Connecting Hearts, Impacting Lives

Beth Jacob Foundation

Child Protection Policy and Procedures

Last Reviewed: 20th October 2026

Reviewed by: Mrs Sarah Simmonds

Position: Safeguarding Lead

Next Review: 20th October 2027

Registered Charity No. 1213252

Child Protection Policy Statement

BJNW is fully committed to promoting children's rights, notably their right to be protected from harm, abuse and exploitation and to be involved in any decisions that directly affect them. BJNW has a duty of care to implement effective policies and procedures for safeguarding the welfare of children and young people. In order to achieve this, we will ensure our staff and volunteers are carefully selected screened, trained and supervised. Furthermore, we will endeavour to keep up to date with national developments relating to the care and protection of children and young people.

BJNW will:

1. Ensure that all workers understand their legal and moral obligations to protect children and young people from harm, abuse and exploitation
2. Develop best practice in relation to the recruitment of all workers (paid staff and volunteers)
3. Provide opportunities for all newly appointed workers (paid and unpaid) through the provision of induction training, which gives an overview of the organisation's purpose, values, structure and services
4. Ensure that all workers understand their responsibility to work to the standards and procedures detailed in the organisations Code of Conduct and Child Protection procedures
5. Ensure that all workers understand their obligations to report care or protection concerns about a child/young person, or a worker conduct towards a child/young person, to the organisation's designated person for child protection
6. Ensure that all procedures relating to the conduct of workers are implemented in a consistent and equitable manner
7. Ensure that the designated child protection officer understands his/her responsibility to refer any child protection concerns to the statutory child protection agencies (i.e. police and/or social work)
8. Ensure that the organisation meets all its responsibilities in adhering to the requirements. Provide opportunities for all workers (paid and unpaid) to develop their skills and knowledge particularly in relation to the care and protection of children and young people
9. Ensure that children and young people are enabled to express their ideas and views on a wide range of issues and will have access to the organisation's complaints procedures
10. Endeavour to keep up to date with national developments relating to the care and protection of children and young people

CHILD PROTECTION PROCEDURES

Scope and age eligibility:

BJNW supports girls and young women aged approximately 6 to 19. This child safeguarding procedure applies to everyone under 18. For participants aged 18 or 19, BJNW will apply appropriate welfare and safeguarding arrangements, including adult safeguarding referrals where the Care Act 2014 criteria are met. The safeguarding lead will consider individual circumstances, capacity, consent and risks rather than assuming that every adult participant is an adult at risk.

Safeguarding principles:

The welfare of children is paramount. BJNW will act in the best interests of children, listen to their wishes, avoid discrimination, and work with parents and statutory agencies where safe and appropriate. Relevant frameworks include the Children Acts 1989 and 2004, Working Together to Safeguard Children, the Safeguarding Vulnerable

Groups Act 2006, the Data Protection Act 2018 and UK GDPR. Applicable guidance will be checked when this policy is reviewed.

Governance:

Trustees retain collective responsibility for safeguarding. The Designated Safeguarding Lead (DSL) manages day-to-day safeguarding concerns and referrals, keeps secure records and reports anonymised safeguarding themes and improvements to trustees. Trustees will consider whether a serious incident report to the Charity Commission is required, as well as any statutory reporting obligations. The DSL must have suitable training, authority and access to trustee support.

Section 1 - Introduction

- BJNW is committed to providing a safe environment for young people. This Child Protection Policy and Procedures reflects this commitment and aims to ensure that all concerns about the care and protection of children and young people are effectively managed.
- Mrs Sarah Simmonds is responsible for developing and reviewing the organisation's Child Protection Policy statement and other care and protection policies and guidelines. However, all workers (paid or unpaid) for BJNW are required to implement the child protection procedures.
- BJNW has a duty of care for the children and young people we work with. BJNW also recognizes that all children and young people have the right to freedom from abuse as outlined in the UN Convention of Rights of the Child. BJNW will constantly strive to provide a safe environment, free from any forms of abuse, for all the young people in its care. BJNW understanding of abuse can be found in Appendix 2.
- BJNW has a commitment to children's rights, notably their right to be protected from harm, abuse and exploitation and to be involved in any decisions which directly affect them.
- For every volunteer. All BJNW volunteers are aged 17 or over. Recruitment records and any risk assessment will be securely retained.

