

Mizrachi UK

SAFEGUARDING POLICY

DOCUMENT

With special attention given to the Yehudi programme

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TERMINOLOGY

Child - Anyone who has not yet reached their 18th birthday.

Adult at risk of harm: Anyone aged 18 or over who is unable to look after their own well-being, property, rights, or other interests and is at risk of harm (either from another's behavior or their own behavior) due to disability, illness, physical or mental infirmity.

Anyone aged 18 or over who has needs for care and support such that they are unable to protect themselves from abuse or neglect.

Adult – Any person not classified as a Child as per the definition above.

Parent – The term 'parent' refers to either the parent or legal guardian of a child or young person.

Activity - Any Yehudi organised event such as meetings, events or trips.

Young Person - Relates to any young person participating in a Yehudi programme e.g. YEHUDI School activity, weekend activity, Shabbaton, Israel and other trips.

Participant – A person taking part in a YEHUDI Activity. Normally a young person but can also refer to an adult.

Volunteer(s) / Leader(s) – Refers to "Leaders" and "Adults" and are deemed to mean "Suitably authorised Appointed Leaders of YEHUDI, trained and over the age of 18", includes Madrichim and Mentors.

Staff – Refers to Professional staff employed by the YEHUDI.

Designated Safeguarding Officer (DSO) – The Designated Safeguarding Officer of YEHUDI is the person who has overall responsibility for Safeguarding and oversees the Safeguarding Team. The DSO can be contacted via YEHUDI's Emergency Line – / 07463523468

Deputy Designated Safeguarding Officer(s) (DDSO) – Appointed person(s), including staff, volunteer(s) and trustee(s), who can be contacted directly in cases where the DSO is not available or appropriate and form part of the Safeguarding Team via YEHUDI's Emergency Line – / 07521500298.

Safeguarding Team – A team consisting of the Designated Safeguarding Officer, the Deputy Designated Safeguarding Officer(s) and other staff, volunteers and other persons who have operational responsibility for YEHUDI safeguarding practice and improvement of all staff and volunteers within their respective areas and teams they directly manage, and support safeguarding responses.

Nominated Safeguarding Lead – A person who has been nominated as the first point of contact for any safeguarding queries or concerns at a YEHUDI Activity.

INTRODUCTION

About Yehudi

. Run by Mizrachi UK, Yehudi is all about positive Jewish experiences and has reimagined how informal education works shifting the dynamic back to peer led leadership. It is working with schools, shuls and youth movements to revolutionise the community.

We want to connect the Jewish community to a Judaism that is both authentic and at the same time part of the 21st century whilst developing a strong love for Israel.

Yehudi is developing the next leaders of British Jewry, to help them grow as young Jews as well as to give them the necessary skills to lead our communities.

The Yehudi programme starts off with children from Year 6, Madrichim from Year 12 and Mentors from 1st year University. In year 6, the children participate in their primary school in teams of up to 15 people.

Over the course of the year, they have monthly sessions on the relevant theme (e.g. Purim or Yom Ha'Atzmaut). They also take part in challenges to win points for their team and school and enter into the national competition to win prizes! This culminates in an end of year challenge for all schools.

These year 6 students are led by the year 12 Madrichim. These Madrichim are some of the best and brightest minds in the UK and are phenomenal role models for the children.

Our talented year 12 Madrichim are assisted and guided by their Mentors. These Mentors are recent graduates of Yeshiva or Sem and again are wonderful role models for the year 12s. They engage regularly with the Madrichim and ensure they are doing what needs to be done in each school.

The Yehudi programme continues beyond primary school as the participants progress through schooling and life. This means as the year 6s move into year 7, they have their now familiar year 13 Madrichim to help guide them through the complexities of starting a new school. From this point the Yehudi programme moves out of the schools and enters into the communities, thereby consistently bringing in multiple cohorts to communities. Through this unique continuity programme, participants retain their school friends and inspirational role models as they progress through secondary school, helping them possess a positive sense of wellbeing and connection to the community.

This policy documents governs all safeguarding requirements for Mizrachi UK but with special attention given to the Yehudi programme.

STATEMENT

Mizrachi UK and Yehudi (YEHUDI) is fully committed to safeguarding the welfare of all its participants by taking all reasonable steps to protect them from neglect and physical, sexual or emotional harm. Paid staff and volunteers will, at all times, show respect and understanding for the rights, safety and welfare of our participants and conduct themselves in a way that reflects YEHUDI's objects and ethos. The policies, guidelines and principles in this document are designed to protect all participants, leaders, mentors and professional staff at YEHUDI.

YEHUDI takes its legal and risk responsibilities very seriously, especially with regards to Safeguarding. YEHUDI is looked upon as an example of a "safe" organisation. Despite this, because of the litigious society in which we now live, the cost of compliance in all these areas has increased dramatically. The public liability insurance premium of YEHUDI has increased year on year and this trend is likely to continue.

This document will be reviewed yearly and amended and updated in order to reflect changes in legislation, insurance and by the experiences and examples learned during the day to day running of YEHUDI. Furthermore, additional reviews and relevant updates would take place following any significant incident, organisational change or legislative change. These policies are reviewed and endorsed by senior YEHUDI staff and YEHUDI Trustees. If in doubt about the correct policy or procedure to be followed, contact should be made with the YEHUDI Head Office.

INSURANCE

Voluntary and paid staff are insured against claims for negligence or lack of care under the YEHUDI's Public Liability Insurance policy. However, volunteers have a special duty to take all reasonable steps to ensure that all activities for which they are responsible are under the care and supervision of appropriately qualified adults. Our insurers advise that failure to do so may attract a civil claim against YEHUDI which, although would be covered if YEHUDI is legally liable, would have a serious affect on future premiums. If YEHUDI is not legally liable, the volunteer may become personally liable for any claims arising.

In order to be covered by the YEHUDI insurance, all incidents or potential incidents and risk assessments must be reported in writing by filling out an incident report and sent to the Safeguarding lead.

RECRUITMENT

PARTICIPANTS

Jewish young people aged 10-18 may participate in a variety of the YEHUDI programmes and activities. These may include participation in activity groups, Social / educational gatherings, Shabbatonim as well as other events and trips.

