



SAFEGUARDING POLICY AND PROCEDURES

Published by Maccabi GB

Written in 2015 with the following updates:
2018, 2019, 2020, 2021, 2022 & 2023 (2023 written by Nathan Servi (Head of Operations & DSL) and Ashley Lerner (CEO of MGB))

This policy has been written by Maccabi GB whilst working together with the NSPCC. Maccabi GB and the NSPCC have an ongoing relationship with continuous training and communication.

This document is for guidance only and professional advice should be obtained before acting on any information contained within it, as no responsibility can be accepted by Maccabi GB, the publisher or distributor as a result of action taken or refrained from in consequence of the contents.

Information has also been taken from KCSIE 2018, 'Working together 2018', Child and Social Work Act 2017 & The Charity Commission

Maccabi GB
The Stanley S. Cohen OBE Centre,
Shaftesbury Avenue, Kenton,
HA3 0RD
Tel: 020 8457 2333
www.maccabiqb.org

Date to be reviewed: January 2024

KEY PERSONNEL

Maccabi GB Designated Safeguarding Lead (DSL)

Nathan Servi – Head of Operations & DSL

07988 253670 nathan@maccabigb.org

RAW Training (Robin Watts – External safeguarding & welfare consultant.)

07989475766 www.rawtrainingltd.com

Maccabi GB Chairman

Jonathan Prevezer

0208 457 2333 jonathan@maccabigb.org

Maccabi GB Chief Executive

Ashley Lerner

0205 457 2333 ashley@maccabigb.org

Multi Agency Safeguarding Hub (MASH) & Other Borough Contacts

Barnet

Telephone: 020 8359 4066 **OR** 020 8359 2000

Email: MASH@Barnet.gov.uk

Secure Email: mash@barnet.gcsx.gov.uk

Brent

Telephone: 020 8937 4300

Out of hours: 020 8863 5250

Secure Email: Family.FrontDoor@brent.gov.uk

Web link: <https://www.brent.gov.uk/services-for-residents/children-and-family-support/child-protection-and-care/child-protection/contact-our-protection-team/>

Harrow

Telephone: 020 8901 2690

Out of hours: 020 8424 0999

Secure Email: duty&assess@harrow.gov.uk.cjism.net

Barnet Council Local Authority Designated Officer (LADO)

020 8359 4336 lado@barnet.gov.uk

Police emergency number

999

Police non-emergency number

101

The Disclosure and Barring Service (Helpline)

01325 953 795

Childline

0800 1111

www.childline.org.uk**Norwood** (Jewish charity supporting vulnerable children/families)

020 8809 8809

www.norwood.org.uk**Barnet Safeguarding Children Partnership**

Safeguarding Division, Building 2, North London Business Park, Oakleigh Road South, London, N11 1NP

tel: 020 83594049

web: <http://thebarnetscp.org.uk/bscp>LSCB Independent Chair: Fiona.bateman@barnet.gov.ukLSCB Interim Business Manager, leanne.levers@barnet.gov.ukLSCB Administrator: Terri Graham, terri.graham@barnet.gov.uk**Brent Safeguarding Children Arrangements**

Brent Civic Centre, Engineers Way, Wembly HA9 0FJ

email: brent.lscb@brent.gov.ukweb: <http://www.brentlscb.org.uk/>LSCB Independent Chair: Mike Howard, mike.howard@brent.gov.ukBrent Strategic Partnerships Lead: Wendy Proctor, wendy.proctor@brent.gov.ukBrent Strategic Partnership Learning and Development Coordinator: Janine Georgias, janine.georgias@brent.gov.uk**Harrow Strategic Safeguarding Partnership (HSSP)**

Civic Centre 1, Station Road, Harrow, Middlesex HA1 2UL

tel: 020 8424 1147

web: <https://www.harrowscb.co.uk/>

LSCB Chair: Chris Miller

LSCB Manager: Coral McGookin, coral.mcgookin@harrow.gov.ukLSCB Support Officer: Ruth Curry, Ruth.Curry@harrow.gov.uk

[COVID-19 UPDATE TO POLICY – SEE APENDIX 3]

Our Safeguarding Policy shows that we believe that the welfare of children and vulnerable adults is paramount in everything we do.

