has taken place. This is the task of the Local Authority Children's Care Services or the Police who has the legal responsibility.

5.4 Referring concerns to the Chabad Lubavitch UK Safeguarding Adviser

The national safeguarding adviser should be informed if one or more of the following things occur:

- Any concerns relating to a Shliach / Shlucha
- Where there is a request to respond to a review from a statutory body following a serious incident, i.e. serious case review
- Any serious situation that such as:
 - o The arrest of someone in Chabad Lubavitch holding a position of trust
 - o Information about a blemished DBS check
 - o Disclosure about a past/historic case of abuse
 - o Allegations of abusive behaviour where the Centre manager or DSO might want to seek support or advice.

5.5 Recording concern

Whenever concerns are raised about a child or adult, whether through an allegation or the observation of a set of circumstances, it is crucial to make and keep an accurate written record. Confidentiality should apply throughout the process and information should only be shared on a need to know basis.

The following steps should be observed:

- where it is not appropriate to take notes at the time, make a written record as soon as possible afterwards and always before the end of the day
- record the time, date, location, format of information (e.g. letter, telephone call, direct contact) and the persons present when the information was given
- include as much information as possible, but be clear about which information is fact, hearsay, opinion and do not make assumptions or speculate.
Include in your notes:
 - o Who was involved – names of key people
 - o What happened – facts not opinions.
 - o Where it happened
 - o How it happened
- make sure the notes are legible and clear, wherever possible, use the person's own words and phrases.
- include the context and background leading to the Disclosure
- record all actions you have taken and details of referrals to the Social Services or the Police
- the record must always be signed and dated by the person making the record

See **Appendix 6** for sample Incident Reporting Form

5.6 Storing and passing on concerns

It is important that all records are kept in a secure place and only shared in accordance with legislation, government guidance and Chabad Lubavitch's policy (see below guidance on information sharing).

Pass the records to the Designated Safeguarding Officer as soon as possible.

5.7 Confidentiality and information sharing

Working Together to Safeguard Children 2015 states that: Early sharing of information is the key to providing effective early help where there are emerging problems. At the other end of the continuum, sharing information can be essential to put in place effective child protection services. Fears about sharing information cannot be allowed to stand in the way of the need to promote the welfare and protect the safety of children.

- All information about a child, vulnerable adult or staff, volunteer or visitor involved in a safeguarding enquiry will be treated as confidential and will not be shared with others, unless they need to be involved for due process to take place.
- Where there is concern that a child or adult may be suffering or is likely to suffer significant harm then information must be shared.
- Other circumstances in which a person might want to share confidential information are: request from a statutory investigation, court order and a request under the Data Protection Act 1998.
- Information will be shared with consent where appropriate and, where possible, respect the wishes of those who do not consent to share confidential information.
- The decision to share information will take into consideration the safety and well-being of the person and others whom may be affected by their actions.
- Representatives will not discuss any matters with outside parties and should refer enquiries to the Rabbi or the Designated Safeguarding Officer.
- All information should be stored in a secure place with limited access to the designated people in line with data protection laws e.g. that information is accurate, regularly updated, relevant and secure.
- Any breach of confidentiality will be considered a severe disciplinary offence and may lead to immediate dismissal. An example of a breach will be where a worker shares confidential information about a possible case or allegation of abuse with someone in the Centre or community who is not in need of that information. So before you share information, consider the safety and well-being of the child/person and others whom may be affected by your actions.

Seven golden rules of information sharing (HM Government 2015)

When deciding whether to share information there are seven golden rules to remember:

1. Remember that the Data Protection Act 1998 and human rights law are not barriers to justified information sharing, but provide a framework to ensure that personal information about living individuals is shared appropriately.
2. Be open and honest with the individual (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.
3. Seek advice from other practitioners if you are in any doubt about sharing the information concerned, without disclosing the identity of the individual where possible.
4. Share with informed consent where appropriate and, where possible, respect the wishes of those who do not consent to share confidential information. You may still share information without consent if, in your judgement, there is good reason to do so, such as where safety may be at risk. You will need to base your judgement on the facts of the case. When you are sharing or requesting personal information from someone, be certain of the basis upon which you are doing so. Where you have consent, be mindful that an individual might not expect information to be shared.
5. Consider safety and well-being. Base your information-sharing decisions on considerations of the safety and well-being of the individual and others who may be affected by their actions.
6. Ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those individuals who need to have it, is accurate and up to date, is shared in a timely fashion, and is shared securely.
7. Keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.

Section 6. Managing an allegation relating to a person in a position of trust

6.1 Reporting an allegation or concern

Chabad Lubavitch is dedicated to creating and maintaining an environment in which workers and Centre users can express their concerns about the conduct of persons in a position of trust without fear of harassment or reprisal. Everyone has an important role to play in achieving this. Chabad Lubavitch will take action depending on the concern.

Matters of concern should be brought to the attention of the Rabbi/Centre Director or the Designated Safeguarding Officer (DSO).