A young person may join Yehudi by filling in the relevant paperwork (or Parent/Guardian filling in the relevant paperwork), and then joining in with the planned activities being run by the Madrichim, Mentors and other members of staff.

Given certain circumstances which would usually relate to an individual's health and safety, it may not be possible or practical to meet a person's specific needs. However, YEHUDI will do its utmost (and will liaise with parents and outside agencies if necessary), to try to provide a suitable and friendly environment for each individual, in order to allow them to participate in all of our events.

Please note that participation in one aspect of YEHUDI does not automatically allow a person to take part in all YEHUDI activities.

TERMINATION OF MEMBERS

All young people participating in YEHUDI events and activities will be subject to YEHUDI's behavior policies and disciplinary procedures.

Senior leaders will have authority to dismiss participants in line with terms and conditions after discussion with their Mentors and SMT.

SAFER RECRUITMENT

YEHUDI implements various safer recruitment practices in line with safeguarding and other Mizrahi UK policies. These practices allow YEHUDI to ensure the safety of children and young people; identify those who are unsuitable to work with children and young people and respond accordingly before and/or following their recruitment. YEHUDI's requirements regarding safer recruitment are made clear to applicants as part of the advertisement and recruitment process.

Applicants who want to become a volunteer leader or employee will be asked to provide details of the relevant volunteering and/or employment history including their experience of working with children and young people. Applicants will also be required to provide references for YEHUDI to follow up as well as undertake appropriate identity and DBS or equivalent checks (e.g. for international applicants).

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Enhanced DBS checks with a children's barred list check are required for all staff and volunteers in regulated activity

DBS AND EQUIVALENT CHECKS

In cases where a self-disclosure, DBS or other check has identified previous conviction or other information, YEHUDI's Risk Committee, consisting of Mizrahi professional staff, Trustees and Designated Safeguarding Officers, will appoint a panel to decide on the suitability of the applicant's appointment. As part of this process the applicant will have the opportunity to discuss the details of the disclosure and the panel will make a decision considering: the nature, seriousness and relevance of the offence; the age, location and circumstances of the offence as well as any changes in law or criminalisation of the offence. Statutory agencies may be consulted if necessary.

ENROLLMENT/ADDITION OF LEADERS/MADRICHIM/MENTORS

As an organisation YEHUDI is proud to retain many of its participants who train to become leaders. Participants are given the opportunity to apply to join the Madrichim Training Programme at the start of their Year 12 academic year.

YEHUDI also has mentors, who are older than the Madrichim. From the first year of University, they may be asked to join the Mentor Training Programme. The mentors are more mature adults and they receive specific training before becoming a Yehudi Mentor, taking into account that they may bring with them valuable life experiences.

All Madrichim, Mentors, professional staff and trustees will require mandatory annual safeguarding refresher training.

An application form must be completed for all those seeking to become a madrich which will assess the suitability of the applicant for the role.

All Madrichim including Mentors will be required to have undergone necessary checks and training, including a Disclosure and Barring Service (DBS) Check, as appropriate. DBS checks will be reviewed on receipt and will comply with the DBS 'Code of Conduct'. Any criminal convictions will be dealt with on an individual basis, following a risk assessment and review.

Appointment as a madrich with YEHUDI can only take place if those being appointed have undergone Safeguarding Training as approved by YEHUDI.

TERMINATION OF LEADERS/MADRICHIM/MENTORS AND APPEALS

The YEHUDI director and the Mizrachi directors will have the authority to dismiss madrichim or mentors and other employees if, in his/her opinion, this is in the best interests of YEHUDI.

All madrichim, mentors and other staff members who have had their contracts terminated have the right to appeal all dismissals with senior members of staff. All appeals must be put in writing and handed in to head office.

EMPLOYMENT OF PROFESSIONAL STAFF

When employing professional staff YEHUDI, as an employer, will take up the necessary Disclosure and Barring Service checks and will insist on independent references. Short-listed candidates will be interviewed by a panel, appointed by the YEHUDI director, and consisting of Trustees where necessary, before any position is offered, to ensure that any candidate chosen will have the necessary qualifications, skills and experience in line with that post and delivery of services. A number of other pre-employment checks may be requested by YEHUDI before any position is formally offered, including proof that the candidate is eligible to work in the UK and proof of any qualifications considered essential for the post.

Professional Staff employed by YEHUDI should receive a written contract detailing the terms of their employment before employment commences. Short-term, contracted, seconded, or partner staff should receive details of the nature and responsibilities of their role, as well as any remuneration arrangements.

Professional staff and/or service provider, subcontractor or partner staff will receive ongoing training relevant to their role where necessary, as well as receiving an induction to the main duties and responsibilities of their post along with YEHUDI Health & Safety and Safeguarding policies and procedures. This training is updated in line with current legislation and refresher training delivered as required.

EQUALITY AND DIVERSITY

YEHUDI is committed to equality of opportunity. All of our young people, employees and volunteers are entitled to exist in an environment at YEHUDI in which they feel valued and respected.

No young person, employee or volunteer should suffer disadvantage, or receive less favourable treatment on the basis of:

- Class or social-economic status
- Disability (including mental or physical ability)
- Ethnic origin, nationality (or statelessness) or race
- Gender
- Marital or civil partnership status
- Political belief
- Sexual orientation

YEHUDI aims to support, train and develop young Jewish people to enrich their lives and to

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reach their full potential. A keyway of achieving this and maintaining our values is by providing an environment that caters to the needs of young Jewish people. This means that acceptance or participation in YEHUDI will be limited to include those who identify as Jewish. This also means that in some instances, YEHUDI programmes will include the provision of single gender groups in activities where this would otherwise be a barrier to a young person participating as a result of a religious belief. These provisions are permitted as positive actions under the Equality Act 2010.

In adherence with the Equalities Act 2010, YEHUDI endeavours to make reasonable and practical adjustments to allow young people, regardless of their ability, gender or other individual circumstance, so that they can take part and have access to all of our programmes. In making adjustments, YEHUDI follows sector best practice as well as any specific guidance or policies when working with other partners to deliver programs, such as the NCS Trans Inclusion Guidance.

