



BETH SHALOM REFORM SYNAGOGUE

SAFEGUARDING FOR VULNERABLE ADULTS PROCEDURE

Title:	Safeguarding of Vulnerable Adults Procedure
Policy Owner:	Safeguarding Trustee
Effective Date:	Approved by Council at its meeting on 8 March 2023
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1 Introduction

- 1.1 Beth Shalom Reform Synagogue ('BSRS') recognises its responsibility and duty to safeguard and promote the welfare of adults (as well as children and young people) in the community and beyond. BSRS is committed to building a 'culture of safety' in which all are protected from abuse and harm in all areas of our service delivery.
- 1.2 ('BSRS') is accordingly committed to ensuring that vulnerable adults who use and attend services at BSRS are not abused and that all working practices minimise the risk of abuse occurring. All staff, volunteers and Trustees have a duty to identify abuse and report it. BSRS adheres to the key principles of the Care Act 2014.
- 1.3 In this procedure, 'we' refers to BSRS.
- 1.4 This procedure accompanies the Safeguarding of Vulnerable Adults policy.

2 Purpose of the Procedure

- 2.1 The purpose of this procedure is to set out the actions to be taken if there is a report or potential report under the Beth Shalom Safeguarding of Vulnerable Adults policy.
- 2.2 Trustees, as charity trustees and company directors, have a legal obligation to act in the best interests of BSRS and in accordance with BSRS' Articles of Association. Employees have an obligation to act in the best interests of BSRS in relation to their duties, activities and employment. All such persons are therefore under a duty to comply with this procedure.

3 Responding to a disclosure of abuse

- 3.1 The aim of this procedure is to lay out guidelines and a process for dealing with situations where anyone at BSRS becomes aware of alleged or suspected cases of abuse of adults. It sets out good practice to protect both the adults that anyone at BSRS comes into contact with and those



working at Beth Shalom, whether as professionals or volunteers. Anyone with a concern about the possible abuse of an adult should contact the Designated Safeguarding Lead for Adults (DSLAs).

What to do in the event of a possible disclosure?

3.2 If an adult with care and support needs asks if they can tell you something or you feel that they about to disclose remember the four 'R's' **RECEIVE, REASSURE, RECORD AND REFER.**

3.3 Receive

- a) When a person discloses to you, stay calm and be reassuring. In the most appropriate way possible try to convey that what the person has to tell is very distressing, it is advisable to try to minimise the number of times that they have to repeat it.
- b) Demonstrate that:
 - you are glad the person told you.
 - that you believe what you are being told (people rarely lie about abuse).
 - that you know it is not the person's fault.
- c) Listen to what is being said, trying not to display shock or disbelief.
- d) Accept what is being said but do not comment upon it.
- e) Do not ask 'leading' questions, for example, "What did s/he do next?" (This assumes s/he did something else), or, "Did s/he touch your private parts?" Such questions may invalidate your evidence (and the person's) in any later prosecution in court.

3.4 Reassure

- a) Reassure the person but only so far as is honest and reliable, for example, don't make promises you may not be able to keep, such as, "I'll stay with you", or, "Everything will be all right now".
- b) Don't promise to keep what they tell you a secret; you may have a duty to refer.
- c) Do reassure and alleviate guilt, if the person refers to it. For example, you could say: "You are not to blame." "You are not alone, you're not the only one this sort of thing has happened to."
- d) Do not criticise the perpetrator; the person may love him/her and reconciliation may be possible.
- e) Do not share your personal experiences or opinions.



- f) Explain that BSRS will do its best to protect and support the person, working in conjunction with Statutory Services.

3.5 Record and Refer

- a) As soon as possible all information should be recorded in the Synagogue Safeguarding Files. Record as much detail as possible, including names, address, and contact information.
- b) Write down the disclosure as it was told to you. Do not include your own language, judgement or assumptions. Stick to what was actually said by the person.
- c) Note any observations on behaviour/emotional state or injuries and bruising. Complete a body map if appropriate.
- d) Note time, location and date of disclosure and sign the notes.
- e) Do not investigate the matter yourself, merely receive information and be ready to refer.
- f) Pass this information and a verbal account to the DSLA as soon as possible.
- g) You can also make a direct referral to the local Adult Social Care Service.
- h) If you believe the person is at immediate risk, call the Police on 999.