- The concern may relate to the person's behaviour in the Centre/Shul, at home or in another setting.
- The concern may be about current or past events. The response should be the same - as any events in the past may have relevance for the safety of other children or vulnerable adults in the present.
- Concerns may be raised verbally. The Centre Manager or DSO will then record the concern in line with the CL policy. (Refer to Recording Concerns guidance above).
- But where possible put it in writing, detailing the background of the concern, giving names, dates, places and reason for raising the concern.
- All matters raised will be treated in confidence, and will be kept anonymous as long as it is possible to do so. (Refer to Confidentiality and Information Sharing guidance above.)
- Chabad Lubavitch will support those who made an allegation in good faith. If the allegation turns out to be false (evidence disproves allegation) or unsubstantiated (not enough evidence to prove or disprove), no action will be taken against the person who reported to it. However, if an allegation was made maliciously (deliberate attempt to deceive) and was later confirmed to be untrue, this will be followed up with actions against the individual.

6.2 Managing an allegation

According to Working Together to Safeguard Children (2015) an allegation may relate to a person who works with children who has:

- behaved in a way that has harmed a child, or may have harmed a child;
- possibly committed a criminal offence against or related to a child; or
- behaved towards a child or children in a way that indicates they may pose a risk of harm to children.

(If an allegation falls short of the above, it may amount to inappropriate conduct, in which case the Centre Director will need to consider whether to handle this by way of advice, supervision and training, to use disciplinary processes or a combination of these.)

- 1) Report your concern, suspicion or allegation immediately to the Centre Director and/or the Chabad Lubavitch UK Safeguarding Adviser (Rabbi Aryeh Sufrin M. MBE –on 020 8554 1624 or 07931 383940) who will refer to the Local Authority designated officer/team that oversees allegation management. The only exception to sharing information with the Centre Director or Designated Safeguarding Officer is where that person is the subject of the allegation/concern or implicated in any way.
- **At no time** should the person about whom concerns have been raised be informed or alerted to the concerns.
 - **Any contact** with the person about whom the allegation is made should only take place after liaison with and agreement from the statutory authorities and from taking Halachic guidance.

In the consideration of a course of action there could be:

- a police investigation
- a child protection enquiry by the local authority
- an employer disciplinary action

- 2) **Record Keeping** – make immediate notes using the Incident Report Form (**Appendix 6**) and store safely.
- 3) **Referral to the Disclosure & Barring Service** – If the alleged perpetrator works with children and/or vulnerable adults and resigns, retires or has been removed from their position as a result of the investigation, the Centre management has a legal duty to refer them to the DBS (see Section 5 for procedures on safer recruitment practice).

6.3 Support for the victim and survivors of abuse

Chabad Lubavitch will always support the victim and any sensitivity to him/her first and foremost during the investigation. As such their needs must be considered first. It should be explained that appropriate support will also be provided for the alleged perpetrator as we have a duty of care to all. Any course of action to accommodate the attendance and participation of an alleged perpetrator or offender should be explained to the victim.

Chabad leaders should be sensitive to the concerns of survivors of abuse who may be still emotionally harmed by presence of the offender in the community. In providing support to offenders the leaders should do it in such a way that survivors are not re-victimized, emotionally or otherwise.

6.4 Support for the alleged perpetrator

Chabad Lubavitch understands that it has a duty towards its employees and volunteers to treat them fairly, including if an allegation of abuse has been made against them. Consideration will be given to the type of support the alleged perpetrator will need. A separate person(s) who is not involved in the investigation or disciplinary proceedings will be found to support them. The Centre Director or his designated safeguarding officer may need to seek guidance from the Police or Local Authority to determine the participation of the alleged perpetrator or offender in Shul services where the victim or their family also attends. It should be explained to the alleged perpetrator/offender that the victim will be receiving support as a priority whilst trying to provide appropriate support for them too. (See next section)

6.5 Communication and media enquiries

Advice should be sought from the Chabad Lubavitch UK Safeguarding Adviser to manage information in the Centre and wider community. The Safeguarding Adviser and Executive Board will also need to be informed of any situation which goes to criminal court, tribunal or reaches the media.

6.6 Kibudim in Shul – (such as Aliyos)

- For suspected abusers: Depends on allegations and sensitivities surrounding case (Rabbi to discuss individual case with “identified lead”/Dayan)
- Convicted offenders: Awaiting sentence – No
- Post Sentence: Now living “kosher” lifestyle, to be allowed with sensitivity to the abused victim and family members.

Section 7. Managing the attendance and participation of those who pose a risk

In most cases today a person who has committed a sexual offense against a child or adult will be convicted or receive a formal caution. Most offenders would see participation in religious and community activities as important in helping to rebuild their lives. For the protection of victims of abuse, children and vulnerable adults and the offender (who needs not to be in positions where they could re-offend or be accused again), the basis of the offender’s involvement needs to be clearly understood and stated. Pressure will be immense from friends of the victim to totally shun the perpetrator. This is understandable, however, it is imperative that Rabbis as leaders explain to people what our policy is and how it is implemented with safeguards.