DISCRIMINATION

YEHUDI will not tolerate racism, discrimination or disrespect towards any person with respect to race, gender, religion, nationality or for any other reason. If such behaviour occurs, YEHUDI will take swift and appropriate action to support our employees and volunteers and to prevent any further such incidents.

SAFEGUARDING

YEHUDI is committed to safeguarding our children and young people whilst they are involved in YEHUDI activities and events, especially those who are most vulnerable. YEHUDI takes steps to minimise any possibility that abuse or harm could occur and to make sure we act quickly and appropriately if a concern, allegation or disclosure arises. Abuse can include any act by any person – adult or child – that causes significant harm whether physical, emotional, sexual or as a result of neglect.

Volunteers and staff at all levels of the organisation have a legal duty of care and responsibility to protect those it works with. Details of their roles and responsibilities can be found in Appendix #6.

YEHUDI's policy is in line with the current safeguarding legislation and guidance including the Children Act (1989 and 2004), Data Protection Act (2018), Female Genital Mutilation Act (2013), Keeping Children Safe in Education (KCSIE) (2024~~5~~), Modern Slavery Act (2015), Safeguarding Vulnerable Groups Act (2006), Sexual Offences Act (2003), Equality Act (2010), UN Convention on the Rights of the Child (1989), Working Together to Safeguard Children (2018). Safeguarding training, practice and procedures are reviewed, delivered and updated regularly by the Safeguarding Team, YEHUDI professional and senior staff, and the Board of Trustees.

A DUTY OF CARE

Anyone working with children or young people is under a "legal duty of care", which has been interpreted in case law as the duty to act as a careful parent would. This means that if a

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participant suffers injury or loss as a result of a volunteer failing to carry out his or her responsibilities in a careful way, the volunteer and possibly the YEHUDI could be held liable in civil law either to the young person or to the parents for this negligence.

IN LOCO PARENTIS

“In loco parentis” applies to all supervised overnight activities, where parents should complete an application form, which includes parental/emergency contact details, individual needs and consent to medical treatment. During such activities, madrichim and or mentors will take the action of a careful parent. This may impact on various decisions including those relating to matters of discipline, welfare, first aid and the need for medical treatment. Where “in loco parentis” applies there should be a designated leader/s responsible for the welfare of the participants. YEHUDI reserves the right to refuse participation to a young person where consent to medical treatment has not been given by a parent.

DISCLOSURE OF ABUSE OR SUSPECTED ABUSE

A disclosure can be made by any person who believes that abuse has taken place, to themselves or another person, based on their personal or witnessed experience or based on signs and symptoms which indicate that a person is being abused.

It is essential that any disclosure is passed on to the Designated Safeguarding Lead - Aryeh Richman, Safeguarding Team or to the Nominated Safeguarding Lead such that the disclosure can be followed up and actions can be taken to keep people safe.

Disclosures should be reported immediately – even if this takes place on Shabbat or Chag and must be recorded within 24 hours of the incident.

RECEIVING A DISCLOSURE

If a person discloses abuse or suspected abuse, the person receiving the disclosure should:

- Allow the person to speak without interruption, accepting what is said, but do not investigate.
- Remain calm and alleviate feelings of guilt and isolation, while passing no judgment.
- Advise that you will try to offer support, but that you must pass the information on.
- Record in writing any facts about what the person has told you. This should state what the person or you have said.
- Report the disclosure.

YEHUDI's Safeguarding Training will support all madrichim and mentors in how to deal with safeguarding disclosures. Further advice can be sought from the Safeguarding Team or via YEHUDI Head Office.

IMMEDIATE RISK OF HARM

If you believe a child or adult to be at immediate risk of harm or abuse, and/or a criminal offence is taking place, you should:

- Take steps to remove that person to a place of safety, without compromising their own safety or that of the individual.
- Call the police on 999.
- Report the concern following the instructions above for reporting a disclosure. Contact should be made as soon as practically possible, noting that YEHUDI's Emergency Line is also available on 02080041948.

REPORTING A DISCLOSURE

Any case of suspected abuse, breach of rules or policies as printed in this document, must be reported such that an appropriate response and/or action can be taken.

A factual record of a disclosure should be written, this should include what has been said or observed by you, and anything which you have done or said in relation to the disclosure.

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All reports are kept private and confidential in line with legislation and YEHUDI's privacy policies, noting that YEHUDI has a legal duty in certain cases to share information in line with government guidance on information sharing.

At the earliest practical opportunity, the disclosure should be reported to the Safeguarding Team. This can be via the Nominated Safeguarding Lead during a YEHUDI activity, via YEHUDI's Emergency Line – 07441395691 or via email to lelia@mizrachi.org

In cases where those reporting a concern do not feel that they are able, or that it is not appropriate to report a disclosure following this process, they may directly contact a more senior person, such as the Designated Safeguarding Officer or the Lead Trustee for Safeguarding, or if this is not possible they can make a report to a local council – contact details can be found via <https://www.gov.uk/report-child-abuse-to-local-council>.

Understand that the Safeguarding Team will follow up on the disclosure and may liaise with the necessary statutory authorities. It is at this point that after the information has passed, your involvement should cease unless otherwise instructed. You may be updated on the situation at a future point, but on many occasions, this may not be appropriate. If you receive any further disclosure you should report this in the same manner.

It is vital that anyone who might be implicated in the abuse is not part of the investigative process and no attempt is made at this stage to obtain further information from the child or young person. Above all, confidentiality must be maintained. Advice is available from the Safeguarding Team.

During an investigation of alleged abuse, actions will be taken to reduce any further risk of abuse, which can include the suspension of individuals from their involvement in YEHUDI activities until the matter has been resolved.

RECORD KEEPING AND INFORMATION SHARING

Incidents should be reported via Yehudi head office, where formal paperwork template will be given to you to fill in. All records are kept private and confidential and only shared with those on a need-to-know basis in line with YEHUDI's privacy policy.

Depending on the circumstances and nature of the suspected abuse, it may also be relevant for YEHUDI's Safeguarding Team to contact others for advice, support or referral, such as a local council children's social care team. Information is shared following government guidance and data protection laws for the purposes of keeping children and young people safe. In many cases advice would be sought without disclosing the identity of individuals. However, information may be shared with consent, or can legally be shared without consent if it cannot be reasonably obtained, or if obtaining consent could place a child at risk.

