

Child Safeguarding Policy

Date approved by Trustees: 18 December 2025

Review date: 18 December 2026

Safeguarding Statement

New Stoke Newington Shul (NSNS) acknowledges the duty of care to safeguard and promote the welfare of children and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice. It is important to understand that everybody at NSNS has a responsibility for the safety of children.

This policy concerns the welfare of children as attendees at NSNS events or under the direct jurisdiction of NSNS. The policy recognises that the welfare and interests of participants are at the heart of the community. It aims to ensure that regardless of age, gender, sex, race, ethnicity, disability, sexual orientation, or socio-economic background, all participants have a positive and enjoyable experience at NSNS in a safe environment and are protected from abuse whilst participating in NSNS activities or outside of such activity.

Definitions

“Child” or “Children” means anyone who has not yet reached their 18th birthday. The fact that a child has reached 16 years of age, is living independently, or is in further education, is a member of the armed forces, is in hospital or in custody in the secure estate, does not change their status or entitlements to services or protection.¹

“Designated Safeguarding Lead (DSL)” means a current member of NSNS, whose responsibilities are set out at page 3 of this policy.

“Local Authority Designated Officer (LADO)” means an officer, or team of officers designated by the local authority to be involved in the management and oversight of allegations against people who work with children.²

“Safeguarding and promoting the welfare of children” means providing help and support to meet the needs of children as soon as problems emerge, protecting children from maltreatment, preventing impairment of children’s mental and physical health or development, ensuring that children grow up in circumstances consistent with the provision of safe and effective care, taking action to enable all children to have the best outcomes in line with the outcomes set out in the Children’s Social Care National Framework.³

“Safeguarding Concern” means when there is a claim that a child has been harmed, or is at risk being harmed, by their own behaviour or someone else’s behaviour.

¹ Definition from UK government guidance, Working together to safeguard children, 2023 (“2023 Guidance”). <https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

² For the role of the LADO, see page 160, 2023 Guidance.

³ Definition from 2023 Guidance, page 161.

“**Safeguarding Trustee**” means a current trustee of NSNS, whose responsibilities are set out at page 4 of this policy.

“**Serious Incident**” means an adverse event, whether actual or alleged, which results in or risks significant harm to NSNS’s beneficiaries, staff, volunteers or others who come into contact with NSNS through its work.⁴

“**Sunday Club**” means NSNS Cheder, “Cheder” being a familiar term for religion school. The NSNS Cheder meets weekly during term time, for 1.5 hours on a Sunday morning. It may also meet at other times and/or venues for special events.

Mission Statement

Establish and maintain an ethos and culture where children feel secure, are encouraged to talk, and are listened and responded to when they have a worry or concern.

Establish and maintain an ethos and culture where NSNS staff and volunteers feel safe, are encouraged to talk and are listened and responded to when they have concerns about the safety and well-being of a child.

Ensure children and adults know that there are adults in the synagogue whom they can approach if they are worried.

Establish a transparent and effective procedure for dealing with situations where Safeguarding Concerns are raised.

Ensure that children who have additional/unmet needs are supported appropriately. This could include referral to early help services or specialist services if they are a child in need or have been/are at risk of being abused/neglected.

Anyone working with children are advised to maintain an attitude of ‘it could happen here’ and ‘it could be happening to this person’ where safeguarding is concerned. When concerned about the welfare of a child, we should always act in the interests of the child.

As part of our safeguarding policy NSNS will:

- Promote the safety and wellbeing of children.
- Ensure there is a transparent safeguarding governance in place, with assigned roles and responsibilities, including the identification of a DSL.
- Ensure those in positions of responsibility understand their roles and duties in respect of safeguarding and are provided with a framework to raise Safeguarding Concerns relating to children.

⁴ This is adapted from UK government guidance, “How to report a serious incident in your charity”, 2014, <https://www.gov.uk/guidance/how-to-report-a-serious-incident-in-your-charity>

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- Ensure appropriate action is taken in the event of incidents/concerns of abuse and support provided to the individual/s who raise or disclose the concern.
- Ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored.
- Prevent the employment/deployment of unsuitable individuals
- Ensure safeguarding arrangements and procedures are in operation.