The [Multi Agency Public Protection Arrangements \(MAPPA\)](#) states that religious communities must put in place effective arrangements for those who have been convicted of sex offences and want to participate in religious services and other activities. This includes carrying out a risk assessment which should be done with the police, probation services and/or social services.

7.1 Procedures for managing attendance and participation

The following procedures should apply:

- When a local centre becomes aware of a person who is considered to be a risk, a representative from the centre should be in contact with the DSO and / or the appropriate professionals. This may include a probation officer, the police or MAPPA.
- Speak with sensitivity to the offender concerned. (They too will have lots to consider regarding their current and future life.) Notes of the conversation should be taken including date and time.
- The Rabbi may set up a small group to provide support to the offender and agree the conditions of pastoral support arrangements and the details of the person(s) assigned to provide pastoral care support or mentoring.
- Undertake a risk assessment with the assistance of MAPPA (which may involve the Police, Probation Services and or Social Care Services) to determine the grounds the offender may attend Shul and other activities. The results of the risk assessment will lead to the creation of an agreement with the offender.
- The agreement is to be written and signed (see sample agreement in **Appendix 7**) setting out the boundaries and terms of involvement. The agreement can include:

- ♦ The condition of contact between the individual and children, young people or vulnerable adults and the activities the offender should avoid taking part in. Examples:
 - Has to be in a public place at all times (e.g. Shul/hall). (WC – to use single toilet eg independent disabled. If none available, and children around, by chaperone)*
 - Cannot be alone at any time with those under 18.*
- ♦ The details of the person(s) assigned to provide care support or mentoring
- ♦ A request for proof that the offender is undergoing counselling/treatment.
- ♦ The circumstances where the offender's behaviour may continue to cause concern and who this information will be shared with in order to protect children or vulnerable adults from harm.
- ♦ Who can be made aware of the agreement whilst respecting confidentiality as much as possible. (Information should be shared on a need to know basis where there are concerns that the safety of a child or vulnerable adult may be compromised.)
- ♦ The consequences of breaking the agreement, e.g. referral to the Safeguarding Team and/or statutory agencies; exclusion from Shul/activities, disciplinary actions.
- ♦ The names of the parties making the agreement.
- ♦ The date the agreement was made and the intervals/dates for the agreement to be reviewed

7.2 Attendance and participation of those who have NOT been cautioned or convicted but may potentially present a risk to children and/or vulnerable adults

This could be because of:

- specific behaviours that are worrying
- an allegation(s) has been made, but there has been insufficient evidence to secure a criminal conviction
- the individual has been suspended pending further investigation
- the individual is under investigation and/or awaiting trial

In many of these cases the individual may feel falsely accused and deny the allegations. Even in such circumstances, Centres/Shuls have a responsibility to use good practice to create a safe environment for children, vulnerable adults and the individual who is the subject of concerns where they are involved in worship and other activities. This is a protective step which helps to ensure care and respect for the safety of all parties. It should always be remembered that the duty to protect children and vulnerable adults from harm is always the most important factor.

An agreement can be made between the Shul/Centre and the individual to set appropriate boundaries for their participation in activities. This will help to safeguard all those involved, provide support for the individual and minimise the possibility of further allegations being made.

7.3 The Victim and perpetrator at the same centre

Chabad Lubavitch will always support the victim and any sensitivities to him/her first and foremost. As such their needs must be considered first.

If the victim is or their family are members / regular attendees:

- The Rabbi or his designate would have to decide on whether to allow the attendance of the perpetrator (in consultation with MAPPA if the perpetrator is a convicted sex offender)
- If inclusion decided - sensitivities related to any contact eg seating position (close by or behind victim/family must be considered)
- If exclusion decided - try and support the perpetrator to find alternative services (under the guidance of MAPPA), and seek agreement from the Rabbi there
- This should be explained to the victim/family that this is the action that we at Chabad Lubavitch are taking to support them (the victim).
- This should be explained to the perpetrator/offender so that he/she sees that you are supporting the victim fully first whilst trying to support him/her too.

Section 8. Roles and responsibilities

Designated Safeguarding Officer's (DSO) role (in each Centre) is to:

- Advise on all matters of safeguarding in conjunction with the Centre Director.
- Keep a record of those in the centre or shul who need or have DBS checks and issue reminders for renewing.
- Receive and record information from anyone who has concerns.
- Assess the information promptly and carefully, clarifying or obtaining more information when needed.
- Consult the Chabad Lubavitch UK Safeguarding Adviser (at Executive Board), local authority social care services or the NSPCC Helpline 0808 800 5000 to talk about concerns and seek advice.
- Make a formal referral to the appropriate Social Care Service or the Police.
- Assure appropriate training for those who work with children and vulnerable adults.
- Undertake basic safeguarding awareness training as a minimum level of child protection training.