Section 2 - Recruitment

BJNW recognizes that appropriate recruitment and selection procedures are a vital part in developing and maintaining a safe environment for children and young people. The following procedures are in place to ensure that only suitable applicants are accepted as volunteers or staff of BJNW:

- All applicants (staff and volunteers) will be asked to complete an application form
- All applicants (staff and volunteers) will be asked to complete a DBS form
- All successful applicants (paid and unpaid positions) will be asked to provide suitable references
- All suitable applicants (paid and unpaid positions) will be asked to attend an interview
- Applicants barred from regulated activity with children must not be appointed to such activity. DBS and barred-list eligibility will be determined by the role and current legal rules.
- All personnel will receive safeguarding induction before unsupervised responsibilities, including how to recognise abuse, respond to a disclosure, report concerns, maintain boundaries and protect information. Refresher training will be provided periodically and after material policy changes; the DSL and deputy will receive role-appropriate training. Attendance and understanding will be recorded.

Staff and volunteer boundaries:

Adults must maintain professional relationships, avoid unnecessary one-to-one isolation, use only approved communication channels, avoid personal gifts or favouritism, respect privacy and changing arrangements, and never use humiliating discipline. Any necessary physical contact must be appropriate, proportionate and in the child’s interests. Personal social-media contact with children is prohibited. Any exception to normal supervision arrangements must be authorised, risk-assessed and recorded.

Section 3 - Training

All newly appointed staff and volunteers at BJNW will receive training, support, information and guidance to ensure they understand their role and responsibilities with regard to Child Protection. This will include:

- Details of the structure of the organisation will be provided, including the details of overall responsibility for child protection within the organisation
- Details of the organisations aims and objectives will be provided
- An assessment of staffs (paid and unpaid) training and development requirements will be completed
- The roles and responsibilities of staff and volunteers within the organisation will be clarified
- Clear details of the expectations, roles and responsibilities of all newly appointed staff and volunteers will be provided
- All staff and volunteers must agree and sign up to the organisations Child Protection Policy and procedures
- Training, information and a copy of the organisation's Code of Conduct will be provided
- The contact details and roles and responsibilities of the organisations Designated Safeguarding Lead (DSL) will be provided
- Digital safeguarding arrangements will specify approved platforms, administrator access, consent, retention and moderation responsibilities. Any suspected child s…..l abuse imagery must not be copied or forwarded; staff should immediately seek DSL and police advice without investigating it themselves.

Section 4 – Online safety, cyber safeguarding and AI

BJNW will assess digital risks in all programmes, including use of shared devices, messaging, photography, video, websites, performances and online registration. A filtered internet environment may reduce exposure but does not eliminate online risks.

- Only authorised adults may manage BJNW digital channels. Parent-facing group communications should use approved organisational accounts; direct one-to-one messaging with children is prohibited except under a documented safeguarding arrangement approved by the DSL.
- No volunteer may request a child's passwords, access personal accounts or use disappearing messages for safeguarding-relevant communications.
- Cyberbullying, online grooming, sexual extortion, impersonation, coercive image-sharing and AI-generated/deepfake abusive imagery must be reported as safeguarding concerns.
- Do not forward, download, reproduce or circulate suspected child sexual abuse imagery.
- Secure the device or account appropriately and seek police/DSL advice about preservation and reporting.
- Apply suitable device security, access controls, multi-factor authentication where possible, phishing awareness, secure backups and prompt reporting of lost devices or data breaches.
- Children and parents should be told how to report online harms, including incidents occurring outside sessions that affect a child's safety or participation.