Our Safeguarding Statement:

Maccabi GB has a duty of care to safeguard from harm all children and vulnerable adults that are involved in Maccabi GB sporting or non-sporting activities. All children have a right to protection. The needs of children and others who may be particularly vulnerable must be taken into account. Maccabi GB will ensure the safety and protection of all children and vulnerable adults involved in Maccabi GB programmes through adherence to the Safeguarding and Protecting guidelines adopted by Maccabi GB.

A child is anyone under 18 years old and a vulnerable adult is described as a person aged 18 years or over, who is in receipt of or may be in need of community care services by reason of mental or other disability, age or illness and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.

This policy focuses on prevention and how Maccabi GB should respond once risk of abuse is suspected, or has been identified or disclosed. It must be recognised that all clubs, affiliates and other organisations working with us or on behalf of Maccabi GB, have a responsibility to help reduce the risks of children/vulnerable adults being subject to abuse of any kind and promote best practice that a proactive approach is adopted.

This policy has been developed in accordance with the principles established by the Children Acts 1989 and 2004; the Education Act 2002, and in line with government publications: 'Working Together to Safeguard Children'**2018**, Revised Safeguarding Statutory Guidance² 'and 'What to do if You are Worried a Child is Being Abused' 2015. The guidance reflects the principles in 'Keeping Children Safe in Education' **2018**, London Child Protection Procedures 2017, and Keeping it Safe - Safeguarding Standards and Implementation Guidance, National Council for Voluntary Youth Services, 2014.

Maccabi GB believes that:

- The welfare of the child/vulnerable adult is paramount
- All children and vulnerable adults, whatever their age, culture, disability, gender, language, racial origin religious beliefs and/or sexual identity have the right to protection from abuse
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately
- All staff (paid/unpaid) working for Maccabi GB have a responsibility to report concerns to the Maccabi GB Designated Safeguarding Lead.

The Aim

The aim of the Maccabi GB Safeguarding Policy is to promote good practice:

- Providing children and vulnerable adults with appropriate safety and protection whilst in the care of Maccabi GB or its affiliates
- Allowing all staff/volunteers to make informed and confident responses to specific child protection issues

Good Practice Guidelines:

All Maccabi GB personnel both voluntary and paid will be encouraged to demonstrate exemplary behaviour when working with young people and vulnerable adults.

Maccabi GB's Best Practice Guide:

- We will always work in an open environment e.g. avoiding private or unobserved situations and not promising to keep secrets
- We will treat all young people/vulnerable adults equally, and with respect and dignity
- We will always put the welfare of each child or vulnerable adult first, before winning or achieving goals
- We will encourage all our personnel to build balanced relationships based on mutual trust which empowers children and vulnerable adults to share in the decision-making process
- We will ensure that all activities are fun, enjoyable and promote fair play
- We will keep up to date with the technical skills, qualifications and insurance in sport, education and Safeguarding guidelines.
- We will endeavour to involve parents/carers wherever possible (e.g. for the responsibility of their children in the changing rooms). If groups have to be supervised in the changing rooms, we will always ensure parents/teachers/coaches/officials/youth leaders work in pairs
- We will ensure that if mixed teams/groups are taken away, they will always be accompanied by a male and female member of staff.
- We will aim to ensure that we are responsive to LGBTQIA+ needs.
- We will ensure that at tournaments or residential events, adults will not enter participant's rooms or invite participants into their rooms
- We will encourage our members of staff to be excellent role models – this includes not smoking or drinking alcohol in the company of young people
- We will give enthusiastic and constructive feedback rather than negative criticism
- We will always secure parental consent in writing giving permission for the administration of emergency first aid and/or other medical treatment if the need arise
- We will keep a written record of any injury that occurs, along with the details of any treatment given
- We will request written parental consent and insurance if any of our member of staff are required to transport children or vulnerable adults in their cars
- We will ensure that all our personnel have been DBS checked and have done a Safeguarding Workshop and know the procedures for disclosure
- It is policy to ensure that confidentiality is adhered to at all times unless there are immediate concerns for the safety of a child or vulnerable adult.