The Centre Director's role is to:

- Ensure that there is good practice and management of safeguarding issues in the Centres.
- Ensure that training opportunities are put in place for those who work or engage with children and vulnerable adults where appropriate.
- Ensure that someone is appointed to the role of Designated Safeguarding Officer and their details are passed onto Chabad Lubavitch UK Safeguarding Adviser (Rabbi Aryeh M. Sufrin MBE).
- Support the safeguarding designated officer in their work, providing access to resources to enable them to fulfil their functions.

- Ensure the provision of pastoral support and management for those involved in issues of abuse and those who have been suspended, awaiting trial or convicted of sex offences.
- Undertake basic safeguarding awareness training as a minimum level of child protection training.

At some Centres the Rabbi may also act as the Designated Safeguarding Officer. Where the roles are separate, cooperation on these matters should include a decision on who should liaise with the Executive Board and the statutory authorities.

Chabad Lubavitch UK Safeguarding Adviser's role is to:

- Develop a safeguarding policy for Chabad Lubavitch UK (with the exception of school and nurseries) and circulate it to the local branches.
- Support all Chabad local branches in implementing the safeguarding policy.
- Liaise with local branches to ensure adequate levels of training can be accessed for staff and volunteers.
- Provide advice and support to the Centres' Director and/or Designated Safeguarding Officer on issues pertaining to allegations past or present, of inappropriate behaviour or actual abuse of children or vulnerable adults by any person working for Chabad Lubavitch, either paid or voluntary, and liaising with the Police and Social Care services where appropriate.
- Monitor and review the safeguarding policy each year for changes and updates.
- Undertake basic safeguarding awareness training as a minimum level of child protection training.

Chabad Lubavitch UK Safeguarding Team's role is to:

- Ensure appropriate management of any serious safeguarding situation.
- Support risk assessment work on individuals conducted in local centres or nationally to help evaluate and manage any risk posed by individuals and their work of activities with Chabad Lubavitch.
- Provide access to training and support on safeguarding matters to local centres in collaboration with the centre managers.
- Oversee the management of the DBS and Independent Safeguarding Authority processes.
- Maintain a database to include safeguarding recruitment checks, training undertaken/ requirements and management of cases/concerns.

Chabad Lubavitch Charitable trustees role is to:

- Proactively safeguard and promote the welfare of children and adults who are in contact with Chabad Lubavitch centres and shuls.
- Provide a structure to manage safeguarding incidents and allegations should they arise.
- Ensure that a Safeguarding team and National Safeguarding Adviser are in place to support the safeguarding work.

- ensure that organisations that Chabad Lubavitch funds or do partnership work with has appropriate safeguarding policies and procedures in place.

Section 9. Useful contacts and telephone numbers

Each Centre to complete with names and contact numbers

| Name | Contact number |
|--|---|
| Centre Director | |
| | |
| Designated Safeguarding Officer | |
| | |
| Chabad Lubavitch UK Chair Safeguarding Lead | |
| Rabbi Aryeh M. Sufrin MBE | 020 8554 1624 07931 383940 rabbisufrin@chabadilford.co.uk |
| Local Authority Social Care Services | |
| NSPCC Helpline | 0808 800 5000 |
| Local Police (non-emergency) | 101 |
| Lead Group – Safeguarding Rabbi A M Sufrin MBE Chair – Addictions/Domestic Abuse | 020 8554 1624 07931 383940 rabbisufrin@chabadilford.co.uk |
| Rabbi Yisroel Lew – College Students / Young Professionals | 07879871571 rabbi@bloomsburychabad.org |
| Rabbi Yehuda Pink - Vulnerable Adults | 07973 955 232 ypink@lubavitch.com |
| Rabbi Sholem Ber Sudak – Anash / School Aged Children | 07969 724 108 sbsudak@lubavitchcc.uk |
| Mrs Devorah Leah Sudak – Early Years and Women's Concerns | 07539 307 770 dlsudak@lubavitchcc.uk |

If you are unable to contact the designated lead of your area of concern, please contact any other member of the Safeguarding Team.

This document has been compiled by Rabbi A. M. Sufrin with the guidance and input of
Dayan L. Y. Raskin - Lubavitch
NSPCC Consultancy Service

Rabbi A. M. Sufrin MBE (CASAP)
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Appendix 1

Guidance for Safeguarding Vulnerable Adults or 'Adults at Risk'

Chabad Lubavitch has a responsibility in protecting adults who are vulnerable.

Safeguarding Adults

The statutory safeguarding duties apply to an adult who:

- has needs for care and support (whether or not the local authority is meeting any of those needs) and;
- is experiencing, or at risk of, abuse or neglect; and
- as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect. (Care Act 2014)

Adult safeguarding – what it is and why it matters (Care Act Statutory Guidance)

Safeguarding means protecting an adult's right to live in safety, free from abuse and neglect. It is about people and organisations working together to prevent and stop both the risks and experience of abuse or neglect, while at the same time making sure that the adult's wellbeing is promoted including, where appropriate, having regard to their views, wishes, feelings and beliefs in deciding on any action. This must recognise that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances.