This policy and procedures will be promoted within the community, with an up-to-date copy of the policy kept on NSNS website and will be shown directly to everyone involved in working with children or vulnerable adults.

Specific arrangements

The Designated Safeguarding Lead (DSL) is a point of contact for any potential safeguarding concerns to be raised about children or adults at NSNS. In the event of a concern being raised, the DSL is responsible for documenting and escalating these concerns (if necessary). **The DSL at NSNS is currently Rabbi Roni Tabick.**

The DSL should undergo formal Level 3 safeguarding training every two years hosted by an accredited organisation. In addition to this training, their knowledge and skills should be refreshed (for example via e-bulletins, attending refresher training, meeting other DSLs, or taking time to read and digest safeguarding developments) at least annually to:

- Understand the assessment process for providing early help and intervention, for example through locally agreed common and shared assessment processes such as early help assessments.
- Have a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference and be able to attend and contribute to these effectively when required to do so.
- Ensure each member of staff or volunteer has access to and understands NSNS safeguarding and child protection policy and procedures, especially new and part time staff/trustees.
- Be alert to the specific needs of children in need, those with special educational needs, and young carers.
- Be able to keep detailed, accurate, secure written records of concerns and referrals.
- Obtain access to resources and attend any relevant or refresher training courses.
- Encourage a culture of listening and responding to children and taking account of their wishes and feelings, among all staff, in any measures NSNS may put in place to protect them.

Trustees

Safeguarding is the responsibility of all trustees at NSNS.

The NSNS trustees will ratify the Safeguarding Policy annually. They will ensure the provisions are compliant with national guidelines, statutory duties and the insurance policy for NSNS.

All trustees should be aware of their responsibility to report any Serious Incidents to the Charity Commission. <https://www.gov.uk/guidance/how-to-report-a-serious-incident-in-your-charity>

When a new trustee is appointed, they should provide a written declaration to confirm that they are not disqualified. <https://www.gov.uk/government/publications/confirmation-of-charity-trustee-eligibility>.

Safeguarding Trustee

NSNS have a named Safeguarding Trustee. This volunteer will be appointed by the trustees for a term of one year, with opportunity for re-election or replacement at the Annual General Meeting or by a vote of the trustees. **The Safeguarding Trustee at NSNS is currently Jessica Tepperman.**

This person is responsible for:

- Supporting the DSL to access appropriate training
- Ensuring that volunteers or paid employees within the community have received rudimentary safeguarding training and are familiar with this document
- Ensure the records of training, DBS checks and incidents are to be kept securely for 30 years
- To work with the DSL to ensure any concerns are handled appropriately.

Safeguarding Group

The Safeguarding Group will include the Safeguarding Trustee, one co-Chair and the DSL. The function of this group will be to oversee the safeguarding procedures of NSNS and to support the DSL in the event of a safeguarding concern being raised. Only the DSL will be party to confidential information unless it is necessary for information to be disseminated to the group. The members of this group should undertake safeguarding training every 2 years. The current members of this group are **Judy Lever-Chain, Rabbi Roni Tabick, and Jessica Tepperman.**

Recruitment

All employees and volunteers working directly with unsupervised children or vulnerable adults will be DBS checked at employment and at 3 yearly intervals. Safeguarding training will be completed at induction and refreshed at least every two years. This training will be arranged by the Safeguarding Trustee.

Volunteers who have unsupervised access to children under the age of 18 will be treated as Employees for the purposes of Child Protection. This will be revised in line with government regulations when needed. Volunteers and employees will be asked to sign a declaration stating they are not disqualified from undertaking this position in addition to receiving a DBS check.

Sunday Club

Adult to children ratio

To ensure the safety, well-being and appropriate supervision of children, each Cheder class will have at least two adults assigned to it, and each Cheder class will have no more than 15 children enrolled at any one time. For these purposes, any adult is a person over the age of eighteen.

Physical contact

As a broad principle, adults should limit the extent of bodily touch. On no account, should adults:

- Use any form of corporal punishment, whether spontaneous or planned.
- Initiate gratuitous physical contact.
- Be casual or unthinking in their physical contact with children.