Types of abuse

The main categories of abuse are listed below, although this is not exhaustive.

Physical abuse – including hitting, slapping, pushing, kicking, misuse of medication, restraint, inappropriate sanctions, and poor moving or handling techniques resulting in injury.

Sexual abuse – including rape and sexual assault or sexual acts to which a vulnerable adult has not consented, or could not consent or consented to under pressure.

Emotional abuse – including psychological abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, bullying, intimidation, coercion, harassment, verbal abuse, isolation, or withdrawal of services or supportive networks.

Neglect and acts of omission – including ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.

Peer on peer abuse

All staff should recognise that children are capable of abusing their peers. Maccabi GB will take any allegations of peer on peer seriously and act in accordance to KCSIE. The severity of abuse will be dealt with on a case by case basis and what will be taken into consideration are:

- a clear statement that abuse is abuse and should never be tolerated or passed off as “banter”, “just having a laugh” or “part of growing up”;
- recognition of the gendered nature of peer on peer abuse (i.e. that it is more likely that girls will be victims and boys perpetrators), but that all peer on peer abuse is unacceptable and will be taken seriously; and
- the different forms peer on peer abuse can take, such as:
 - sexual violence and sexual harassment (departmental advice: here);
 - physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm;
 - sexting: the policy should include the school or college’s approach to it. The department provides searching screening and confiscation advice for schools. The UK Council for Child Internet Safety (UKCCIS) Education Group has recently published sexting advice for schools and colleges; and
 - initiating/hazing type violence and rituals.
 - Upskirting is a form of peer-on-peer abuse and is a criminal offence. Upskirting is typically when a photograph is taken under a person’s clothing without them knowing, for sexual gratification or to cause the victim humiliation, distress or alarm.

Peer on Peer abuse can be categorised as bullying and can link to risks to young and vulnerable people as well as potentially being used for exploitation.

Principles of Intervention

Reasonable, informed and calculated risk taking play an important part in contributing to the quality of life of both young and old; this is a matter of choice, demonstrating an individual’s right of self-determination and autonomy. However, where the health, safety and wellbeing of vulnerable adults is seriously threatened as a result of self-neglect or abuse by others, there is a commitment to make every effort to identify, prevent or minimise such risks.

It is not the role of Maccabi GB to determine if an individual is at risk or be experiencing abuse. The identification, assessment, protection and care of vulnerable adults is a multidisciplinary, inter agency responsibility, which should involve anyone with relevant knowledge or involved in providing support to ensure the safety and well-being of individuals concerned. Maccabi GB should work in partnership with statutory agencies.

Where a person appears to be at risk, every reasonable effort will be made to identify the specific problems or dangers. The concerns should be discussed with the individual and also relatives and others providing care and support. Where possible, an agreement should be reached on actions which will reduce the risk to an acceptable level, taking into account the chosen lifestyle of the person concerned.

Where abuse has been identified it may be necessary to take immediate action to prevent or stop it. This might include ensuring that the alleged abuser no longer has access to the vulnerable person concerned. Where it appears that an offence has been committed against a vulnerable

person who is unable to make informed decisions and that person remains in danger of physical harm, the police must be immediately notified.

Practice that will be avoided

Spending excessive amounts of time alone with children or vulnerable adults away from others will be avoided except in emergencies. If cases arise where these situations are unavoidable they will only occur with the full knowledge and consent of someone in charge at Maccabi GB or the child or vulnerable adult's parents or carers. E.g. a child sustains an injury and needs to go to hospital, or a parent fails to arrive to pick a child up at the end of a session.

