BNJC SAFEGUARDING CHILDREN POLICY

Contents

Introduction **3**

Monitoring and Review **3**

Safeguarding Policy **6**

Core Principles **7**

Definitions **8**

Types of Abuse or Neglect **9**

Criminal Exploitation **13**

Organised Crime and County Lines **13**

Key Contacts **15**

Lead Safeguarding Trustee ..... **Error! Bookmark not defined.**

Deputy Designated Safeguarding Leads for BNJC 15

Front Door for Families 15

The LADO (Local Authority Designated Officer) 15

The Role of the DSL **1**

Legal Basis **2**

What to do if you have a child protection concern **3**

Initial Complaint **3**

A form for recording any conversation or information that falls into this category is available from the DSL. 3

Early Help **3**

Concerns About a Child's Welfare **4**

If a Child is in Immediate Danger or at Risk of Harm **4**

Making a Referral **4**

Record-Keeping, Confidentiality, and Information Sharing **5**

Document Storage **5**

Flowchart **6**

Staff Awareness **8**

Training **8**

Safeguarding Requirements for Organised Community Groups Attending Residentials at BNJC **1**

External Groups Safeguarding Policy **1**

Confirmation of Understanding and Compliance with BNJC's Safeguarding Policy **1**

Designated Safeguarding Lead (DSL) Responsibility **1**

Safeguarding Procedures While on BNJC Premises **1**

Failure to Comply **1**
Appendix 1 ..... **2**
Appendix 2 ..... **3**
Appendix 3 ..... **4**
Appendix 4 ..... **5**
Periodic Review **6**

Introduction

Monitoring and Review

This policy has been approved by BNJC's Designated Safeguarding Lead (DSL) and is reviewed annually by the DSL and ratified by the safeguarding trustee prior to board approval, or sooner if required by changes in legislation or government guidance. It applies to all BNJC employees, contractors, and volunteers whenever they are working with or in proximity to children.

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

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

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

Shoresh Nursery, as an early years provider regulated by Ofsted, is subject to statutory safeguarding requirements specific to early years settings, including compliance with the Statutory Framework for the Early Years Foundation Stage (EYFS). As a result, Shoresh Nursery must maintain its own dedicated

safeguarding policy and procedures to ensure full adherence to these regulations. Additionally, Shoresh Nursery has its own DSL, the Headteacher, who is responsible for safeguarding within the nursery setting

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

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

This policy has been approved by BNJC's Designated Safeguarding Lead (DSL) and is reviewed annually by the DSL and ratified by the safeguarding trustee prior to board approval, or sooner if required by changes in legislation or government guidance. It applies to all BNJC employees, contractors, and volunteers whenever they are working with or in proximity to children.

Safeguarding Policy

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

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

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

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

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

Core Principles

Our core principles set out our approach to Safeguarding:

- All children and adults at risk regardless of age, ability, sex, race, religion or belief, ethnic origin, gender reassignment, social status or sexual orientation have the right to be protected from harm.
- We will promote a culture of trust and support to ensure staff are comfortable in reporting any issues.
- All BNJC staff have a responsibility to follow the guidance laid out in this Policy and to raise concerns to the DSL where appropriate, to ensure that help and support is provided at the earliest possible opportunity.
- It is the responsibility of child protection professionals to determine whether abuse has taken place, but it is everyone's responsibility to report concerns. All staff must follow the procedures in place for reporting concerns or disclosures.
- We are committed to following a safe recruitment process for staff by ensuring we undertake references and Disclosure and Barring Service (DBS) checks where appropriate.
- All child protection records will be stored securely and separately from other records. Access will be restricted to staff with safeguarding responsibilities.
- All staff can raise concerns about poor or unsafe safeguarding practice as laid out in the Whistleblowing Policy.
- Allegations against members of staff will be handled in a timely manner.
- It is a whole organisation responsibility to safeguard and promote the welfare of children.
- All children (defined as those up to the age of 18) regardless of age, gender, ability, culture, race, language, religion or belief, ethnic origin, gender reassignment, social status or sexual orientation, have equal rights to protection.
- All children have a right to be heard and to have their wishes and feelings taken into account (this does not impact on the requirement to act on a safeguarding concern, but rather refers to a child's right to determine reject behaviours that they are uncomfortable with).
- Staff and volunteers should recognize that children may not feel ready or know how to tell someone that they are being abused, exploited or neglected and/or they may not recognise their experiences as being abusive or harmful. This should not prevent staff and volunteers from having professional curiosity and speaking to the Designated Safeguarding Lead if they have any concerns about a child.