The following list is not exhaustive but rather indicative of the range of circumstances in which physical contact might be necessary and normative, regardless of age or special needs:

- Administering first aid
- Ensuring health and safety (such as holding a child's hand on an educational visit)
- Comforting a young child who is hurt or distressed.
- Shaking a child's hand when he/she is receiving an award or being congratulated on an achievement.

In such cases, physical contact should be:

- Conducted in a public space or in the presence of another adult
- 'Permitted' by the child (for example, the adult should say something like, "I need to hold your hand when we cross the road".
- Restricted to non-intimate areas of the body (for example, hands and shoulders)

Responding to physical contact from children:

Children may contact adults spontaneously, for example by hugging. This can be a significant way to express thankfulness or loyalty or to feel secure. Although adults should not encourage such contact, they should be sensitive in responding and should not recoil or otherwise reject the child.

Toilets

There is a single use toilet cubicle at Newington Green Primary School, the site predominantly used for Sunday Club. Adults may accompany young children to the toilet cubicle but not enter a cubicle.

Emergency contact

NSNS must be given the contact telephone number of a parent, guardian or responsible adult acting in loco parentis for each child.

No child may leave NSNS without an accompanying adult unless permission is first given by the named carer.

Injuries

If a child enters NSNS with an injury that is easily visible, the class teacher should note this on their register. Such notes shall be countersigned by the person responsible for the child. This is to prevent allegations that such injuries occurred on the premises.

If injuries do occur on the premises, these should be noted in the NSNS's accident book and countersigned by the child's named carer. Accident books should be kept for 21 years.

The DSL is responsible for the register and accident book.

Medication and First Aid

Staff may not give a child medication under any circumstances.

If a child has severe allergies, this must be recorded in writing and all staff must be informed. In addition, the parent or care giver of the child must stay for the duration of Sunday Club. If a child carries an Epi-pen, this must be recorded on their admission form, and their parent should stay for the duration of Sunday Club to ensure it could be administered in an emergency.

If a child requires first aid, this must be carried out by a dedicated first aider, and always in the presence of another adult.

The dedicated first aider for Sunday Club is Stacy Hackner.

Use of photography

It will frequently be the case that group photographs are taken of children participating in education programs, and that these will be used for publicity purposes. NSNS must seek written permission for use of photographs for publicity from all parents on enrolment for photos. No child in a photo will be identified by their name.

Practices and procedures

Good Working Practice to avoid situations that could lead to misunderstanding includes:

- Treating all children with dignity and respect.
- Respecting personal privacy.
- Seeking advice from the DSL or an external agency (Masorti, Social Services etc.) when needed.
- Avoiding questionable activity e.g. rough/sexually provocative games and inappropriate language.
- Physical contact: As a broad principle, adults should limit the extent of bodily touch with children. In particular, on no account should adults use any form of corporeal punishment, initiate gratuitous physical contact, be casual or unthinking in their physical contact with children.
- Isolation: No child should be left alone at any time at NSNS.
- Challenging unacceptable behaviour.
- Reporting all allegations/suspicions of abuse.

What to do if a child or adult tells you about abuse:

If a child that they have been abused in some way, the person being informed should:

- Listen to what is being said without displaying shock or disbelief.
- Accept what is being said without questioning, except for clarification.
- Allow the child to talk freely but not to promise to keep this confidential. This may not be possible.
- Explain what has to be done next and who has to be told.
- Reassure the child, without making promises which it might not be possible to keep.

Make a written record as soon as possible after the conversation has taken place using the form at Appendix 1 for details of how to record this and who to send it to. The recipient of an allegation must **not** unilaterally determine its validity, and failure to report it in accordance with procedures is a potential disciplinary matter.

Pass the information to the DSL. They will not investigate the allegation itself, or take written or detailed statements, but will assess whether it is necessary to refer the concern to the Local Authority Designated Officer (LADO) or [Hackney Child Protection Services](#)

If there is a very urgent concern, the Police or Local Authority should be informed directly.

Confidentiality

Safeguarding children raises issues of confidentiality that must be clearly understood by all staff/volunteers at NSNS.

