



Jewish Action for Mental Health

Safeguarding Policy

POLICY STATEMENT

Jewish Action for Mental Health (referred to throughout this policy as JAMH) may work with children, young people and vulnerable adults in various settings, e.g. schools, colleges, youth and community centres, GP surgeries, cafes and on-line, and recognises the need to create a safe environment where all are valued and feel confident to ask for support and help.

JAMH is committed to ensuring the welfare of all young people, children and vulnerable adults involved in its activities, and aims to ensure a safe, happy and secure environment for all. This will be in line with legislation and guidelines as listed in the reference list.

JAMH recognises that it is the responsibility of all staff and volunteers to prevent and report the neglect, physical, sexual or emotional abuse, or radicalisation of young people and children involved in its activities. If there are serious concerns about the welfare of any child the matter must be immediately referred to the relevant authority. JAMH is committed to training staff and volunteers who work with young people and to provide regular supervision, and recognises the importance of regularly reviewing procedures designed to prevent abuse. This policy, and our procedures, will be in line with Working Together to Safeguard Children, 2015 and complement Local Safeguarding Children Boards (LSCBs) and Safeguarding Adults Boards (SABs) strategies.

1. DEFINITIONS

- 1.1. A Child: The protection of children and young people according to the terms of the Children Act 1989 defines a child / young person as someone under the age of 18. In this policy the terms 'child' and 'young person' are used interchangeably.
- 1.2. Vulnerable Adult: Any person 18 or over who is or may be in need of community care services by reason of mental or other disability and is unable to protect him or herself from significant harm or exploitation.
- 1.3. Staff: These child protection guidelines apply to all JAMH employees, contracted and sessional workers, students and volunteers, as well as visitors and representatives of our partner organisations.
- 1.4. Child Abuse: Child abuse can take on many forms and include; physical injury; emotional and sexual abuse; physical and psychological neglect, exploitation or radicalisation.

2. DESIGNATED SAFEGUARDING LEAD

- 2.1. A designated member of the JAMH Board or JAMH staff member will take on the role of Designated Safeguarding Lead (DSL) with responsibility for minimising the risk of child abuse in the organisation and its operations in accordance with current legislation. The duties of the DSL will include:

- Ensuring appropriate vetting procedures are in place during recruitment and selection of staff and volunteers, e.g. DBS and references are obtained;
 - Inducting staff and volunteers on safeguarding issues, including how to access current and updated information;
 - Ensuring that staff and volunteers have read and understood this policy and keeping a record of this;
 - Organising training for staff and volunteers on safeguarding issues.
 - Referring incidents of alleged child abuse and safeguarding violations to the Local Authority Designated Officer (LADO);
 - Informing parents / guardians of any affected children that a referral is being made (in cases where this disclosure does not prove detrimental to the child)
 - Establishing and maintaining JAMH's safeguarding files.
 - Establishing protocols with the relevant referral organisations.
- 2.2. A second trained designated board member will deputise at times when the DSL is on leave or otherwise engaged.

3. RECRUITMENT AND INDUCTION

- 3.1. In order to minimise the risk of child abuse or other safeguarding breaches, proper vetting procedures should be in place when staff and volunteers are recruited. These should include:
- Using application forms
 - Taking up appropriate references
 - Interviewing applicants
 - Checking employment history
 - Ensuring that gaps in employment history are explained
 - Undertaking enhanced DBS checks
- 3.2. Upon appointment, staff and volunteers should undertake an induction programme relating to safeguarding and our legal obligations.
- 3.3. All staff and volunteers who work with children will be advised to receive training on the prevention and detection of child abuse and we will recommend relevant courses or reading.
- 3.4. All staff and volunteers will receive training with regard to appropriate practice, conflict resolution and ensuring that the project environment is safe for all participants, staff and volunteers.
- 3.5. An appropriate reporting procedure that ensures people have the means to complain about abuse or other inappropriate behaviour is to be implemented.

4. PROCESS (Guidelines for Staff and Volunteers and partner participants)

- 4.1. If you think a disclosure is about to be made, or a young or vulnerable person is in the process of disclosing, you must tell them that you will have to talk to other people. NEVER tell them that you will keep it secret. Tell the person that you must talk to other people that can help. Be open and honest. Tell the person to whom you will have to speak and why.
- 4.2. Where the young or vulnerable person feels able to talk about abuse to an adult, it is generally a sign of trust. It is likely that a person will 'test out' the likely response before actually disclosing abuse. It is important to maintain a balance showing interest and concern whilst not pushing someone to say something before they are ready to do so. The conversation should be held in a quiet area, although still visible to others, where there are not likely to be any interruptions. Staff should be aware of the importance of adopting a supportive role.