Definitions

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

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

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

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

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

Types of Abuse or Neglect

The following are types of abuse and neglect:

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

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

- Bruises and abrasions around the face
- Damage or injury around the mouth
- Bi-lateral injuries such as two bruised eyes
- Bruising to soft area of the face such as the cheeks
- Fingertip bruising (i.e. where you can see marks that look like hands/fingers) to the front or back of torso
- Bite marks
- Burns or scalds (unusual patterns and spread of injuries)
- Deep contact burns such as cigarette burns
- Injuries suggesting beatings (strap marks, welts)
- Covering arms and legs even when hot
- Aggressive behaviour or severe temper outbursts OR withdrawn behaviour

Injuries need to be accounted for. Inadequate, inconsistent or excessively plausible explanations or a delay in seeking treatment should signal concern.

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

- Over reaction to mistakes
- Lack of self-confidence/esteem
- Sudden speech disorders
- Self-harming
- Eating Disorders
- Extremes of passivity and/or aggression

- Compulsive stealing
- Drug, alcohol, solvent abuse
- Fear of parents being contacted
- Unwillingness or inability to play
- Excessive need for approval, attention and affection

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.
Signs that MAY INDICATE Sexual Abuse:

- Sudden changes in behaviour and organisation performance
- Displays of affection which are sexual and age inappropriate
- Self-harm, self-mutilation or attempts at suicide
- Alluding to secrets which they cannot reveal
- Tendency to cling or need constant reassurance
- Regression to younger behaviour for example thumb sucking, playing with discarded toys, acting like a baby
- Distrust of familiar adults e.g. anxiety of being left with relatives, a child minder or lodger
- Unexplained gifts or money
- Depression and withdrawal
- Sexually transmitted disease (sometimes evidenced as excessive itching or soreness, bleeding)
- Fire setting

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

Signs that MAY INDICATE neglect:

- Constant hunger
- Poor personal hygiene
- Constant tiredness
- Inadequate clothing
- Frequent lateness or non-attendance
- Untreated medical problems
- Poor relationship with peers
- Compulsive stealing and scavenging
- Rocking, hair twisting and thumb sucking
- Running away
- Loss of weight or being constantly underweight
- Low self esteem

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

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

Forced marriage: Any person may be forced into marriage – this includes people of all ages, genders, ethnicities and religions.

A forced marriage is where one or both people do not or cannot consent to the marriage and pressure or abuse is used to force them into the marriage. It is also when anything is done to make someone marry before they turn 18, even if there is no pressure or abuse.

Forced marriage is illegal in the UK. It is a form of domestic abuse and a serious abuse of human rights.

Forcing someone to marry isn't always physical, but it is always against the law.

The pressure put on a person to marry can take different forms:

- physical pressure might take the form of threats or violence (including sexual violence)
- emotional or psychological pressure might take the form of making someone feel they are bringing shame on their family, making them believe that those close to them may become vulnerable to illness if they don't marry, or denying them freedom or money unless they agree to the marriage

But when the person who is to get married is aged under 18, doing anything to make them marry is a crime - it doesn't have to be pressure.

In some cases people may be taken abroad without knowing that they are to be married. When they arrive in that country, their passport(s)/travel documents may be taken to try to stop them from returning to the UK.

Virginity Testing:

Virginity testing and hymenoplasty are illegal and are forms of violence against women and girls and are part of the cycle of so called 'honour-based' abuse. Women and girls are coerced, forced and shamed into undergoing these procedures, often pressurised by family members or their intended husbands' family in the name of supposedly upholding honour and to fulfil the requirement that a woman remains 'pure' before marriage. Some practitioners issue a certificate to prove 'virginity' after a virginity test or hymenoplasty, while some will simply tell the family or community members whether a woman or girl has 'passed' a virginity test.

Both virginity testing and hymenoplasty can be precursors to child or forced marriage and other forms of family and/or community coercive behaviours, including physical and emotional control. Women who 'fail' a virginity test, are found to have undergone a hymen reconstruction, or do not bleed on their wedding night are likely to experience further so called 'honour-based' abuse including emotional and physical abuse, family or community disownment and even honour killings.