Section 5 - Photographs, video and performances

Obtain appropriate, specific parental consent and respect children's wishes for photography, filming and publication. Explain purpose, audience, retention and withdrawal limitations. Do not identify children unnecessarily in public materials. Use authorised organisational devices and approved storage; do not store children's images on volunteers' personal accounts. Set and enforce rules for audience photography at performances. Additional safeguards apply to children whose location or identity must not be disclosed.

Section 6 - Child-on-child abuse, bullying and discrimination

All reports of bullying, harassment, intimidation, sexualised behaviour, exclusion, cyberbullying or violence between children will be taken seriously. Do not dismiss harmful conduct as teasing or normal friendship conflict. Protect and support the child harmed, consider the needs and safety of the child alleged to have caused harm,

record actions, involve parents when safe and appropriate, and refer to statutory services when thresholds are met. Avoid forced mediation in cases of abuse or coercion.

For concerns that are not immediate, volunteers must promptly record and report them to the DSL. The DSL will assess risk, seek advice or refer to appropriate services where necessary, agree a proportionate support and follow-up plan, and record the decision. Children with disabilities, communication needs, caring responsibilities or other vulnerabilities must have accessible routes to seek help. Staff must not assume that a child's behaviour or communication difficulty explains away possible abuse.

Section 7- Mental health and additional vulnerabilities

Volunteers are not expected to diagnose or provide therapy. If a child expresses suicidal thoughts, serious self-harm risk or other immediate danger, stay with the child as safely appropriate, seek urgent medical/emergency help and inform the DSL. For non-immediate concerns, record and report promptly to the DSL, who will agree and document appropriate referrals, support and follow-up.

Section 8- Activities, venues, outings and residential events

- Complete and document proportionate risk assessments for venues, activities, performances, transport and trips; update them when circumstances change.
- Maintain attendance and sign-in/out arrangements, emergency contacts, consent and medical/allergy information, first-aid arrangements and a missing-child procedure.
- Set supervision levels by age, needs, venue, activity and risk, not by a universal fixed ratio; designate a responsible leader for every event.
- For residential activities, set separate arrangements for sleeping accommodation, privacy, night- time supervision, bathing/changing, medication and emergencies.
- Assess transport providers, drivers, insurance, seatbelts and handover arrangements; avoid lone adult/child transport.
- Have procedures for fire, evacuation, missing children, medical emergencies, complaints and incidents; keep a written incident log.

Immediate action and escalation:

If a child is in immediate danger or needs urgent medical help, call 999 first. Any worker may contact children's social care or the police directly when necessary; do not wait for the DSL or deputy if this would delay protection. Inform the DSL as soon as it is safe. Record facts, the child's own words, decisions, referrals and times. Do not investigate or promise secrecy. If the concern involves the DSL, report to the deputy or directly to the LADO/police as appropriate.

Allegations against adults:

Concerns that a staff member, volunteer, trustee or other adult working with children may have harmed a child, committed a relevant offence, posed a risk of harm, or behaved in a way indicating unsuitability must be promptly considered under the local LADO allegations procedure. The DSL or appropriate trustee should seek LADO advice without conducting an internal investigation first. The LADO process is distinct from a child-protection referral to MASH. BJNW must separately consider whether it has a legal duty to refer an individual to the DBS where the referral criteria are met, including where a person has been removed from regulated activity or would have been removed had they not left.

Section 9 - Responding to suspicion or allegation of abuse

Members of staff (paid and unpaid) have a duty to report any suspicions, allegations or disclosures to Mrs Simmonds. However, the first concern must be the reassurance of the child or young person and their protection from any potential risk. During the reporting process the young person should be protected from further contact with the individual involved in the allegation.

As a worker or volunteer your role in child protection is not to investigate or decide if abuse has taken place. Your role is to observe, record and report. The following steps should be followed in response to suspicion or allegation of abuse:

For example, if:

- A child/young person has alleged that they are being abused
- Your see or suspect abuse
- The organisation has received a third-party report that a child/young person is being abused/neglected.