If the activity is taking place on the premises of a school or another organisation the Safeguarding Team should be informed, who will advise on other steps that may be required, such as contacting their Designated Safeguarding Officer, in line with their safeguarding policies and/or shared agreements.

If the safeguarding concern has arisen during delivery of a programme or activity delivered

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with or for another party, the Safeguarding Team must ensure that relevant parties are informed and specific actions taken in line with any agreements or contracts in place.

As a provider of regulated activity, YEHUDI has a legal duty to follow DBS guidance about making referrals in cases where an individual has been removed or redeployed from regulated activity and YEHUDI believes that they have caused harm to, or put at risk of harm, a child or vulnerable adult; are of risk of harm to a child or vulnerable adult; or have been cautioned or convicted of a relevant offence.

Prevent Duty & Radicalisation

Our safeguarding policy adheres to the Prevent Duty, aiming to safeguard individuals from the risk of radicalisation and extremism. We are committed to identifying and responding to any concerns related to radicalisation through clear and robust reporting mechanisms. All staff members are trained to recognize signs of vulnerability to radicalisation, and any concerns should be promptly reported to the designated safeguarding lead. If an individual is identified as being at risk, the referral route to Channel – the multi-agency safeguarding panel – will be initiated. Channel brings together local authorities, law enforcement, education, and other relevant agencies to provide tailored support to individuals at risk of being drawn into terrorism. We encourage a proactive approach to safeguard individuals and maintain a safe environment for all.

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BEHAVIOUR POLICIES

Discipline Procedure

Whilst we try to avoid sanctions where possible, YEHUDI reserves the right to take reasonable action in cases of disruptive, anti-social or persistently bad behavior. YEHUDI reserves the right to exclude any participant, madrichim or mentor that they consider unsuitable for the programme or event. Please refer to the YEHUDI discipline procedure for further information.

Behavioural issues

Where it is understood that a person may have behavioural issues likely to cause difficulties within a YEHUDI group or programme, a risk assessment will be conducted and a care plan will be agreed between the Group Leader or Programme Manager and the YEHUDI Pastoral Officer. This care plan must be acceptable to both the person and their parent/guardian as part of a Behaviour Agreement. The Behaviour Agreement will be taken into account and discussed before such young people are permitted to attend activities or trips.

Where there are issues of unacceptable behaviour, a behaviour report needs to be written out. It is reasonable to speak to the young person (not in isolation) and try to resolve them. If this does not resolve the problem, then (with the parent's involvement) it is fair to agree some behavioural targets. Issues of unacceptable behaviour may include instances of disruptive or anti-social behaviour as well as repeated refusal to participate in activities.

During target setting, it is acceptable to agree an arrangement whereby, if the young person breaks the contract, the parents can be contacted immediately and asked to remove the young person for that occasion. The Madrichim and/or Mentors should be informed of any such Behaviour Agreements and actions taken.

After an agreed time, if the problem still continues, then child may be refused to continue being part of Yehudi and a letter sent to the parents with a copy to the Programme Administrator at the YEHUDI Head Office.

Codes of Behaviour for Adults

YEHUDI leaders, employees and other volunteers will at all times behave in a way that brings credit to themselves and to YEHUDI.

They are expected to observe the highest standards of integrity, honesty, trust and morality.

For their own protection as well as for that of the young people, at no time may leaders enter into any form of close personal relationship with a participant; physical relations are forbidden and, should they take place, the leader or helper concerned will be suspended immediately (pending a review). Further action may follow, as considered appropriate.

Prevention of abuse or suspicion of it can be helped by avoiding "one to one" relations under any circumstances and ensuring that two adults are always present at YEHUDI events (within sight or hearing). If boys and girls are involved, at least one adult of each gender should be present.

Any relationship between leaders will be discreet and conducted in a proper manner. Behaviour considered by the leader in charge of the particular programme or event to be inappropriate can lead to immediate suspension and possible dismissal.

Any breach of the YEHUDI Policies, or any departure from the highest standard of general behaviour, may also lead to suspensions and may lead to dismissal.

Protecting yourself as a volunteer

Even when allegations of inappropriate behaviour are found to be untrue, the experience can be devastating and it can bring to an end that volunteer's work within YEHUDI, and even within the wider community. The need to take care should be considered at all times. Volunteers should follow the Code of Good Practice found in Appendix #1.

Finally, never hesitate to ask for help or advice - and never think "it could not happen to me".

Anti-social behaviour and harassment

YEHUDI works hard to provide a positive environment for all participants and leaders, including the right to experience YEHUDI events and activities free from harassment or abuse of any kind. YEHUDI will not tolerate any form of anti-social behaviour which includes, but is not limited to, bullying, violence, abusive or offensive language, harassment or abuse (physical, emotional or sexual) directed towards participants, leaders or anyone else. This includes any anti-social behaviour targeted at a group or individual because of racism, sexism, homophobia or for any other reason.

All incidents of anti-social behaviour and harassment should be reported to the Madrichim or Mentors or Senior staff and will be dealt with seriously. Those involved will be subject to YEHUDI disciplinary procedures and may face exclusion from events or activities or removal from YEHUDI programmes.

It might be appropriate to involve the parents of a participant or to seek advice from an appropriate body or outside agency.

Bullying

Bullying is a form of abuse and can take different forms. It is often subtle and can go unnoticed and unreported by the victims for long periods.

YEHUDI will not tolerate any form of bullying. All incidents of bullying will be dealt with seriously and perpetrators may face exclusion from activities, events or programmes on a temporary

or permanent basis. Where the perpetrator is a part of Yehudi, they may face termination of their programme or employment with YEHUDI.

YEHUDI also acknowledges that some cases may involve more individuals than just the victim and the perpetrator and these incidents will be dealt with accordingly. For example, there may be cases where other individuals are complicit in encouraging bullying or are aware of bullying and do not report it. YEHUDI strongly encourages anyone who has reason to believe that bullying is taking place to report the incident, or their concerns, to a leader who will treat the report in confidence. Those found to have been complicit or to have concealed information of any kind may face disciplinary action.