The practices are degrading and intrusive. They can lead to extreme psychological trauma in the victim, and can provoke conditions including anxiety, depression and post-traumatic stress disorder. The practices have been linked to suicide. They can be physically harmful. For example, virginity testing can result in damage to the hymen, tears and damage to the vaginal wall, bleeding, and infection. The risk of infection is also high in hymenoplasty, which has the added risks of acute bleeding during the procedure, scarring and narrowing of the opening of the vagina and sexual difficulties.

Virginity testing and hymenoplasty are considered to have a similar level of seriousness to assault occasioning actual bodily harm (assault to injury in Scotland). This is in recognition of the physical and psychological harm they can cause to the individual who is subjected to them. This level of seriousness also reflects the controlling attitudes that underpin the practices.

As with other forms of so called 'honour-based' abuse, these practices often take place behind closed doors, in highly conservative communities and cultures. Because of this, the numbers of women and girls that are subjected to these practices are not known. Although prevalence is unclear, there is evidence of women and girls being under intense pressure to undergo virginity testing and hymenoplasty.

Victims may also take years to come forward. This could be due to not knowing that the abuse was abnormal or wrong at the time, feeling shame about their sexual experiences or sexual abuse, having been taught that speaking out against family and/or the community is wrong, or being scared about the repercussions of speaking out. As such, the physical signs of abuse may not be present at the time of disclosure, but psychological damage is likely to remain. This should be taken into account when interacting with victims of these practices.

As with all forms of so called 'honour-based' abuse, there are many barriers to victims disclosing information and reporting what has happened to them. It is therefore important that, if information regarding either settings or individuals involved in these practices is obtained, this intelligence is shared either with police, or anonymously through Crimestoppers.

Criminal Exploitation

Criminal exploitation occurs where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child, young person or an adult, including those with care and support needs, into any criminal activity:

- In exchange for something the victim needs or wants, and/or
- For the financial or other advantage of the perpetrator or facilitator, such as to support serious organised crime and/or terrorism, and/or
- Through violence or the threat of violence to ensure compliance.

Because they are more likely to be easily detected, individuals who are exploited are more likely to be arrested and criminalised for criminal behaviour, than those individuals or groups who are exploiting them.

> The victim may have been criminally exploited even if the activity appears consensual. Criminal exploitation does not always involve physical contact; it can also occur using technology and/or social media.
>
> Adapted from the Child Criminal Exploitation definition in Working Together: DfE: 2018: 107 and Home Office: 2018: 46

Individuals who are being criminally exploited can be involved, linked to or considered to be, by themselves or others, as part of a "gang" (taken from research and publication by Factor et al: 2015). It is important when children or adults, including those with care and support needs, identify or are identified as being affected or involved with gang-related activity that involves the use of actual or threatened violence and/or drug dealing, that professionals also consider that they may be victims of criminal exploitation.

Criminal exploitation is broader than, but often part of, organised crime and county lines.

Organised Crime and County Lines

Organised crime is "serious crime planned, coordinated and conducted by people working together on a continuing basis. Their motivation is often, but not always, financial gain." Organised crime groups are
"organised criminals working together for a particular criminal activity or activities." (National Crime Agency: 2018).

County lines is a term used to describe gangs and organised criminal networks involved in exporting illegal drugs into one or more importing areas within the UK, using dedicated mobile phone lines or other forms of “deal lines”.

They are likely to exploit children and adults, including those with care and support needs, to move, locally supply and store the drugs and money. They will often use coercion, intimidation, violence (including sexual violence) and weapons (Home Office:2018:2)

Key Contacts

Designated Safeguarding Lead for BNJC
Jeremy Fletcher, CEO
Jeremy.fletcher@bnjc.co.uk

Deputy Designated Safeguarding Leads for BNJC
Sarah Rose, Head of People & Governance
Sarah.rose@bnjc.co.uk
Joel Azulay, Community Development Officer
Joel.azulay@bnjc.co.uk

Lead Safeguarding Trustee
Natasha Isaac
Natasha.isaac@bnjc.co.uk

Designated Safeguarding Lead for Shoresh Nurseries Bridget Kyffin-Walton, Head Teacher
bridget.kyffin-walton@bnjc.co.uk
Ellen Taylor, Deputy Head Teacher
Ellen.taylor@bnjc.co.uk

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

Front Door for Families
Phone: (01273) 290400
E-mail: FrontDoorForFamilies@brighton-hove.gov.uk

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

To contact Children's Services outside normal working hours, call 01273 335905. If a child is in immediate danger or left alone, you should contact 999. The police operator will need to take your name, address and details of what has happened.