ACT IMMEDIATELY

Discuss your concerns with Mrs Simmonds as soon as possible. If the allegation is about Mrs Simmonds then contact Rabbi Nemeth. These steps should be taken as soon as possible.

Discussions should focus on:

Nature of concerns; Risks to the child or young person; Action and next steps to be taken



RECORD INFORMATION

Detailed written records should be made of all events and what the young person or other individuals have said (where this applies). A form is supplied in Appendix 1 to help structure this. It can also be used to inform Social Work/Police of the events that have occurred. Above and beyond the facts, any opinions or personal interpretations of the facts presented can be recorded but it should be clear they are opinions, rather than facts. Records should be signed and stored in a secure place



DO NOT INVESTIGATE -

Staff and volunteers should not attempt to investigate the situation any further or interview the child or young person regarding the situation.



CONFIDENTIALITY -

Details of suspicion, allegations or disclosures should only be passed on to Mrs Simmonds. If responding to an allegation from a young person you must not promise to keep the information, they disclose confidential.



SEEK ADVICE and REFER TO APPROPRIATE AGENCY

Mrs Simmonds should contact the Social Work Department and/or the Police and ask to speak to the Duty Officer about a child protection issue. If the report is received during an evening, then the Social Work department Emergency Duty team and/or the Police should be contacted. Any further action should only be taken in line with the advice given by the Social Work Department. This includes whether the parent or carer of the young person should be informed of the child protection concerns.

Where an allegation concerns an adult working with children, seek advice promptly through the local LADO allegations process. Where a child may be at risk, also refer to children's social care/MASH or police as appropriate. Consider DBS referral duties separately when the legal criteria are met.

Section 10 - Responding when a child or young person discloses abuse

It is likely that a child or young person who has been abused will have given a lot of thought as to whether they should disclose the abuse. It is highly likely that they will be nervous and afraid that they might be rejected, blamed or not believed. It is important that staff and volunteers follow the steps outlined below:

Stay calm

Remain calm and natural. You have been approached because you are trusted, not because you are an expert counsellor. Do not promise to keep the information secret; you may have to inform an appropriate person. You must take any disclosure seriously and reassure the young person that you believe them.

Listen and take the allegation seriously

Listen to what the child or young person is saying. Give them the time and opportunity to tell you as much as they are able and willing to. Do not pressurise them and allow them to disclose information at their own pace. You should not investigate, ask leading questions or ask specific or explicit questions. You should only clarify what they are willing to tell you in their own words. Try to do this in an appropriate place, such as a room where other people can see in through an open door or window. Whilst it's important to respect the young person's privacy it should not be at the expense of other child protection measures.

Reassure

Reassure them that you believe what they are saying and that you know it is not their fault. You should also give them some indication of what you will do next with the information that they have given you.

Confidentiality

Reiterate that you cannot promise to keep the information secret. You must take any disclosure seriously. Details of the disclosure should only be passed on to Mrs Simmonds, who should refer the case to the appropriate authorities

Wherever possible you should try not to discuss any concerns that you have about a child or young person in a way that may lead others to suspect that they are being abused.

Record

If you are able to, make brief notes during the initial disclosure, explaining to the young person why you are doing it. If it's not possible to do so at the time, record the details as soon as possible after the disclosure with as many facts as possible (dates, times, actual words used).

Look after yourself

Being trusted with a disclosure of abuse directly from a young person can be emotionally draining, worrying and very stressful. Whilst it's essential that confidentially is maintained at all times, it's important that you consider your own emotional feelings and discuss any anxieties you have with Mrs Simmonds. If appropriate, Mrs Simmonds will arrange additional support for you.

Whistleblowing:

Any worker may raise a safeguarding concern in good faith without retaliation. If the concern is about the DSL, a trustee or the organisation's response, they may contact the deputy, the relevant local authority safeguarding team/LADO, police or NSPCC whistleblowing advice line as appropriate. A child or parent may raise a complaint

without having to approach the person complained about. Safeguarding concerns must never be treated solely as ordinary complaints.