If any of the following occur, we will ensure that they are reported immediately to another colleague and the incident is recorded. We will also ensure the parents/carers of the child/vulnerable adult are informed;

- If we accidentally hurt a young person or vulnerable adult
- If he/she seems distressed in any manner
- If a child or vulnerable adult appears to be sexually aroused
- If a child or vulnerable adult misunderstands or misinterprets something you have done

Practice Never to be sanctioned

The following should never be sanctioned:

- Engage in rough, physical or sexually provocative games, including horseplay
- Share a room with a child
- Allow or engage in any form of inappropriate touching
- Allow children to use inappropriate language unchallenged
- Make sexually suggestive comments to a child, even in fun
- Reduce a child to tears as a form of control
- Allow allegations made by a child to go unchallenged, unrecorded or not acted upon
- Do things of a personal nature for children or disabled adults, that they can do for themselves
- Invite or allow children to stay with you at your home unsupervised

NB: It may sometimes be necessary for staff or volunteers to do things of a personal nature for children, particularly if they are young or are disabled. These tasks should only be carried out with the full understanding and consent of parents and the participants involved. There is a need to be responsive to a person's reactions. If a person is fully dependent on you, talk with him/her about what you are doing and give choices where possible. This is particularly so if you are involved in any dressing or undressing of outer clothing, or where there is physical contact, lifting or assisting a child to carry out particular activities. Avoid taking on the responsibility for tasks for which you are not appropriately trained.

Equipment at Events:

We will ensure that at all of our events sporting or non-sporting there will be procedures and guidelines in place to ensure that inappropriate photography, and filming does not take place.

Responding to Suspicions or Allegations

It is not the responsibility of anyone working in Maccabi GB, in a paid or unpaid capacity to take responsibility or to decide whether or not child abuse has taken place. However there is a

responsibility to act on any concerns through contact with the appropriate authorities. This will be lead via the DSL and in conjunction with Maccabi GB's external safeguarding & welfare consultant.

All suspicions and allegations must be shared with professional agencies that are responsible for Child Protection. If there is any doubt, you must report the incident: it may be just one of a series of other incidents which together cause concern.

Social services have a legal responsibility under The Children's Act 1989 to investigate all Child Protection referrals by talking to the child and family (where appropriate), gathering information from other people who know the child and making inquiries jointly with the police.

Maccabi GB will assure all staff/volunteers that it will fully support and protect anyone, who in good faith reports his or her concern that a colleague is, or may be, abusing a child.

Where there is a complaint against a member of staff there may be three types of investigation

- A criminal investigation
- A Child Protection investigation
- A disciplinary or misconduct investigation

The results of the police and child protection investigation may well influence the disciplinary investigation, but not necessarily.

All suspicions and allegations must be shared with professional agencies that are responsible for Child Protection. If there is any doubt, you must report the incident: it may be just one of a series of other incidents which together cause concern.

Social services have a legal responsibility under The Children's Act 1989 to investigate all Child Protection referrals by talking to the child and family (where appropriate), gathering information from other people who know the child and making inquiries jointly with the police.

Action if there are concerns

The following action should be taken if there are concerns

Poor Practice

- If, following consideration, the allegation is clearly about poor practice; Maccabi GB's Designated Safeguarding Lead will deal with it as a misconduct issue.
- If the allegation is about poor practice by a Maccabi GB affiliated club/sports committee or the Safeguarding or Welfare Officer at the club, or if the matter has been handled inadequately and concerns remain, it should be reported to Maccabi GB's Designated Safeguarding Lead of who will decide how to deal with the allegation and whether or not to initiate disciplinary proceedings.

Suspected Abuse

- Any suspicion that a child has been abused by either a member of staff or a volunteer should be reported to Maccabi GB's Designated Safeguarding Lead, who will take such steps as considered necessary to ensure the safety of the child in question and any other child who may be at risk.
- Maccabi GB's Designated Safeguarding Lead will refer the allegation to the social services department who may involve the police.