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

Email contact to the LADO team: LADOenquiries@brighton-hove.gov.uk

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

NSPCC: Weston House, 42 Curtain Road, London, EC2A 3NH Telephone: 0800 800 5000 Email: help@nspcc.org.uk

NSPCC Whistleblowing helpline: 0800 028 0285

Childline: 0900 1111

Ofsted Whistleblowing Hotline: 0300 123 3155

Forced Marriage Unit: 020 7008 0151 E-mail: fmu@fco.gov.uk

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

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

The Role of the DSL

- Oversee and ensure that our safeguarding policy is fully implemented.
- Ensure that Child and Adult Safeguarding is up to national standards.
    - Undertake and update training every two years and be aware of and follow local arrangements.
- Ensure our safeguarding standards are communicated to all team members.
    - Ensure details are made available to all adults, children and parents/carers on the website.
    - Ensure all team members receive training in safeguarding, appropriate to their role.
    - Ensure DBS (Disclosure and Barring Service), recruiting and reporting procedures are adhered to.
    - Keep all records confidential, in line with statutory guidance and the Data Protection Act 2018, ensuring due regard to principles which allow both sharing and withholding personal information.
    - Ensure reports are made to the relevant agency in all cases where children or vulnerable adults are thought to be at risk of harm.

Legal Basis

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

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

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

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

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

What to do if you have a child protection concern

Initial Complaint

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

- Must listen carefully to the child and/or parent with an open mind and must not make a judgment about whether the abuse has taken place.
- Must not ask leading questions that suggest their own answer. If asking any questions stick to 'who/what/why/where/when' phrases but there is no duty to find out further information than what you are initially told.
- Must reassure the child and/or parent but not guarantee absolute confidentiality. It is very important **not** to say that you can keep things secret, but you can reassure the child or person that the information they tell you will only be shared with those who need to know.
- Should explain that the information must be shared in line with this policy to ensure appropriate action is taken.
- Must keep a written record of the conversation, including the date, time, and location, as well as what was said, by whom, and in whose presence. The record must be signed and use full names, not initials.

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

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

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

Early Help

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

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

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

Concerns About a Child's Welfare

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

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

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

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

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

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

Making a Referral

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

Record-Keeping, Confidentiality, and Information Sharing

The Designated Safeguarding Lead (or staff member as appropriate) will record any welfare concern using the BNJC recording system. Records will be completed as soon as possible after the incident/event, using the child's words where possible.

All safeguarding concerns, discussions and decisions made and the reasons for those decisions will be recorded in writing. If staff are in any doubt about recording requirements, they will discuss their concerns with the Designated Safeguarding Lead.

Safeguarding records are kept for individual children and are separate from all other records relating to the child. They are retained centrally and securely by the Designated Safeguarding Lead and are shared with staff on a 'need to know' basis only.

The Lead Safeguarding Trustee will be kept informed of any significant issues by the Designated Safeguarding Lead.

- All safeguarding concerns must be documented in writing.
- Information is shared on a need-to-know basis.
- The DSL will determine whether information should be disclosed to other parties.
    - The DSL will inform the Headteacher and DSL for Shoresh Nursery of any allegations of serious harm or abuse within 2 days of the allegation being made.
- BNJC will cooperate fully with police and social care during investigations.