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- All staff and volunteers have a responsibility to share relevant information with other professionals, particularly the investigative agencies (Children's Services: Safeguarding and Specialist Services and the Police).
- If a child confides in a member of staff/volunteer and requests that the information is kept secret, it is important that the member of staff/volunteer tell them in a manner appropriate to their age/stage of development that they cannot promise complete confidentiality – instead they must explain that they may need to pass information to other professionals to help keep them or others safe.
- Staff/volunteers who receive information about children and their families in the course of their work should share that information only within appropriate professional contexts.
- Information received by the DSL or another relevant person should be kept confidential, in a password-protected file.

Allegations against a member of staff:

An allegation is any information which indicates that a member of staff/volunteer may have:

- Behaved in a way that has or may have harmed a child.
- Possibly committed a criminal offence against/related to a child.
- Behaved towards a child or vulnerable adult in a way which indicates s/he would pose a risk of harm if they work regularly or closely with children.

This applies to any child that the member of staff/volunteer has contact within their personal, professional or community life.

What staff/volunteer/trustees should do if they have concerns about safeguarding practices within NSNS

All staff and volunteers should feel able to raise concerns about poor or unsafe practice and potential failures in safeguarding arrangements.

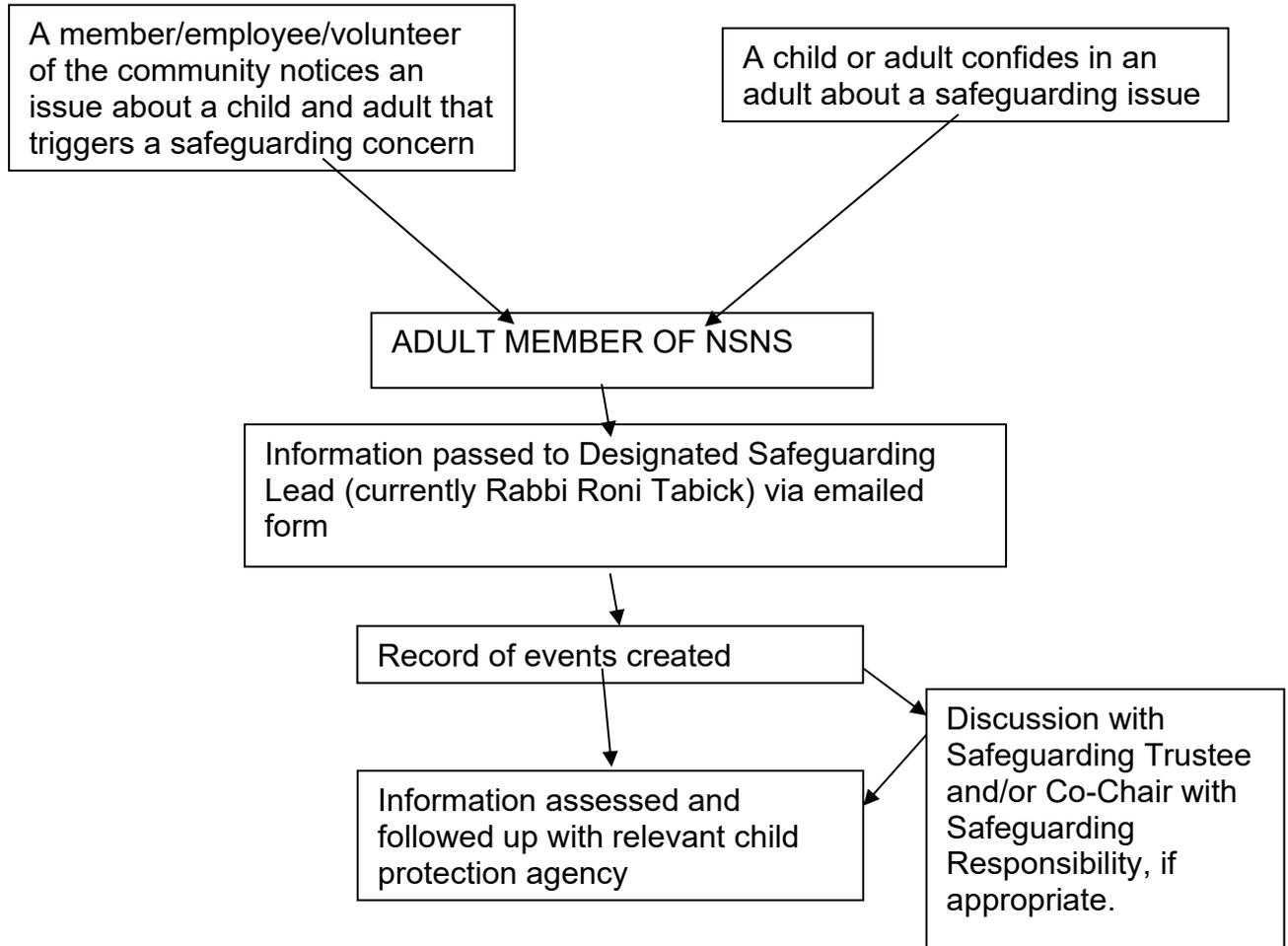
If staff members/volunteers have concerns about another staff member/volunteer then this should be referred to the DSL. Where there are concerns about the DSL, this should be referred to the Chair/Co-Chair of NSNS. In an event where a staff member/volunteer/member of the community does not feel comfortable raising concerns internally within the community, they could raise concerns to Masorti Judaism – the current contact is Reuben Green, Director of Noam, email reuben@masorit.org.uk