- The parents or carers of the child will be contacted as soon as possible following advice from the social services department.
- If Maccabi GB's Designated Safeguarding Lead is the subject of the suspicion/allegation, the report must be made to Maccabi GB's Chief Executive.

Working with young people around online safety and Relationships & sex education (RSE) – specifically the Streetwise project

Streetwise is the education 'arm' of Maccabi GB and delivers session in schools on online safety and RSE, and have done for many years. As such, each year, the Head of Operations at Maccabi GB will continually update staff training as well as resources to reflect latest safety online teaching protocols outlined by the Government Publications and legislation that covers this area. This is an area of continuous training and development.

Confidentiality

Every effort should be made to ensure that confidentiality is maintained for all concerned.

Information should be handled and disseminated on a need to know basis only. This includes the following people:

- Maccabi GB's Designated Safeguarding Lead
- Maccabi GB's Chairman
- Maccabi GB Chief Executive
- The parents of the person who is alleged to have been abused.
- The person making the allegation.
- Social services/police.
- The Governing Body of Sports Regional Development Manager and Designated Safeguarding Lead.
- The alleged abuser (and parents if the alleged abuser is a child).*

**Seek social services advice on who should approach alleged abuser.*

Information should be stored in a secure place with limited access to designated people, in line with data protection laws (e.g. that information is accurate, regularly updated, relevant and secure).

Internal Enquiries and Suspension

- The Maccabi GB Chief Executive will make an immediate decision about whether any individual accused of abuse should be temporarily suspended pending further police and social services inquiries.
- Irrespective of the findings of the social services or police inquiries Maccabi GB will assess all individual cases to decide whether a member of staff or volunteer can be reinstated and how this can be sensitively handled. The welfare of children should always remain paramount.

Support to Deal with the Aftermath

- Consideration should be given about what support may be appropriate to children, parents and members of staff. Use of helplines, support groups and open meetings will maintain an open culture and help the healing process. The British Association of Counselling Directory may be a useful resource.
- Consideration should be given about what support may be appropriate to the alleged perpetrator of the abuse.
- There will not be a compromise agreement put in place.

Allegations of Previous Abuse

Allegations of abuse may be made some time after the event (e.g. by an adult who was abused as a child or by a member of staff who is still currently working with children). Where such an allegation is made, the club should follow the procedures as detailed above and report the matter to the social services or the police. This is because other children, either within or outside sport, may be at risk from this person. Anyone who has a previous criminal conviction for offences related to abuse is automatically excluded from working with children. This is reinforced by the details of the Protection of Children Act 1999.

If you do not know who to turn for advice or are worried about sharing your concerns with a senior colleague, you should contact Maccabi GB's Designated Safeguarding Lead or Social Services direct on the contact details above.

What to do if there are concerns

Responding to suspicion or an allegation of abuse

It is particularly important to respond appropriately. If a young person says or indicates that they are being abused, you should:

- Stay calm so as not to frighten the young person
- Reassure the child that they are not to blame and that it was right to tell
- Listen to the child, showing that you are taking them seriously
- Keep questions to a minimum so that there is a clear and accurate understanding of what has been said. The law is very strict and child abuse cases have been dismissed where it is felt that the child has been led or words and ideas have been suggested during questioning. Only ask questions to clarify
- Inform the child that you have to inform other people about what they have told you. Tell the child this is to help stop the abuse continuing
- Safety of the child is paramount. If the child needs urgent medical attention, call an ambulance, inform the doctors of the concern and ensure they are made aware that this is a Child Protection issue.
- Record all information
- Report the incident to Maccabi GB's Designated Safeguarding Lead.

Information passed to the social services or the police must be as helpful as possible, hence the necessity for making a detailed record as soon as possible after the disclosure/concern.