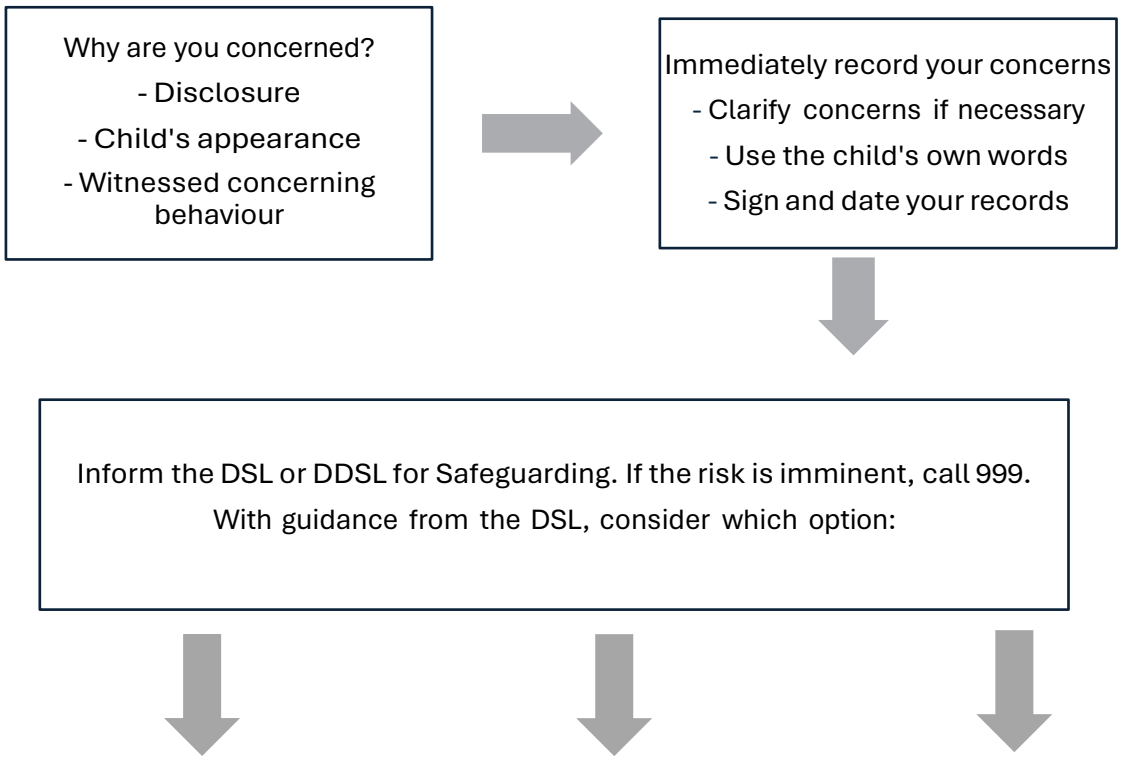
Document Storage

Child protection records (where applicable) will be stored securely and separately from other records, in line with Data Protection Act 2018. Access will be restricted to relevant staff members only.

Monitoring and Review

- The DSL will monitor safeguarding procedures and report to the Safeguarding Trustee annually. The Safeguarding Trustee and Nursery Head teacher have a standing invitation to fortnightly BNJC safeguarding meetings.
- The DSL will conduct an annual policy review, ensuring that any weaknesses are promptly addressed.

Flowchart


Why are you concerned?
- Disclosure
- Child's appearance
- Witnessed concerning behaviour
Immediately record your concerns
- Clarify concerns if necessary
- Use the child's own words
- Sign and date your records
Inform the DSL or DDSL for Safeguarding. If the risk is imminent, call 999.
With guidance from the DSL, consider which option:
Further monitoring and observations:
- DSL to create a safeguarding file to collate any potential further concerns
- Further disclosures/changes in behaviour warrants conversation with
Concern needs to be discussed with parents / carers.
DSL will decide whether to monitor and/or proceed with a referral.

The concern needs to be escalated to the LADO.

Refer a child or family to Front Door for Families

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

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

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

- Respond (for adults with learning difficulties) Helpline on 0808 808 0700
- Action on Elder Abuse (for older people) Helpline on 080 8808 8141
- Brighton and Hove Safeguarding Adults Board on 01273 295555 If you believe there to be an immediate risk of harm, call 999

Staff Awareness

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

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

Training

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

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

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

All staff will receive appropriate safeguarding and child protection training. This training will ensure that all staff:

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

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

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

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

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

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

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

The DSL and Deputy DSLs will undertake designated safeguarding lead training every two years, and their knowledge and skills will be updated through a variety of methods at regular intervals, to keep up with any developments relevant to their role.