It is important that all participants in YEHUDI programmes are aware that YEHUDI takes bullying very seriously and are also aware of what the outcomes may be if they are found to be bullying. Participants should also be aware that if they feel themselves to be a victim, any approach to report it will be treated in confidence and with respect, whoever the perpetrator may be.

The procedure to be adopted to deal with a complaint of bullying is laid down in the Discipline Procedures.

YEHUDI is committed to providing appropriate advice and practical support, both to members and their families who have been the victims of bullying and also to those who have been perpetrators.

Smoking and use of tobacco products

YEHUDI acknowledges the harmful effects of smoking. There will be no smoking at YEHUDI events, Shabbatons, trips or programmes while on duty. This also includes use of cigarette substitutes e.g. electronic cigarettes, vaporisers or nicotine inhalators, which although are not actual cigarettes are not allowed to be used at any Yehudi events, programmes or trips.

Alcohol

The consumption or possession of alcohol is not permitted by those who are under the age of 18. Leaders cannot consume or be under the influence of alcohol whilst on duty at any YEHUDI activity. Any alcohol consumption by leaders off duty should be both minimal and should be done responsibly.

Breaches of these rules will result in any alcohol being confiscated, and the persons involved being disciplined in accordance with the disciplinary procedures. Leaders or volunteers found providing alcohol to participants aged under 18 will be subject to the same disciplinary procedures.

Drugs

YEHUDI considers it has a duty to ensure that all reasonable steps are taken to prevent participants and leaders from possessing or using drugs whilst they are in the care of, or responsible to, YEHUDI. Anyone found to be in possession of drugs or known to be using illegal substances may be immediately suspended. This rule will apply whether the situation arises whilst taking part in any YEHUDI activity or at any other time that may affect their role at YEHUDI. When considered necessary, parents will be informed of the circumstances. YEHUDI is equally committed to providing appropriate advice and practical support for members, leaders and their families and to working together to ensure that, as far as is possible, they will be able to continue or return to YEHUDI activities.

In the first instance, contact Aryeh Richman for information and advice.

Weapons

Anybody found in possession of a weapon will be subject to immediate disciplinary action and may be excluded from the remainder of their YEHUDI activity, event or trip. This includes items such as tools and knives which could be used as a weapon, unless there is a suitable reason for them to be used.

Some tools, such as scissors, penknives etc., or other objects which could be used as a weapon, can be useful whilst delivering activities, and creating or repairing equipment and resources. Participants or leaders should only have in their possession or on their person tools which are reasonable and appropriate to their duties.

Right to search

Prohibited items such as alcohol, drugs, weapons or items which may harm or cause offence may be confiscated and/or disposed of. YEHUDI reserves the right to search a participant's personal possessions if they have a reasonable suspicion that a participant is in possession of a prohibited item.

If a YEHUDI leader or volunteer is prevented from doing so, then YEHUDI is entitled to interpret such refusal as an indication that such prohibited items may be in the possession or under the control of such participant, in which case the participant may face disciplinary procedures or could face exclusion from the remainder of the YEHUDI activity or event. Police may be called to do searches and legal action may be taken.

Reporting incidents to authorities

Where a criminal offence has taken place, or where YEHUDI leaders are adequately concerned that an offence is about to take place, the incident should be reported to Senior Management or Safeguarding Leads who will contact the police or other local authorities as soon as possible.

HEALTH AND SAFETY

YEHUDI takes the Health and Safety of all professional staff, young people, volunteers, contractors and sub-contractors extremely seriously, and is committed to ensuring all practices undertaken meet current legislation as set out in the Health and Safety Work Act 1974.

Furthermore, YEHUDI is committed to ensuring the health, safety and security of all young people, volunteers and staff during events, travel and activities run by YEHUDI.

YEHUDI has procedures and systems in place designed to ensure the safety and security of young people and adults in all practices undertaken and attending any activity or event organised locally, regionally, nationally or internationally. It is important for the protection of young people and adults that these procedures are read, understood and followed. The process is explained in detail in the sections below from; risk assessment, safely supervising young people, managing an incident to wellbeing and pastoral care, reviewing and following-up after an incident has taken place.

Risk assessment

A risk assessment is a careful examination of potential dangers or vulnerabilities (hazards) that could cause harm. Potential hazards are dealt with by taking adequate precautions to minimise the risk of harm.

Risk Assessment is an important factor in keeping people safe. Risk assessments, although usually focused on particular buildings, travel or activities, should also be used to assess specified situations and people; this includes health & safety requirements, security and additional needs of the members. Risk assessment should become automatic and will ensure that you have identified, and made safer, possible dangers.

Risk assessments should be carried out prior to beginning an activity or task to identify anything that could cause harm to any persons, or damage property, assess the risk and as required eliminate, reduce or control those risks. Risk assessments, including findings and actions should be recorded.

Risk assessments should form part of the planning process for any activity allowing for any necessary control measures to be planned and implemented. These should be signed off by a line- manager who may pass on the review and sign-off to another person. Notwithstanding this, continued identification of any risks, including during delivery – often referred to as dynamic risk assessment – should be undertaken to respond to any changes in circumstance, environment or unforeseen risks.

Advice and guidance on implementing risk assessments, as well as template forms are available from the YEHUDI Head Office.

Roles and responsibilities

All staff, trustees and volunteers are responsible for ensuring that any activities which they plan, oversee and/or deliver are done safely, adequate risk assessments have taken place and any control measures are implemented. Staff and volunteers should respond to any instances where they feel that activities are not safe, and take actions such as implementing additional control measures, making changes and/or delaying, suspending or cancelling those activities. Incident response and reporting procedures should be followed as appropriate.

Further advice and guidance can be obtained via YEHUDI Head Office, including details of those who have primary responsibility to undertake and review risk assessments for specific programmes.

Supervising ratios

The ratio of adults to young people should be where possible:

Risk	Ages 8-11	Ages 11-18
Low: Where activities are contained within a building or other area restricted to YEHUDI and YEHUDI authorised personnel, such as group nights, events, trips, coach travel etc.	1:12	1:15
Medium: Outings and events, particularly where these are not restricted to YEHUDI personnel	1:8	1:10
High: Adventure activities or trips.	1:5	1:8

*Note certain activities or programmes may have their own specific supervision ratios. Where possible:

- Two adults should be present at all times.