What constitutes abuse?

The term 'abuse' can be subject to wide interpretation. Abuse can take many forms and the circumstances of the individual case should always be considered. Exploitation, in particular, is a common theme in the following list of the types of abuse and neglect.

- physical abuse, including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate sanctions;
- Domestic violence including psychological, physical, sexual, financial, emotional abuse or so called 'honour' based violence;
- sexual abuse, rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure, sexual assault or sexual acts to which the adult has not consented or was pressured into consenting;
- psychological abuse, including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation, or unreasonable and unjustified withdrawal of services or supportive networks;

- financial or material abuse, including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions or the misuse or misappropriation of property, possessions or benefits;
- Modern slavery encompasses slavery, human trafficking, forced labour and domestic servitude, traffickers and slave masters using whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment;
- Discriminatory abuse, including forms of harassment, slurs or similar treatment because of – race, gender and gender identity, age, disability, sexual orientation or religion;
- Organisational abuse, including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one's own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.
- Neglect and acts of omission, including ignoring medical or emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, or the withholding of the necessities of life, such as medication, adequate nutrition and hearing; and
- Self-neglect - This covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding. It should be noted that self-neglect may not prompt a section 42 enquiry. An assessment should be made on a case by case basis. A decision on whether a response is required under safeguarding will depend on the adult's ability to protect themselves by controlling their own behaviour. There may come a point when they are no longer able to do this, without external support.

Incidents of abuse may be one-off or multiple, and affect one person or more.

Responding to Concerns of Abuse of a Vulnerable Adult

If any person in Chabad Lubavitch reasonably suspects or is told that a vulnerable adult is being, has been or is likely to be abused they must take action.

Incidents of abuse may be multiple, either to one person in a continuing relationship or service context or to more than one person at a time. This makes it important to look beyond the single incident to underlying dynamics or patterns of harm. Some actions will constitute a criminal offence.

Under no circumstances should the alleged abuser be alerted, directly or indirectly, as important evidence may be lost. Formal investigations will be carried out by the police and Adult Social Care Services.

If a concern is raised by the vulnerable adult themselves, remember to;

- Listen and acknowledge what is being said.
- Be reassuring and calm.
- Be aware that the person's ability to recount their concern or allegation will depend on age, culture, language and communication skills and disability.
- Do not promise full confidentiality.
- Ask their consent to take up their concerns.
- Explain what you will do next; if they do not agree consult with the Rabbi or Designated Safeguarding Officer.
- Try to encourage and support them to share their information.
- Give them your contact details and those of the Rabbi/Designated Safeguarding Officer.
- Give them a timescale for when and how you or the Rabbi/Designated Safeguarding Officer will contact them again. Never leave a vulnerable adult to wait to hear from someone, e.g. a Police officer or social worker, without any idea of timescale or place.
- Do not contact the adult about whom the allegation or concern is being raised to tell them about the information, you could be putting the vulnerable adult in serious danger, e.g. where there is domestic violence taking place, and/or prejudice any investigation.

If the person has mental capacity but does not give consent to refer the concern, you must consider the risk. If the perpetrator is in a position to harm other people, then tell the person you must share the concern they have raised in the public interest to prevent further harm.

Where the concern or allegation is about another adult in a position of trust within the Chabad Lubavitch, do not inform the person in question as you might prejudice any police investigations.

If the concerns or allegation are raised by another person or follow from observations made by a member of Chabad Lubavitch, make notes of the information and refer to the Rabbi/Designated Safeguarding Officer immediately for consultation about what action to take.

If the information about abuse towards a vulnerable adult is given by the abuser to a member of Chabad Lubavitch, the person who receives the information must make it clear to the person that the information must be passed to the Rabbi/Designated Safeguarding Officer for consultation and further action to be taken.

In all events do not delay in contacting the Rabbi/Designated Safeguarding Officer as the risk of harm to the vulnerable adult may be urgent. Make sure all information is recorded on the Incident Reporting Form (Appendix 6) by the next working day.

Appendix 2

Definitions of child abuse provided by [Working Together to Safeguard Children 2015:](#)

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 persistent 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. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

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 the 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.

The signs and indicators of abuse

Children and young people who are being abused may show a number of physical and emotional changes. But remember that these signs do not always mean that a child is being abused - there may be other explanations. The behavioural indicators described here are generic signs of a troubled child, not necessarily an abused child.