- 4.3. If a young or vulnerable person chooses to talk to you and discloses that s/he has been abused take them seriously and take the following action:
 - LISTEN: repeat the disclosing person's words
 - STOP: only ask questions that are necessary for you to fully understand what the person is saying. Keep questions open e.g. Who did what? What happened next? Avoid leading questions.
 - ASK: make the young or vulnerable person feel that they have made the right decision in disclosing. Use appropriate language e.g. I am glad that you told me; it was right to tell me; I will now talk to someone about what to do next.
- 4.4. Whilst the young or vulnerable person should have a reasonable expectation of confidentiality, it is important that as few people as possible are made aware of your concerns. The nominated DSL will advise you as to who needs to know.
- 4.5. It is not your responsibility to carry out an investigation into what has happened. Disclosure of serious abuse will need to be formally investigated by the LADO and/or Safeguarding Board, and where possible it is important to avoid a situation where the young or vulnerable person has to repeat their full account on a number of different occasions. However you should not stop the disclosing person from talking. It is important to remain calm and sympathetic and not respond by showing horror or revulsion at what is being said.
- 4.6. It is important that the JAMH is informed as soon as possible. It is your responsibility to pass on any concerns. If the situation is an emergency and the DSL and deputy DSL are not contactable, you should contact the LADO, whose details are at the end of this document.
- 4.7. You should record your concerns immediately, preferably on the Safeguarding Incident Report. This form should be completed within 24 hours of the incident. All notes should be signed and dated.
- 4.8. If the DSL agrees that there is a serious concern, they must make a referral to the LADO without delay. If the DSL and staff member (or volunteer) feel that there is cause for concern, they should consult with the LADO before referral.
- 4.9. Where the partner organisation has its own Safeguarding policy and procedure and they are responsible for the welfare of the young or vulnerable person, any disclosure or referral must be notified to them and their policy should be implemented before ours. In the event that they fail to act on the disclosure but our staff or DSL feel it needs to be addressed, our DSL will take the matter further.
- 4.10. In most situations it will be appropriate to inform the young or vulnerable person when a referral is going to be made, to explain the reasons for this and to offer support to the disclosing person through the resulting investigation, unless this places the disclosing person at greater risk or places the member of staff concerned at risk. This decision will ultimately be taken by the DSL in conjunction with the LADO.

4.11. Immediate Danger:

If a child is in immediate danger, you should contact the Emergency Services – 999, Greater Manchester Police - 0161 872 5050 or other local police force, as appropriate.

A report can also be made to a Child Protection Advisor at the National Crime Agency's Child Exploitation and Online Protection command's via <https://www.ceop.police.uk/safety-centre>.

You can contact the NSPCC helpline on 0808 800 5000.

If there is no immediate danger, or you need advice or information, you should contact the local Safeguarding Board.

5. ALLEGED ABUSE BY STAFF, MANAGERS, VOLUNTEERS OR TRUSTEES

- 5.1. When an allegation is made against a member of staff or volunteer, then the

allegation must be passed to the DSL or, if the allegation concerns them, direct to the Chair of the Board.

- 5.2. The DSL or Chair will contact the appropriate Local Authority Team within one working day.

6. RECORDING PROCEDURES

- 6.1. Staff should record details about any incident or disclosure as soon as possible, preferably on the Safeguarding Incident Report; notes must be signed and dated.
- 6.2. Notes should be made of discussion between staff members and the DSL. These must be signed and dated and stored securely in accordance with Data Protection procedures.
- 6.3. If a referral is to be made, this should be made by phone by the DSL, or by the staff member in an emergency. This must be immediately followed up in writing.
- 6.4. When making a referral, the DSL should confirm the name of the individual and the date and the time of referral.
- 6.5. Information relating to individuals and child protection is strictly confidential. Records should be kept secure and separate from other project documents.
- 6.6. Template forms for reporting incidents/concerns are located with the DSL with hard copies available in office secure cabinet and downloadable from www.jamh.org.uk/policies.

7. IDENTIFYING ABUSE

7.1. **Physical Injury:**

Where the nature of the injury is not consistent with the account of how it occurred, or where the injury was inflicted by a person who has care, custody or control of the young person. Where the young person is physically hurt, injured or even killed by a parent or other adult caring for the young person. Physical abuse can take the form of hitting, shaking, bruising, biting, squeezing, attempted suffocation and drowning. Physical abuse also includes inappropriate administration- of poisonous substances, drugs or alcohol.

7.2. **Neglect:**

7.2.1. Any young person who has been persistently or severely neglected physically, through exposure to dangers of different kinds including cold and starvation.

7.2.2. When a young person's basic needs are not met; inadequate clothing; malnutrition; lack of medical care.

7.2.3. Young people inappropriately left alone and unsupervised.

7.3. **Emotional Abuse:**

Young people who fail to thrive without a medical reason. Young people whose behaviour and emotional development has been severely affected and appears abnormal. A young person where medical and social work assessments find evidence of persistent and severe neglect or rejection.