In order to determine which category your activity falls into, you should complete a YEHUDI Risk form to generate the level of risk. During outings and events, leaders should be clearly identifiable from participants where possible.

Personal responsibility

YEHUDI has a responsibility to take appropriate steps to provide a healthy and safe environment for young people, staff and volunteers. In addition, it must be noted that young people, staff and volunteers also have a responsibility to take reasonable care of themselves, others and the environment they are in. In the event of sickness or being signed off from work, it is the responsibility of the leader to inform the senior management, **Aryeh Richman or Lelia Rainhartz**; is this still correct this ensures that your safety and wellbeing is catered for.

RELIGIOUS OBSERVANCE

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Yehudi, as a part of Mizrachi UK, adheres to Orthodox Jewish law, or Halacha. Yehudi ensures religious laws and practice are adhered to across all of its activities. We follow Halachic guidance from Rabbinic figures in the Mizrachi world. This includes, but is not exclusively, observance of Shabbat, Kashrut and other obligations. Whilst on Yehudi programming, it is expected that participants respect and adhere to Jewish law.

DRESS CODE

Yehudi has a modest dress code for all participants as well as staff and volunteers. Skirts and shorts must be knee length. T shirts must cover the midriff. Sleeveless vest tops are not allowed for Males or Females. Tight leggings may not be worn.

Health and wellbeing

Upon admission to a local YEHUDI group, activity or event, the relevant registration form should be completed. This will highlight any health or pastoral issues that may affect the young person, volunteer or staff member. If leaders are informed that a person receives support at school or home, has additional needs or has been severely disciplined by their school or other authorities (including any temporary exclusions, police cautions or criminal records), the case should be referred to the YEHUDI Pastoral Officer. If the individual has any medical needs, this should be referred to the Health Officer for advice/support. Should there be any queries or questions in relation to an individual participating in YEHUDI activities or programmes then advice can be sought from the YEHUDI Pastoral Officer. This should be done as soon as possible.

Providing early access to this information allows for the individual to be fully supported with their needs. YEHUDI will make every effort to ensure that young people are able to join in YEHUDI activities, events and trips wherever possible, providing that this would not be to the detriment of the activity, event or camp, or place other individuals at risk. It is the individual's responsibility (or that of their parent (if aged under 18)) to ensure that they give us as much relevant information as possible. If it is later found that such information has been withheld, it may jeopardise the individual's status in YEHUDI or their ability to participate in YEHUDI run events or activities. However, it may be possible for an individual to remain in YEHUDI if, after detailed discussion, it is decided that the YEHUDI leaders and staff are able to deal with the issues in question. It may be necessary to instigate a care plan to deal with this on the basis that, if these are not met, the individual may no longer be able to participate in YEHUDI events or activities.

If there is a change in circumstances of an individual's health or welfare information, this should be notified to the group leader or programme manager. These changes will allow any adjustments to be made to ensure the individual's continued involvement in YEHUDI activities.

It is important to note that disclosing health, educational or disciplinary information should not be grounds for excluding that individual from activities, but reasonable adjustments can be made to allow for inclusivity.

Health and Pastoral care

If a leader has a conversation or interaction with a young person relating to their health and pastoral needs this should be documented and submitted to the Pastoral Officers for their

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records and possible follow-up.

First Aid and Medical Treatment

At all YEHUDI activities and events an appropriate first aid kit should be available. Only suitably authorised leaders may administer first aid and each occasion must be noted by the first aider in the appropriate incident log. Any incident must be notified to the parent/guardian or person collecting the child. All incidents that occur at a local group need to be notified to the Health Officer within 48 hours.

If a young person or leader is injured or becomes ill at a YEHUDI event or trip, the first aid treatment form should be completed, outlining the details of the incident and the treatment given. At the end of the event or camp these forms should be sent to the YEHUDI Health Officer via YEHUDI Head Office. A copy of the filled in paperwork should also be given to the parent.

Specific incidents which require a visit to a hospital must be immediately notified to YEHUDI Head Office by contacting 07441395691. Failure to do this may result in YEHUDI not being suitably covered in the event of any litigation.

Use of Vehicles

For their own protection, and the protection of their passengers, leaders and staff should make sure that their private vehicle insurance company is aware of the purposes for which the vehicle is used, and that adequate insurance cover is provided when using their private vehicles for YEHUDI purposes.

Use of private vehicles

Subject to insurance, leaders and parents may carry YEHUDI participants in their car. Young people holding a full driving license may, after seeking permission from those responsible for the event, carry participants in a car. DBS checks for drivers operating on behalf of YEHUDI are only required where there is regular contact with participants in a YEHUDI setting. In all instances, however, drivers should avoid situations where they are in a vehicle with only one participant.

Without checking, drivers could find themselves uninsured for a YEHUDI journey, and in the event of an accident, be personally liable for the payment of compensation to injured passengers, fines and for the costs of repair to other vehicles or property. They may also be subject to prosecution for an uninsured journey.

Use of private vehicles and vehicles provided by Yehudi

All vehicles driven for YEHUDI should be in a roadworthy condition, holding valid insurance, MOT and road tax. Prior agreement should be sought before using toll roads. Reasonable expenses will be paid for mileage and parking.

Where vehicles have been provided by YEHUDI, drivers will be covered by YEHUDI's insurance provided that drivers hold a full driving license and have received permission from YEHUDI to use the vehicle. All drivers must make YEHUDI aware of any motoring convictions,

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finances, endorsements or penalty points that they hold or have received prior to their using a private or provided vehicle for YEHUDI purposes. YEHUDI reserves the right to exclude or prevent any individual driving a vehicle on behalf of, or for, YEHUDI on the basis of previous convictions or endorsements.

YEHUDI is not responsible for any costs incurred as a result of driving offences or damage caused by reckless driving by a participant, volunteer or member of staff while driving a vehicle provided by YEHUDI or when using a private vehicle. Drivers of vehicles provided by YEHUDI may also be liable for additional costs associated with driving offences or careless driving such as insurance excesses, admin fees or costs of alternative transport.