| Physical abuse | |
|--|---|
| <i>Physical signs</i> | <i>Behavioural signs</i> |
| <p>Bruises, black eyes and broken bones are obvious signs of physical abuse, but they are not the only ones. Other signs include:</p> <ul style="list-style-type: none"> • Injuries that the child cannot explain or explains unconvincingly • Untreated or inadequately treated injuries • Injuries to parts of the body where accidents are unlikely, such as thighs, back, abdomen • Bruising which looks like hand or finger marks • Cigarette burns, human bites • Scalds and burns | <p>Sometimes if a child is being physically abused they may show changes in behaviour, such as:</p> <ul style="list-style-type: none"> • Becoming sad, withdrawn or depressed • Having trouble sleeping • Behaving aggressively or being disruptive • Showing fear of certain adults • Showing lack of confidence and low self-esteem • Using drugs or alcohol |
| Sexual abuse | |
| <i>Physical signs</i> | <i>Behavioural signs</i> |
| <ul style="list-style-type: none"> • Pain, itching, bruising or bleeding in the genital or anal areas • Genital discharge or urinary tract infections • Stomach pains or discomfort walking or sitting • Sexually transmitted infections | <ul style="list-style-type: none"> • A marked change in the child's general behaviour. For example, they may become unusually quiet and withdrawn, or unusually aggressive. Or they may start suffering from what may seem to be physical ailments, but which can't be explained medically. • A young person may refuse to attend school or starts to have difficulty concentrating so that their schoolwork is affected • They may show unexpected fear or distrust of a particular adult or refuse to continue with their usual social activities. • They may start using sexually explicit behaviour or language, particularly if the behaviour or language is not appropriate for their age • The child may describe receiving special attention from a particular adult, or refer to a new, "secret" friendship with an adult or young person |

| Emotional abuse | |
|---|--|
| <i>Physical signs</i> | <i>Behavioural signs</i> |
| <ul style="list-style-type: none"> • Speech disorders • Delayed physical development • Substance abuse • Ulcers, severe allergies | <ul style="list-style-type: none"> • Habit disorder (sucking, rocking, biting) • Antisocial, destructive • Neurotic traits (sleep disorders, inhibition of play) • Passive and aggressive - behavioural extremes • Delinquent behaviour (especially adolescents) • Developmentally delayed |
| Neglect | |
| <i>Physical signs</i> | <i>Behavioural signs</i> |
| <ul style="list-style-type: none"> • Abandonment • Unattended medical needs • Consistent lack of supervision • Consistent hunger, inappropriate dress, poor hygiene • Lice, distended stomach, emaciated • Inadequate nutrition | <ul style="list-style-type: none"> • Regularly displays fatigue or listlessness, falls asleep in class • Steals food, begs from classmates • Reports that there is no carer at home • Frequently absent or late • Self-destructive • School dropout (adolescents) • Extreme loneliness and need for affection |

Appendix 3

Self-disclosure form: Part 1

For completion by the Chabad Lubavitch Centre for roles both exempt from ROA and for roles covered by the ROA)

| | |
|---|---|
| Name of candidate/person: | |
| Previous name(s): | |
| Address and postcode: | |
| Telephone/mobile no: | |
| Date of birth: | |
| Gender: | Male / Female |
| Identification (tick box below): | |
| <input type="checkbox"/> | I confirm that I have seen identification documents relating to this person, and I confirm to the best of my ability that these are accurate. |
| 1. UK passport with details of issuing office or non-UK passport with work permit/visa | |
| 2. UK photo-card driving licence and paper counterpart | |
| 3. Proof of National Insurance number or current work permit number | |
| 4. Proof of home address and postcode | |
| Signature of authorised employing officer: | |
| Print name: | |
| Date: | |

Self-disclosure form: Part 2

For completion by the candidate/person named in Part 1 for roles exempt from ROA only

This form is to be completed by all candidates at the point that an offer of employment / volunteering is made.

If the role you are in or have applied for involves frequent or regular contact with or responsibility for children, you will also be required to provide a valid DBS (Disclosure and Barring Service) certificate, which will provide details of criminal convictions. This may also include a barred list check depending on the nature of the role (see organisational guidance about eligibility for DBS checks). The information you provide will not be shared with third parties but may be verified by referencing and criminal record checking agencies. All information you provide will be treated as confidential and managed in accordance with relevant data protection legislation and guidance. You have a right of access to information held on you under the current Data Protection legislation.

| | |
|---|--|
| Have you ever been known to any children's services department or to the police as being a risk or potential risk to children? | Yes / No |
| If yes, please provide further information: | |
| Have you been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children? | Yes / No |
| If yes, please provide further information and include details of the outcome: | |
| Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amended) 2013? | Yes / No |
| If yes, please provide further information: | |
| Confirmation of declaration (tick box below) | |
| <input type="checkbox"/> | I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer of employment may be withdrawn or disciplinary action may be taken if information is not disclosed by me and subsequently come to the organisation's attention. |
| <input type="checkbox"/> | In accordance with the organisation's procedures if required I agree to provide a valid DBS certificate and consent to the organisation clarifying any information provided on the disclosure with the agencies providing it. |
| <input type="checkbox"/> | I agree to inform the organisation within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people. |
| <input type="checkbox"/> | I understand that the information contained on this form, the results of the DBS check and information supplied by third parties may be supplied by the organisation to other persons or organisations in circumstances where this is considered necessary to safeguard children. |
| Signature of candidate: | |
| Print name: | |
| Date: | |

Appendix 4

Self-disclosure form: Part 2

For completion by the candidate/person named in Part 1 for roles covered by ROA only

This form is to be completed by all candidates at the point that an offer of employment / volunteering is made.