Section 11 - Protection of Workers who report care and protection concerns

Deciding to report a colleague or volunteer you suspect of abusing or otherwise harming a child can stressful and difficult and you may be worried about the person concerned taking action against you. The law does give you protection if you raise concerns or report a colleague as long as the report was not malicious or vexatious.

Information sharing and retention: Safeguarding records must be factual, dated, access-controlled and stored separately from routine activity files where practical. Information may be shared without consent when lawful and necessary to protect a child; confidentiality must never prevent a necessary safeguarding referral. BJNW will document the reasons for sharing or not sharing, follow its retention schedule and securely dispose of records when lawful. Data breaches must be escalated promptly under BJNW data protection procedures.

Section 12-Data Protection and management of confidential information

BJNW is committed to the safe and secure management of confidential information. All personnel information, including volunteer information, is kept locked and can only be accessed by those that require it to carry out their role. Only relevant information is kept and this is regularly reviewed and outdated information destroyed appropriately.

BJNW is also committed to the rights of children and young people to confidentiality and this will be respected by all workers. However, where a worker feels that the information disclosed by a child or young people should be referred to their line manager for investigation by an appropriate agency, the young person should be told that confidentially cannot be kept.

If information disclosed by a child indicates a safeguarding risk, staff must report it promptly to the DSL or directly to statutory agencies where necessary. BJNW personnel must not conduct their own investigation of suspected abuse. Explain to the child that information may need to be shared to keep them safe.

Section 13 – Important Contacts

BJNW Designated Safeguarding Lead & Trustee – Mrs Sarah Simmonds,	Contact number: 07720486668 Email: sarahfsimmonds@gmail.com
BJNW Deputy Designated Safeguarding Lead – Rabbi A Nemeth	Contact Number: 07969617451
Barnet Multi Agency Safeguarding Hub (MASH)	Contact Number : 02083594066 Emergency Contact Number: 02083592000
Barnet Local Authority Designated Officer (LADO)	can be contacted via the MASH Team (https://www.barnet.gov.uk/directories/directme/multi-agency-safeguarding-hub-mash-team)
Early Help Universal Referral	can be contacted using online form found on Barnet website. This service is applicable where a full assessment is not required.

The trustees will approve this policy and review safeguarding arrangements at least annually, and sooner following a serious incident, legislative change or identified weakness. The date of trustee approval and the name or role of the approving trustee should be recorded.

Section 14 - Review of Child Protection policy and procedures

This policy and procedures document will be reviewed annually by Mrs Sarah Simmonds and all staff and volunteers will be notified of any changes.

This policy has been approved by:

Date: 21st October 2026 Signed: S Simmonds

APPENDIX 1

Child Welfare Report Form

- A report should be made by the person who has had the initial concerns about a child's welfare using this pro forma
- The report should be handed to Mrs Simmonds in a sealed envelope
- Then Mrs Simmonds should contact the appropriate Social Work Dept/Police

Name:

Date:

Who is putting the child/young person at risk? (eg staff member, family member)

Name and contact details of child/young person/s you concern relates to:

Outline your reasons for concern:

Key points

Brief outline of any action you have already taken to protect the child/young person:

Signature:

Designation:

Date:

Follow up action taken by Mrs Simmonds:

Signature:

Designation:

Date:

APPENDIX 2

BJNW - Understanding of Abuse

Abuse to children or vulnerable young people is described under the following headings:

Neglect

The persistent or severe neglect of a child or young person, whether wilful or unintentional, which results in serious impairment to physical heath and development. For example:

- exposing a child to extreme weather conditions e.g. heat and cold.
- failing to seek medical attention for injuries.
- exposing a child to risk of injury through the use of unsafe equipment.
- exposing a child to a hazardous environment without a proper risk assessment of the activity.
- failing to provide adequate nutrition and water.