Incidents

YEHUDI may be required to respond to different types of incidents for which specific incident procedures are in place as well as an Incident Plan to deal with major or critical incidents. These incidents may be the result of an internal problem or event or of an external incident, such as a major accident or incident involving large numbers of people. In the event of a critical incident, it is the responsibility of each member of the senior team to ensure that the relevant plans and procedures are read and understood by key members of staff and volunteers, and where necessary specific training is completed.

Plans, policies and procedures are reviewed and updated regularly, and following incident or near miss reviews. YEHUDI makes use of external support, guidance, training and incident management, particularly in delivering activities for and alongside partner organisations.

Reporting incidents

In response to any incident, line-managers should be informed, and escalated as appropriate to ensure suitable response. Incidents can be escalated by contacting the designated on-call person directly, if known, or via YEHUDI's Emergency Line 07441395691.

All incidents should be recorded by submitting an Incident Report Form.

Reported incidents will be followed up as required and will pass on reports where activities are being delivered for and alongside partner organisations in line with operating procedures.

COMMUNICATIONS

Internet and email use

As an organisation YEHUDI has a moral responsibility to promote high standards of conduct and behaviour at all times, and a consideration and respect for the views of other people.

YEHUDI has a strong reputation for promoting itself through digital and written media for the positive impact it has on the local and wider community. It should be noted that improper or inappropriate use of the YEHUDI's name could result in disciplinary action against the individuals involved, in line with the YEHUDI discipline procedure.

Use of YEHUDI's time or property (including computers) should only be for matters directly associated with the conduct of the charity.

Nothing improper can appear on an email, social media accounts or the web site that could contravene one of a number of criminal or civil offences and make YEHUDI liable for damages or worse.

Any individuals posting on behalf of YEHUDI should ensure that they have been given permission to do so by YEHUDI Head Office. Any communication made by YEHUDI leaders or members on behalf of YEHUDI using emails, social media posts, online messages, text messages and phone calls etc. should be of a professional manner and should not be sent or shared during Shabbat and/or Jewish Festivals. Leaders should also be mindful of the times in which communication is made.

For their own protection, leaders and staff should review their privacy settings for personal accounts on social media and recommend restricting access as far as possible. Leaders and staff should avoid direct connections with young people (such as following, friending, subscribing or direct messages etc.) and should report any contact which they receive directly from young people to any personal account to their line manager or one of the Safeguarding Team.

Use of Images

YEHUDI uses media content (including photographs and video footage) of some of its activities, trips, and events to explain and publicise the work that YEHUDI does. This is done in order to inform the local and wider community and to raise vital funds which help us to continue providing the services that we offer. Media content may appear in the press (including newspapers and websites) as well as online, on YEHUDI's own website or social networking sites such as Facebook, Twitter (X), Instagram or YouTube. By completing a registration or application form, an individual is accepting the YEHUDI terms and conditions and consequently giving permission for such media content to be used. Those who wish to restrict the use of their image can write to or email the YEHUDI Head Office in order to do so.

Generally, YEHUDI will not include information along with a photo or video that would allow a participant to be identified by a person outside of YEHUDI. However, YEHUDI is not responsible for the actions of other individuals, including parents or friends, who may identify participants in content shared by YEHUDI to Facebook, Instagram or other social media sites. It remains the user's responsibility to manage their own social media privacy settings.

It may be the case that representatives of YEHUDI are asked to capture media content of participants at YEHUDI events or other programmes on their personal devices in order to be shared to, or by, YEHUDI accounts. In these cases, media content should not be held on personal devices for longer than is necessary and should be deleted where possible after the content has been used by YEHUDI. All media content captured on behalf of YEHUDI should only be used for YEHUDI purposes.

Leaders within YEHUDI remain responsible for what they post on their personal social media accounts and for managing their own privacy settings. If a leader of YEHUDI is found to be sharing content that appears to be inappropriate, offensive, illegal or damaging to YEHUDI's image in some way, YEHUDI reserves the right to limit or cease the leader's involvement with YEHUDI.

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PRIVACY POLICY

YEHUDI takes the issue of privacy very seriously and is committed to ensuring that all data provided to YEHUDI is protected and respected. This policy sets out how YEHUDI processes personal data collected through its activities, programmes and opportunities and outlines your privacy rights. As we continue to strive to ensure our policies and procedures are relevant and appropriate, this Privacy Policy will be updated, in line with current legislation including the Data Protection Act 2018, UK GDPR and the Privacy and Electronic Communications Regulations 2003.

Personal Data which we collect

YEHUDI helps to develop young people through a journey of age progressive activities and opportunities. YEHUDI collects various categories of personal data and special category data in order to achieve its objectives; deliver, promote, inform and improve our activities, programmes and opportunities; raise necessary funds; and comply with our legal obligations.

Members, Participants, Parents, Staff and Volunteers - YEHUDI collects and processes personal data on persons who take part in YEHUDI activities or express an interest in taking part. Data collected includes, but is not limited to: name, date of birth, contact details (telephone, mobile, email address, postal address), gender, parent/guardian and emergency contact details, occupation, health & welfare (such as disabilities, medical conditions, additional needs or support), safeguarding and disclosures, activity information (such as attendance history, award information, volunteering and achievements, accreditation evidence). In addition, we collect further information on staff and volunteers such as, but not limited to: DBS check and certificate information, references, awards and qualifications as well as any personal data provided to us as part of a CV or application form such as their eligibility to work in the UK and National Insurance number.

Payments (including donations) - YEHUDI collects and processes personal data on payments received from and made to persons. Card information for online payments is passed directly to a card processor. Any card information provided direct to YEHUDI, such as on a paper form or via telephone is passed on to the card processor and then deleted or destroyed. YEHUDI discourages the submission of card details via email.

Supporters and Partners - YEHUDI collects and processes personal data on persons with whom it works with and who support the activities of YEHUDI.

Case studies and surveys - As part of improving and promoting our services, YEHUDI collects information through surveys and interviews for case studies and to review and tailor activities we offer. This includes details of their experiences, feedback on activities and suggestions for future improvement.

Website - YEHUDI websites collect and store information in order for us to operate, and to allow us to manage and deliver activities, awards and programmes. Our web servers also collect information, including logging access and other usage information which can be used to detect or analyse any suspect activity. The YEHUDI website uses cookies to track your visits and log in preference to help us improve our site and ensure a positive user experience. It is possible to view the contents of a cookie or to prevent cookies being stored on your computer through accessing your browser preferences.