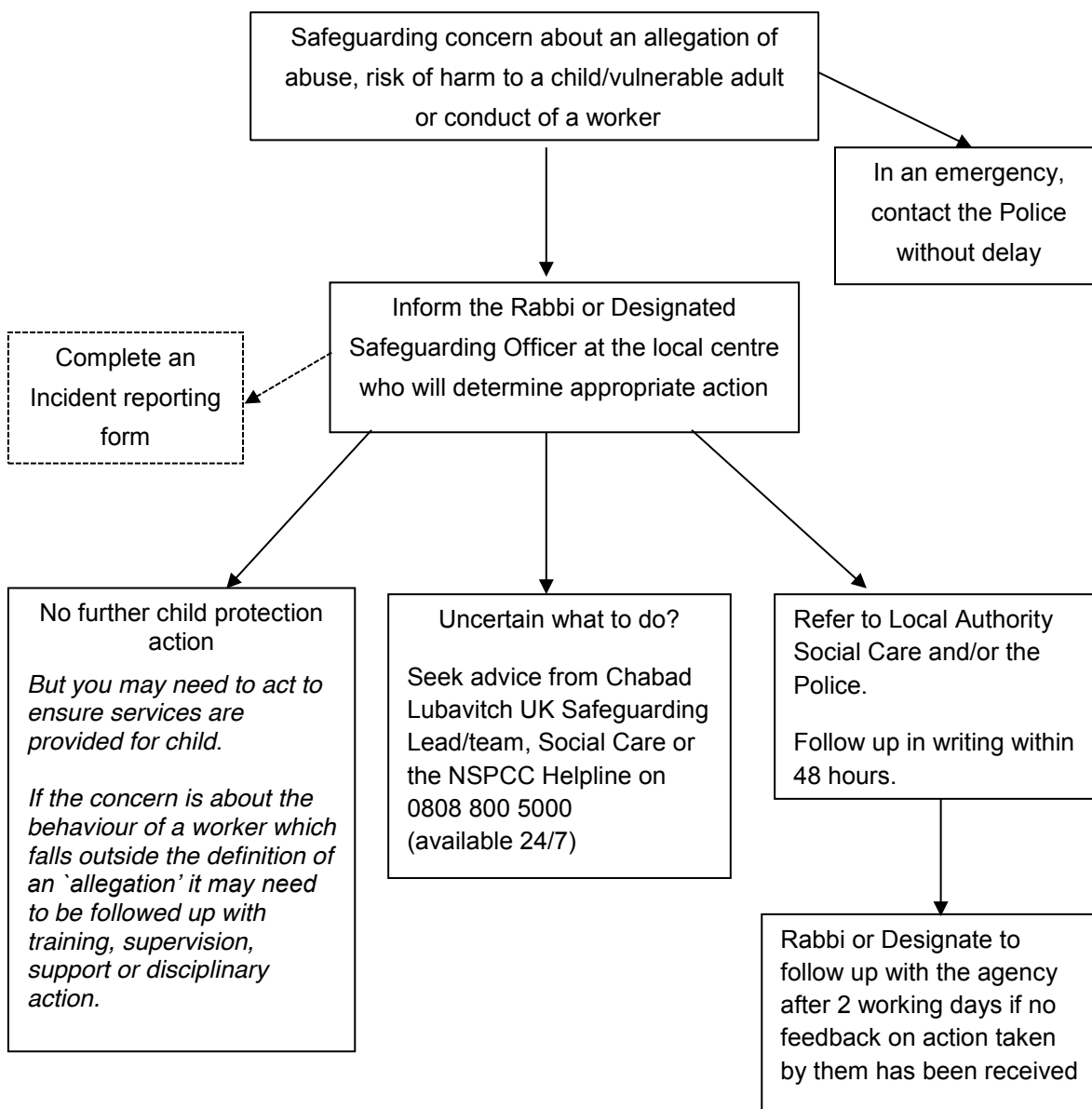
If the role you are in or have applied for involves frequent or regular contact with or responsibility for children, you will also be required to provide a valid DBS (Disclosure and Barring Service) certificate, which will provide details of criminal convictions. This may also include a barred list check depending on the nature of the role (see organisational guidance about eligibility for DBS checks). The information you provide will not be shared with third parties but may be verified by referencing and criminal record checking agencies. All information you provide will be treated as confidential and managed in accordance with relevant data protection legislation and guidance. You have a right of access to information held on you under the current Data Protection legislation.