- Information should include the following:
 - Name of child.
 - Age of child and date of birth.
 - Home address and telephone number.
 - Is the person making the report expressing their own concerns or those of someone else?
 - What is the nature of the allegation? Include dates, times, any special factors and other relevant information.
 - Make a clear distinction between what is fact, opinion or hearsay.
 - A description of any visible bruising or other injuries. Behavioural signs indirect signs?
 - Witnesses to the incidents.
 - The child's account, if it can be given, of what has happened and how any bruising or other injuries occurred.
 - Have the parents been contacted? If so what has been said?

- Has anyone else been consulted? If so record details.
- If it is not the child making the report has the child concerned been spoken to? If so what was said?
- Has anyone been alleged to be the abuser? Record details.

Reporting the matter to the police or social services department should not be delayed by attempts to obtain more information. Wherever possible, referrals telephoned to the social services department should be confirmed in writing within 24 hours. A record should also be made of the name and designation of the social services member of staff or police officer to whom the concerns were passed, together with the time and date of the call, in case any follow-up is needed.

Serious Violent Crime

Maccabi GB staff need to know the indicators that may signal that children are at risk from, or are involved with, serious violent crime. Including:

- Unexplained gifts/new possessions – these can indicate children have been approached by/involved with individuals associated with criminal networks/gangs
- Increased absence from school
- Change in friendship/relationships with others/groups
- Significant decline in performance
- Signs of self-harm/significant change in wellbeing
- Signs of assault/unexplained injuries

Pre-recruitment Checks

The following pre-recruitment checks should always be carried out:

Advertising

If any form of advertising is used to recruit staff, whether paid or voluntary, it should reflect the:

- Aims of the club, group or organisation and where appropriate, the particular programme involved
- Responsibilities of the role
- Level of experience or qualifications required (e.g. experience of working with vulnerable adults is an advantage)

Pre-Application Information

Pre-application information sent to interested or potential applicants should contain;

- Job description including roles and responsibilities
- Person specification (e.g. stating qualifications or experience required)
- An application form.

Applications

All applicants whether for paid or voluntary, full or part-time positions should provide the following information:

- Name, address and National Insurance Number (to confirm identity and right to work).
- Relevant experience, qualifications and training undertaken.
- Listing of past career or involvement in sport or youth work (to confirm experience and identify any gaps).

Checks and References

Once an applicant has been successful they will need to fill in an Enhanced DBS check before they can commence work, be it paid or voluntary. Subsequent requests for an enhanced DBS check will be made every 3 years. If an applicant has no experience of working with vulnerable adults, training is strongly recommended.

Enhanced DBS checks are for positions involving certain activities such as teaching children or treating adults and can also be obtained for certain other professions.

In addition to the information provided on a Standard certificate (details of any convictions, cautions, reprimands and warnings the applicant has received, that do not qualify for filtering) the Enhanced certificate involves an additional check with the police, who check if any other information is held on file that may be relevant (for instance, information that has not led to a criminal conviction but may indicate a danger to vulnerable groups). The police decide what (if any) additional information will be added to the certificate using the Quality Assurance Framework.

The Maccabi GB Contract and Company Handbook state that that failure to disclose information or subsequent failure to conform to the Code of Ethics and Conduct will result in disciplinary action and possible exclusion from Maccabi GB.

Interview and Induction

It may or may not be appropriate to conduct a formal interview. If it is, it should be carried out according to acceptable protocol and recommendations.

All staff, paid or voluntary, will undergo a formal or informal induction in which:

- The expectations, roles and responsibilities of the job are clarified (e.g. through a formal or informal work programme or goal-setting exercise)
- Safeguarding procedures are explained and training needs established.

Training

Checks are only part of the process to protect children and vulnerable adults from possible abuse. Appropriate training will enable individuals to recognise their responsibilities with regard to their own good practice and the reporting of suspected poor practice/concerns of possible abuse. All staff, paid or voluntary, with access to vulnerable adults or children must be up to date, or receive First Aid and Safeguarding training.