The current Co-Chairs of NSNS are Judy Lever-Chain and Howard Robinson.

Support

- Dealing with safeguarding issues can be stressful. The member of staff/volunteer should, therefore, consider seeking support and discuss this with the DSL.

Flowchart describing how concerns should be treated.



Note: All concerns must be reported directly to the Designated Safeguarding Lead.



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APPENDIX 1 – Safeguarding Concerns Form

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Safeguarding Documentation Form

Please use this form to document any concerns you have about the safeguarding of children who are part of NSNS or who have attended an NSNS event.

It is important to record any concerns as soon as possible.

Please email this form to the Designated Safeguarding Lead, Rabbi Roni Tabick (rabbi@nshul.org.uk). If you do not feel comfortable emailing this to Rabbi Roni, you can email the Safeguarding Trustee (Judy Lever Chain, judy.leverchain@nshul.org.uk) or the Safeguarding Lead at Masorti. If your concern is urgent, you should also contact one of the above people via phone to ensure your email has been received in a timely manner. If you are worried about the immediate safety of someone, it may be more appropriate to contact the Police or Social Services directly.

It is very important that the details in this form are kept confidential and only shared with appropriate people. Please password-protect your file before emailing it, and contact the recipient of the file in a separate email or via phone with the password. For details of how to do this, see this page: <https://support.microsoft.com/en-us/office/protect-a-document-with-a-password-05084cc3-300d-4c1a-8416-38d3e37d6826>

Your name and phone number:

Date of report:

Name of child affected:

Date of birth of child affected:

Parent/carer's name and contact number:

Date and time of any incident or disclosure:

What is your concern (please give details of “who, what, where, when”):

Why are you concerned:

If a child said something, what they said and what you did and said: (do not ask leading questions – record actual details); who else was present at the time; any observations you made about changes in the child's behaviour; what you said to the child.

Action taken – to be completed by the DSL/Deputy DSL



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External agencies contacted, including local authority, children's services, NSPCC or other (date and time):

Details of advice received:

Police contacted: Yes/No. If yes, include reference number.

Signature and date:



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APPENDIX 2 – Contact details for Police, statutory authorities, relevant charities, and Jewish organisations:

Police

Emergency: call 999.

Non-emergency: call 101.

Hackney Children and Families Services Multi Agency Safeguarding Hub (MASH)

Phone: 0208356550

Email: MASH@hackney.gov.uk

Hackney LADO

Use contact form: <https://hackney.gov.uk/lado>

NSPCC

Helpline: 0808 800 5000

Email: help@nspcc.org.uk

Jewish Women's Aid

<https://www.jwa.org.uk/>

Shema Koli:

<http://www.shemakoli.org/>