| | |
|--|--|
| Have you ever been known to any children's services department or to the police as being a risk or potential risk to children? | Yes / No |
| If yes, please provide further information: | |
| Have you been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children? | Yes / No |
| If yes, please provide further information and include details of the outcome: | |
| Do you have any unspent convictions? | Yes / No |
| If yes, please provide further information: | |
| Confirmation of declaration (tick box below) | |
| <input type="checkbox"/> | I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer of employment may be withdrawn or disciplinary action may be taken if information is not disclosed by me and subsequently come to the organisation's attention. |
| <input type="checkbox"/> | In accordance with the organisation's procedures if required I agree to provide a valid DBS certificate and consent to the organisation clarifying any information provided on the disclosure with the agencies providing it. |
| <input type="checkbox"/> | I agree to inform the organisation within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people. |
| <input type="checkbox"/> | I understand that the information contained on this form, the results of the DBS check and information supplied by third parties may be supplied by the organisation to other persons or organisations in circumstances where this is considered necessary to safeguard children. |
| Signature of candidate: | |
| Print name: | |
| Date: | |

Appendix 5

Chabad Lubavitch

Referral Flowchart: Responding to a Safeguarding Concern



An allegation may relate to a person who works with children who has:

- behaved in a way that has harmed a child, or may have harmed a child;
- possibly committed a criminal offence against or related to a child; or
- behaved towards a child or children in a way that indicates they may pose a risk of harm to children.

Appendix 6

Chabad Lubavitch Incident Reporting Form (page 1 of 2)

Private & Confidential

| | | |
|--|---|----------------------------|
| Details of the Alleged Victim/Survivor - Child , Young Person or Vulnerable Adult: | | |
| Name: | | |
| Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female | Age: | Date of Birth: |
| <i>If relevant</i> Parent's / Carer's name(s): | | |
| Home address: | | |
| Your Details: | | |
| Your Name: | Your Position: | Date and Time of incident: |
| Report: | | |
| Are you reporting your own concerns or responding to concerns raised by someone else? | | |
| <input type="checkbox"/> Responding to my own concerns. <input type="checkbox"/> Responding to concerns raised by someone else. | If responding to concerns raised by someone else, please provide their name and position: | |
| Please provide details of the incident or concerns you have, including times, dates, location, background/context, how the information was received, e.g. letter, telephone call, direct contact, description of any injuries - be clear whether fact, opinion or hearsay: | | |
| The Child/Vulnerable Adult's account of what has happened and how: | | |
| Please provide details of the person alleged to have caused the incident / injury including where possible any details: | | |
| Please provide details of any witnesses to the incident(s): | | |

Chabad Lubavitch Incident Reporting Form (page 2 of 2)
Private & Confidential

| | | |
|---|--|---|
| Have you spoken to the Parents/Carers? <input type="checkbox"/> Yes <input type="checkbox"/> No | If yes, please provide details of what was said: | |
| Have you spoken to the Child/Vulnerable Adult? <input type="checkbox"/> Yes <input type="checkbox"/> No | If yes, please provide details of what was said: | |
| Have you spoken to the person the allegations are being made against?* | If yes, please provide details of what was said: | |
| <input type="checkbox"/> Yes <input type="checkbox"/> No * At no time should the person about whom concerns have been raised be informed or alerted to the concerns. Any contact with the person about whom the allegation is made should only take place after liaison with and agreement from the statutory authorities and from taking Halachic guidance. | | |
| Further action taken to date: | | |
| Have you informed the statutory authorities? Children's/Adult Social Care Yes <input type="checkbox"/> No <input type="checkbox"/> <input type="checkbox"/> Police: Yes <input type="checkbox"/> No <input type="checkbox"/> <input type="checkbox"/> | | Please provide the name of the person and his/her contact number: |
| Data Protection As the person completing this form, you must notify each person whose information you include about what will happen to their information and how it may be disclosed except to the extent that doing so would prejudice either the prevention or detection of a crime or the apprehension or prosecution of an offender. | | |
| Your signature: | | |
| Date: Time: | | |

Appendix 7

Chabad Lubavitch Safeguarding Policy **Attendance Agreement**

This agreement is drawn up between

_____ “Rabbi”

and

_____ “X”

As per our discussion with _____ on _____

I agree and undertake to abide by the following

- A. Update the Rabbi on an ongoing basis. Conversation notes will be taken, dated, timed and kept.
- B. Do not enter parts of the building (e.g. Shul/hall) where my movements cannot be observed by others and where children activities are taking place. Use single toilet – if none is available, then I will be accompanied by another adult.
- C. Will not be alone with a child (under 18) at any time.
- D. We must have proof that you are undergoing on an ongoing basis counselling/treatment when deemed necessary.
- E. We must receive letter from your doctor/therapist that you are deemed safe to be in our community setting.
- F. This information will be shared with one/two senior colleagues religious/lay, as Rabbis don't have eyes everywhere and may also be absent from Shul/activities periodically. This is at the discretion of the Rabbi and those chosen will be discreet and treat this info as highly confidential. (Also being aware of the whole policy.)
- G. Attendance is conditional to the above and you must sign this agreement.
- H. May not to be in charge of any youth group or supervising such a youth group in any way.
- I. May not be in vicinity of children after 10pm.

I understand that this agreement is conditional for me to attend services / activities as specified by Rabbi _____ at Chabad of _____

Signed _____ “X” Date _____

Signed _____ “Rabbi” Date _____