With Maccabi GB's various international events, this is the only time we engage significant numbers of volunteers. Many of whom have not been in these positions of authority previously under our banner and so the following training is put in place for them:

International Games

Mandatory for all persons (volunteers) in positions of authority (Chairs, Managers & Coaches):

- Child Protection Training (unless they are within 3 years of having had training previously – If so, a certificate must be presented and will be digitised and put on our database)
- Safeguarding Training (as above brackets)
- First Aid (Emergency First Aid) (as above brackets)
- A clean DBS – It is to the discretion of the Maccabi GB Board and Senior Team to decide upon whether an DBS which shows an offense will inhibit a person from being involved. This is done on a case by case basis.

Additional Training

Those persons (volunteers) in positions of authority overseeing U18's will also have in addition to the above:

- A minimum of 3 specific training sessions dealing with working with young people, how to report an issue, mental and emotional support.
- Be made aware in advance if any young person has an existing medical / personal condition which could cause them to be in a more vulnerable state.

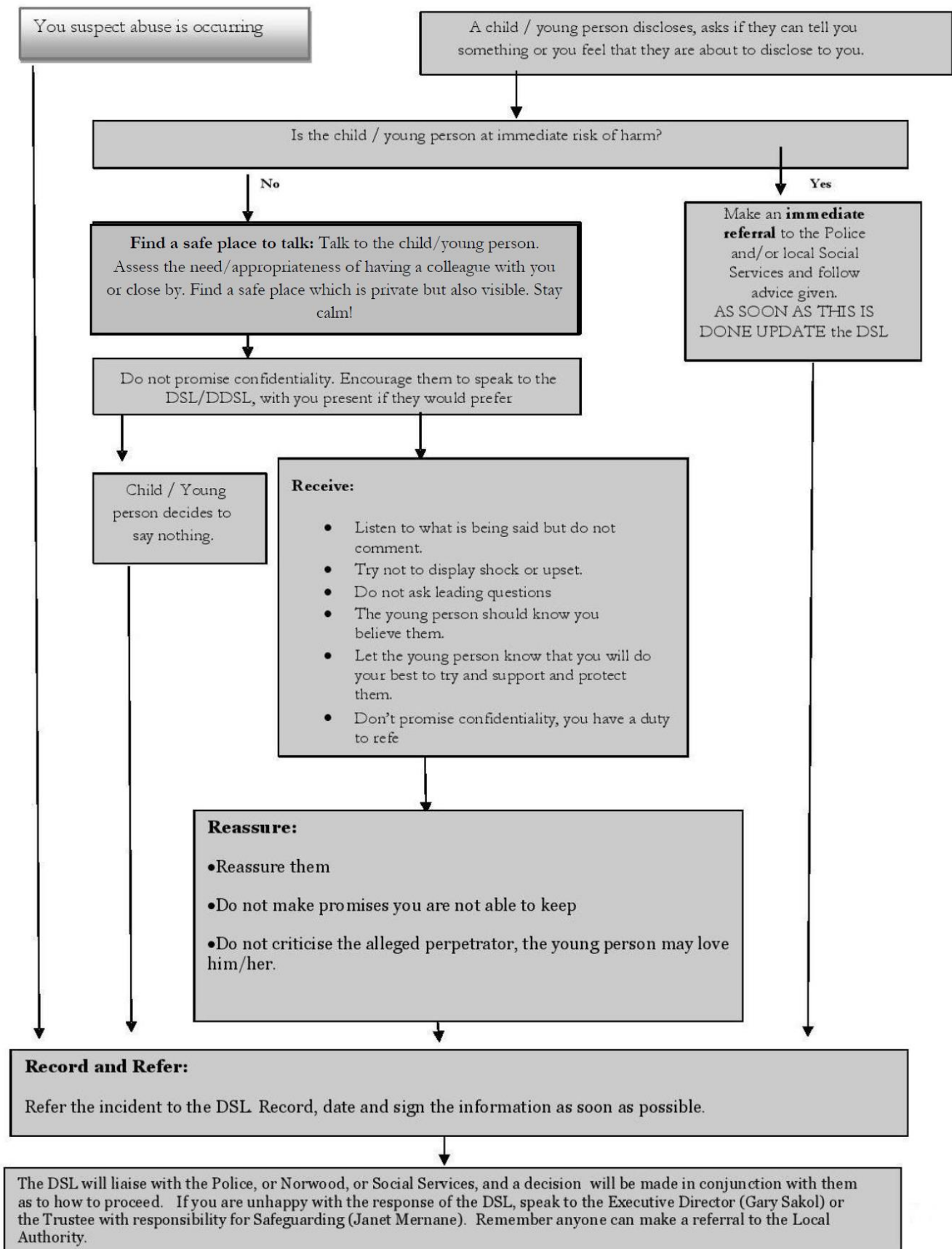
Appendix 1 – How to respond if you are concerned - Immediate Action