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

Safeguarding Requirements for Organised Community Groups Attending Residentials at BNJC

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

External Groups Safeguarding Policy

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

Confirmation of Understanding and Compliance with BNJC's Safeguarding Policy

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

Designated Safeguarding Lead (DSL) Responsibility

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

Safeguarding Procedures While on BNJC Premises

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

Failure to Comply

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

Appendix 1

Responding to Disclosures: The 6 R's Approach

1. Receive
- Keep calm
- Listen to what is being said without displaying shock or disbelief
- Take what is being said to you seriously
- Note down what has been said

2. Respond
- Reassure the child that they have done the right thing in talking to you
- Be honest and do not make promises you cannot keep e.g. "It will be alright now"
- Do not promise confidentiality; you have a duty to refer but only to people who need to know
- Reassure and alleviate guilt, if the child refers to it e.g. "you're not to blame"
- Reassure the child that information will only be shared with those who need to know

3. React
- React to the child only as far as is necessary for you to establish whether or not you need to refer the matter, but do not interrogate for full details.
- Do not ask leading questions; "Did he/she....?" Such questions can invalidate evidence.
- Do ask open "TED" questions; Tell, explain, describe
- Do not criticise the perpetrator; the child may have affection for him/her
- Do not ask the child to repeat it all for another representative
- Explain what you have to do next and who you have to talk to

4. Record
- Make some brief notes at the time and write them up in full as soon as possible.
- Record the date, time, place, any non-verbal behaviour and the words used by the child. Always ensure that as far as possible you have recorded the actual words used by the child.
- Record statements and observable things, do not record your interpretations or assumptions

5. Remember
- Contact the Designated Safeguarding Lead
- The Designated Safeguarding Lead may be required to make appropriate records available to other agencies

6. Relax
- Get some support for yourself, dealing with disclosures can be traumatic for professionals

Appendix 2

E-Safety and Online Behaviour

BNJC identifies that the issues classified within online safety are considerable, but can be broadly categorized into four areas of risk:

- Content: being exposed to illegal, inappropriate or harmful material
- Contact: being subjected to harmful online interaction with other users
- Conduct: personal online behaviour that increases the likelihood of, or causes, harm
- Commerce: risks such as online gambling, inappropriate advertising, phishing and or financial scams

BNJC adopts a whole-organisation approach to online safety, aiming to minimise risks while ensuring individuals benefit from technology. All representatives must understand safe working practice and adhere to the Staff Code of Conduct and Digital Usage Policy.

For specific guidance on responding to incidents involving sharing of nude or semi-nude images (sexting), staff should:
- Never view, download or share the imagery, or ask a child to share or download
- Report to the DSL immediately
- Not delete the imagery or ask the young person to delete it
- Not ask the young person(s) involved to disclose information
- Not share information about the incident with other members of staff, the young person(s) involved, or parents/carers
- Not say or do anything to blame or shame any young people involved

The DSL will follow appropriate guidance when handling such incidents.

Appendix 3

Safeguarding Children with Special Educational Needs Section
BNJC acknowledges that children with special educational needs and disability (SEND) can face additional safeguarding challenges as they may have an impaired capacity to resist or avoid abuse. They may have speech, language and communication needs which may make it difficult to tell others what is happening.

BNJC will ensure that children with SEND, specifically those with communication difficulties, will be supported to ensure that their voice is heard and acted upon.

Staff are encouraged to be aware that children with SEND can be disproportionally impacted by safeguarding concerns such as bullying. All staff will be encouraged to appropriately explore possible indicators of abuse such as behaviour/mood change or injuries and not to assume that they are related to the child's disability and be aware that children with SEND may not always outwardly display indicators of abuse.

Appendix 4

Prevention and Protection Framework

BNJC's approach to safeguarding includes the following elements:

- Prevention (e.g. positive, supportive, safe organisation culture, appropriate supervision and pastoral opportunities for children, safer recruitment procedures);

- Protection (by following the agreed procedures, ensuring all representatives are trained and supported to respond appropriately and sensitively to safeguarding concerns);

- Support (for all children, parents and representatives, and where appropriate specific intervention for those who may be at risk of harm);

- Working with parents and other agencies (to ensure appropriate communications and actions are undertaken).

This comprehensive approach ensures we create an environment where safeguarding is embedded in all aspects of our work rather than simply responding to concerns.

Periodic Review

All BNJC safeguarding policies will be reviewed on an annual (minimum) basis by the Board of Trustees, which has responsibility for oversight of organization safeguarding and adult protection systems.

The Designated Safeguarding Lead will report on safeguarding activity and systems to the Board of Trustees at every Trustee meeting. The Board of Trustees will not receive details of individual adult situations or identifying features of individuals as part of their oversight responsibility.

Date Reviewed: 13/06/2025

Reviewed By: Matt Marks

Approved/Ratified By: Natasha Isaac 11 07 2025

Next Review Date: 11 07 2026