4 Suspicion of abuse procedure

4.1 This section addresses what to do if you notice signs and symptoms of abuse, or which you are concerned about, but no disclosure has been made. Do NOT approach the person, family or anyone else involved.

4.2 Record and Refer:

- a) Pass this information and a verbal account to the Designated Safeguarding Lead as soon as possible. It is your duty to refer this information - you cannot keep it a secret.
- b) Write down the nature of your concerns in an objective way; try to avoid making judgements or assumptions.
- c) Note any observations on behaviour/emotional state or injuries and bruising.
- d) Note time, location and date of any incidents or observations and sign the notes.
- e) Do not investigate the matter yourself.
- f) If the DSLA or Trustees are not available, make a referral to the local Adult Social Care Service.
- g) If you believe the person is at immediate risk, call the Police on 999.

5 CONFIDENTIALITY AND DATA PROTECTION

5.1 Confidential information is 'information not normally in the public domain or readily available from another source. It should have a degree of sensitivity and value and should be subject to a duty of confidence'.



- 5.2 All Trustees, employees and volunteers have a duty to disclose information where failure to do so could result in an adult with care and support needs suffering abuse. Detailed contemporaneous records must be kept by all involved. These should separate fact, reported information and opinion.
- 5.3 All records must be submitted within 24 hours, and ideally on the same day. All records will be submitted to the DSLA, and held in accordance with GDPR. A public interest test can be used to make judgements regarding managing confidential information. The public interest in safeguarding children and vulnerable adults overrides the need to keep information confidential.
- 5.4 All written accounts including rough notes and all other related material should be scanned onto the secure, confidential safeguarding drive. Once scanned, paper copies can be destroyed securely.

6 Supporting personnel involved in adult safeguarding

- 6.1 BSRS recognises that involvement in Adult Safeguarding can be stressful. It is therefore committed to offering help and support for staff/volunteers who have concerns. Staff can gain support from the Designated Safeguarding Lead who can also signpost to organisations who can help.

7 Allegations against staff and persons in positions of trust

- 7.1 We ensure that all members know how to complain about the behaviour or actions of staff or volunteers working under the aegis of BSRS which may include an allegation of abuse.
- 7.2 We ensure that all staff volunteers and anyone else working under the aegis of BSRS knows how to raise concerns that they may have about the conduct or behaviour of other people including staff/colleagues.
- 7.3 We differentiate between allegations, and concerns about the quality of care or practice and complaints and have a separate process for responding to complaints.
- 7.4 We respond to any inappropriate behaviour displayed by members of staff, volunteer or any other person, which includes:
- a) inappropriate sexual comments
 - b) excessive one-to-one attention beyond the requirements of their usual role and responsibilities, or inappropriate sharing of images.
- 7.5 We will recognise and respond to allegations that a person who works with an adult has:
- a) behaved in a way that has harmed a person, or may have harmed a person
 - b) possibly committed a criminal offence against or related to a person
 - c) behaved towards a person or people in a way that indicates they may pose a risk of harm to children
- 7.6 We ensure that all staff or volunteers know how to raise concerns with the DSLA about a member of the community and, if appropriate, refer to the Local Authority, to investigate and / or offer advice.
- 7.7 We will co-operate entirely with any investigation carried out by Adult Social Care in conjunction with the police.



7.8 Where the management team and Adult Social Care agree it is appropriate in the circumstances, the member of staff or volunteer will be suspended for the duration of the investigation. This is not an indication of admission that the alleged incident has taken place, but is to protect the staff, as well as the adult and families throughout the process .

8 Disciplinary action

8.1 Where a member of staff or volunteer has been dismissed due to engaging in activities that caused concern for the safeguarding of children or vulnerable adults, the Chair of Council will notify the Disclosure and Barring Service of relevant information, so that individuals who pose a threat to children and vulnerable groups can be identified and barred from working with these groups.

9 Policy Review

9.1 BSRS is committed to promoting awareness and offering training regarding safeguarding.

9.2 This policy will be reviewed by Council at the earliest of

- a) annually, or
- b) when there is a change in law and/or best practice, or
- c) when an incident occurs that highlights a need for change,

whichever occurs first.

10 Other relevant policies

- Safeguarding Vulnerable Adults policy
- Safeguarding & Child Protection Policy & Procedures