- **Act on any concerns** – Tell the Maccabi GB Designated Safeguarding Lead
- **Make sure the person is not in immediate danger** and take any necessary action – e.g. dial 999.
- **Listen** carefully and try not to show shock or disbelief – keep calm
- **Remain calm and non-judgemental.**
- **Record** the words the person uses.
- **Assure** the person that their complaint or allegation will be taken seriously and clarify the bare facts. Summarise your note and repeat it to the person; avoid detailed questioning.
- **Record** any bruising or injury, if they are apparent.
- **Describe** the size and colour of any bruising and the exact location on the body, along with the dates and time it has been observed.
- **Get consent** – explain that you have a duty to report what you have been told, or witnessed, to Maccabi GB's Designated Safeguarding Lead.
- **Inform the Maccabi GB's Designated Safeguarding Lead** immediately.
- **Ensure** that the person concerned is not left in unsafe or distressed state.

DO NOT:

- **Do not promise** to keep complete confidentiality – you are legally obliged to pass this information to your Line Manager.
- **Do not ask probing questions.**
- **Do not be judgemental** or jump to conclusions.
- **Do not rush the person.**
- **Do not start any investigation;** such as attempting to question the alleged perpetrator.
- **Do not throw away any interim notes** that have been made.
- **Do not contaminate or disturb any evidence.**

Appendix 2 Maccabi GB's Child Protection Flow Chart



Appendix 3 – COVID-19 (Guidance adapted from NSPCC)

Maccabi GB continues to reinforce its stringent existing child protection procedures throughout the COVID-19 pandemic. With a move to more online working, Maccabi GB's staff team are continuing to operate online using our online policies and procedures to ensure and continue to engage with the community we serve in a professional manner.

Engagement in any capacity with a minor through online will only be possible with written consent from parents or guardians as well as encourage their presence. Clear lines of communication are available and allow for parents / guardians to monitor or highlight any concerns they may have.

Staff using online facilities the most know that if they see or are concerned about any young person, at risk person or vulnerable adult, they are able to speak directly to Maccabi GB's Chief Operating Officer as well as Designated Safeguarding Lead & Deputy.

All Maccabi GB employees have up to date safeguarding training and will effectively be able to recognise if there are families or vulnerable children who need support. We recognise that during the pandemic, young peoples mental health might be affected and so our staff who might engage with young people under 18 are aware of the policies and procedures should they feel they are engaging with a young person suffering.

Should staff believe a child is in immediate danger, the COO, DSL & DSLd do the following:

- Follow our child protection procedures.
- Contact the NSPCC Helpline on 0808 800 5000 or by emailing help@nspcc.org.uk. Trained professionals will talk through your concerns with you and give you expert advice.
- Contact your local child protection services on the first pages of this policy. Additional contact details can be found on the website for the local authority the child lives in.
- Contact the police.