Signs which may raise concerns about physical neglect include:

- constant hunger
- poor personal hygiene and/or poor state of clothing
- constant tiredness
- frequent lateness or unexplained non-attendance (particularly at school)
- untreated medical problems
- low self-esteem
- poor peer relationships
- stealing

Physical Injury

Actual or attempted physical injury to a child or young person where there is definite knowledge or reasonable suspicion that the injury was inflicted or knowingly not prevented. For example:

- Deliberately hitting, shaking, throwing, poisoning, burning, scalding, drowning, suffocating or otherwise harming a child.

Signs which may raise concerns about physical abuse include:

- refusal to discuss injuries
- aggression towards others
- improbable excuses given to explain injuries
- fear of parents being approached for an explanation
- running away
- untreated injuries
- excessive physical punishment
- avoiding activities due to injuries or possibility of injuries being discovered
- unexplained injuries, particularly if recurrent

Emotional Abuse

The adverse effect on the behaviour and emotional development of a child or young person, caused by failure to provide for their basic emotional needs. For example:

- Persistent failure to show any respect to a child (e.g. continually ignoring a child)
- Constantly humiliating a child by telling them they are useless.

- Continually being aggressive towards a child, making them feel frightened.
- Acting in a way which is detrimental to the child's self-esteem (e.g name calling, sarcasm, constant criticism)

Signs which may raise concerns about emotional abuse include:

- low self-esteem
- significant decline in concentration
- running away
- indiscriminate friendliness and neediness
- extremes of passivity or aggression
- self-harm or mutilation

Sexual Abuse

Any child or young person below the age of 18 may be deemed to have been sexually abused when any person, by design or neglect, exploits the child or young person directly or indirectly, in any activity intended to lead to the sexual arousal or other forms of gratification of that person or any other person including organised networks. This includes forcing or enticing a child to take part in sexual activities whether or not they are aware of or consent to what is happening. Sexual abuse may involve physical contact, and noncontact acts such as forcing children to look at or be involved in the production of pornographic material, to watch sexual activities or encouraging them to behave in sexually inappropriate ways.

For example:

- exposure to sexually explicit inappropriate language or jokes.
- showing a child pornographic material or using a child to produce such material.
- inappropriate touching.

The following signs may raise concerns about sexual abuse:

- lack of trust in adults or over familiarity with adults, fear of a particular adult
- social isolation - being withdrawn or introverted, poor peer relationship
- sleep disturbance (nightmares, bedwetting, fear of sleeping alone)
- running away from home
- drug, alcohol or solvent abuse
- display of sexual knowledge beyond the child's age

Other abusive behaviour towards children and young people

Staff, volunteers and committee members should also be aware of other, perhaps less obvious, forms of abuse. These may be dismissed by perpetrators as 'just fun' or 'having a laugh' with young people but can have a serious impact and cannot be allowed or go unchallenged:

- Bullying of any form, including name calling or constant criticism
- 'Picking on' a young person because of their family background, manner of dress or physical characteristic
- Racism or sectarianism if any form
- Favouritism and exclusion - all young people should be equally supported and encouraged
- Abusive language or gestures

Signed:

Print Name: Date:

Signed:
Print Name: Date:

APPENDIX 3 – QUICK SAFEGUARDING RESPONSE GUIDE

1. Immediate danger or urgent medical need: call 999 and make the child safe.
2. Listen calmly, reassure, do not promise secrecy and do not investigate.
3. Record the child's words and observations promptly, with dates and times.
4. Report to the DSL/deputy promptly; if unavailable or implicated, contact statutory services directly.
5. Where an allegation concerns an adult working with children, seek LADO advice promptly.
6. Record referral decisions, safeguarding actions and follow-up securely.

APPENDIX 4 – VOLUNTEER ACKNOWLEDGEMENT

I confirm that I have read and understood this policy, know how to report a safeguarding concern and agree to comply with the safeguarding procedures and code of conduct.

Name: _____ Signature: _____ Date: _____