7.4. **Sexual Abuse:**

The young person being involved in or exposed to sexual activities with any person (including other children) having care, custody or control of them, which they do not comprehend, to which they are unable to give informed consent or that violate the social taboos of family roles. Sexual abuse is perpetrated upon boys and girls and ranges from touching, fondling, masturbation and all other forms of sexual activity.

7.5. **Radicalisation:** refers to the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups. (Revised Prevent Duty Guidance for England and Wales, issued on 12th March 2015 and revised on 16th July 2015, definition.)

- 7.6 **Spiritual/Religious abuse** is abuse administered under the guise of religion, including harassment or humiliation, which may result in psychological trauma. Religious abuse may also include misuse of religion for selfish, secular, or ideological ends such as the abuse of a clerical position.

8. **E-SAFETY, SOCIAL MEDIA:**

- 8.1. Online abuse is any type of abuse that happens on the internet, facilitated through technology like computers, tablets, mobile phones and other electronic devices. It can happen anywhere online that allows digital communication, such as:
- social networks
 - text messages
 - messaging software
 - email
 - online chats or conferencing
 - games
- 8.2. Children, young and vulnerable people can be re-victimised (experience further abuse) when abusive content is recorded, uploaded or shared by others online. This can happen if the original abuse happened online or offline.
- 8.3. People may experience several types of abuse online:
- bullying/cyberbullying
 - emotional abuse (this includes emotional blackmail, for example pressuring children and young people to comply with sexual requests via technology)
 - sexting (sharing explicit images)
 - sexual abuse
 - sexual exploitation
 - radicalisation
- 8.4. Children and young people can also be groomed online: perpetrators may use online platforms to build a trusting relationship with the child in order to abuse them. This abuse may happen online or the perpetrator may arrange to meet the child in person with the intention of abusing them.
- 8.5. More information on e-safety, including advice and standards as found on <https://learning.nspcc.org.uk/child-abuse-and-neglect/online-abuse> and reports can also be made to a Child Protection Advisor at the National Crime Agency's Child Exploitation and Online Protection command's via <https://www.ceop.police.uk/safety-centre>.

9. **NOTES ON YOUNG PEOPLE WHO ARE SEXUALLY ACTIVE**

- 9.1. Under most circumstances where a member of staff has knowledge of a young person's sexual relationships, this should be considered to be a normal part of a young person's development.
- 9.2. The age of a young person involved should only be an issue where there is concern about a young person's ability to give genuine consent or where there appears to be an imbalance of power within that relationship.
- 9.3. Under the Sexual Offences Act 2003 children under the age of 13 are considered of insufficient age to give consent to sexual activity. For this reason all cases of children under the age of 13 who are believed to be or have engaged in penetrative sexual activity must be referred to the LADO and LSCB.

10. **LEGISLATION AND RELEVANT REFERENCE MATERIAL**

- 10.1. **Contact details of relevant people or organisations:**
1. Designated Safeguarding Lead (DSL)
Kate Lurie, phone: 07510 204 844 email: kate@jamh.org.uk

2. Designated Safeguarding Lead (DSL)
Sandi Mann, phone: 07958 554 509 email: hello@jamh.org.uk
3. Local Authority Designated Officer (LADO)
Majella O'Hagan Telephone: 0161 234 1214
E-mail: quality.assurance@manchester.gov.uk
Other contacts for Manchester can be found at:
<https://www.manchestersafeguardingboards.co.uk/concerned/>
Manchester Contact Centre: Telephone: 0161 234 5001 (open 24 hours a day, seven days a week) Email: mcsreply@manchester.gov.uk
Secure email: socialcare@manchester.gcsx.gov.uk if you are sending sensitive information. SMS Text: 07860 003160
Children and Young People Vulnerable to Violent Extremism – Local Prevent Contacts – Advice and Guidance: Samiya Butt E-mail: s.butt@manchester.gov.uk
Contacts for Greater Manchester can be found at:
http://greatermanchesterscb.proceduresonline.com/chapters/pr_contacts.html
Greater Manchester Police Safeguarding Vulnerable Persons Unit
Tel: 0161 856 6411 or 0161 856 5017 or 0161 856 7484
E-mail: publicprotection.division@gmp.pnn.police.uk
4. Further resources
NSPCC: <https://learning.nspcc.org.uk/child-abuse-and-neglect> and <https://learning.nspcc.org.uk/safeguarding-child-protection>
Child Exploitation and Online Protection command: www.ceop.police.uk
UK Council for Internet Safety: www.gov.uk/government/organisations/uk-council-for-internet-safety

If a child is in immediate danger of being harmed or is home alone, call the **police** on **999**.

This Safeguarding Policy was updated and approved by the Board of JAMH on 31 August 2024

Policy to be reviewed 31 August 2025