The purpose for which we process personal data

YEHUDI collects and processes personal data from young people, their parents / guardians, volunteers, employees, partners and others in order to:

- achieve its objectives;
- deliver, promote, inform and improve our activities, programmes and opportunities;
- communicate about activities they have registered or expressed an interest in;
- communicate about other activities YEHUDI offers via email, text, telephone or social media;
- understand and assess individual needs to allow us to make reasonable adjustments to activities we offer;
- safeguarding;
- raise necessary funds;
- comply with legal obligations.

The lawful basis for which we process personal data

YEHUDI processes data, and special categories of data, on the basis that one or more of the following apply:

- YEHUDI has a legitimate interest in processing the data to promote and deliver its activities;
- It is necessary to fulfil a contract or agreement with the person or the person has asked for something to be done so they can enter into a contract or agreement;
- Consent has been given;
- The processing is carried out in the course of its legitimate activities as a not-for-profit body with a religious aim;
- There is a legal obligation to process data.

Storage and sharing of personal data

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YEHUDI works closely with various partners to help deliver its activities. YEHUDI does not sell personal data to any third parties and only shares personal data with trusted organisations, groups or individuals who enable YEHUDI to process data in: delivering activities we offer; ensuring the safety and security of individuals; where it is required to do so in order to comply with the law, enforce a contract or agreement; or to protect the rights, property or safety of YEHUDI, its staff, volunteers or others. Such third parties include schools, partner charities and/or organisations, service and/or activity providers, mailing companies, government bodies as well as legal representatives, auditors and companies who enable electronic communication for emails or text messages.

Personal data is stored and processed appropriately with third parties to allow YEHUDI to achieve its purposes, but not for their independent use unless they have permission or a legal obligation to do so. Personal data is kept for as long as is necessary to fulfil the purposes for which it was collected or be available for any legal claims which may be brought to our attention.

Third parties with whom YEHUDI shares personal data are located within the European Economic Area (EEA) or on the basis of an adequacy decision by the European Commission (e.g. Israel) or where adequate safeguards are in place to protect the personal data.

Security of Personal data

We are committed to ensuring that your information is secure. All personal data held by YEHUDI is stored securely and we have put suitable measures in place to secure the data we process. This information is restricted internally and access is only granted to persons who require it. The type of access given to such persons will depend on the purpose of use and will be limited to only include information that is appropriate to their role and position within YEHUDI and we are satisfied that they can and will adhere to our high standards for data protection and security.

Rights available to individuals

Relevant privacy laws provide individuals with certain rights in respect of their personal data, details of which are available on the website of the Information Commissioner's Office. You have the right to access, amend and have any inaccuracies in your personal information corrected which can be done by contacting YEHUDI. Where consent is the legal basis for processing, you may manage or withdraw this consent at any time by notifying us in writing, however, this will affect how we can interact with you or provide you with services. You also have the right to ask for your personal data to be erased, unless there is an overriding legitimate reason, legal or contractual obligation requiring YEHUDI to continue holding this information. In certain circumstances, you have the right to object to YEHUDI in processing any personal information stored, providing you have legitimate grounds for doing so.

OPERATIONS AND ASSET MANAGEMENT

Insurance and indemnity

YEHUDI holds a number of insurance policies for the protection of its personnel assets which cover all participants, employees, volunteers and other persons associated with YEHUDI while taking part in YEHUDI related activities or events. YEHUDI's insurance does not cover loss or damage to any personal items belonging to persons associated with YEHUDI unless otherwise stated. Participants, employees and volunteers must adhere to the relevant YEHUDI rules or policies, otherwise any claim may be invalidated.

Asset maintenance policy

YEHUDI aims to ensure that all assets held by YEHUDI are properly and regularly maintained.

As an organisation, YEHUDI endeavours to secure high quality, durability and cost effectiveness in any assets that it purchases. Assets should be reviewed annually for insurance and audit purposes and any repairs or replacements should be carried out if or when these are necessary and cost effective.

Any assets that are no longer useful or beneficial to YEHUDI should be disposed of in a way that is responsible and environmentally friendly where this is reasonably within the means of YEHUDI. Where possible, assets no longer beneficial to YEHUDI should be recycled, repurposed or sold.

Quality Assurance

YEHUDI endeavours to ensure the highest quality in all of our activities by continually monitoring and evaluating our programmes. YEHUDI seeks feedback from staff, volunteers, participants and parents regarding its events, activities, programmes and processes and reviews this information in order to make continual improvements.

YEHUDI relies on the dedication of its staff and volunteers to uphold the quality of its programmes and is appreciative of all the work that goes into this.

Selection of Suppliers

It is the responsibility of YEHUDI to ensure that all suppliers of goods and services for YEHUDI are subject to relevant checks and procedure.

Selection for supply goods

All goods supplied to YEHUDI should be approved by YEHUDI Head Office or local group leaders. As an organisation, YEHUDI will endeavour to secure good value for money and should be aware of any delivery and returns policies and warranties held by suppliers. Any food items supplied to YEHUDI for consumption by young people, staff or volunteers should be in line with YEHUDI's Kosher observance policy.

Selection for supply services

All suppliers of services to YEHUDI should be approved by YEHUDI Head Office who should ensure that the supplier holds the relevant insurance and is able to supply the services required. As an organisation, YEHUDI will endeavour to secure good value for money with all services used. YEHUDI should also ensure that suppliers hold relevant insurance, and have in place suitable policies and procedures, not limited to safeguarding and risk assessment.

Where services are being delivered to young people, YEHUDI should ensure that these are appropriate for the participants. Unless relevant checks, including DBS checks, have been made, any contractors or outside facilitators working with young people should be supervised by a leader or member of staff.

Anti illegality

Staff and volunteers of YEHUDI are expected to follow the policies laid out in this document. YEHUDI is committed to working and operating in accordance with British law. Staff and volunteers are also expected to comply with all applicable UK laws and guidance and should not take part in any act prohibited under UK law. Any staff member or volunteer found to have committed a prohibited act under British law may face suspension or dismissal from YEHUDI.

COMPLAINTS

YEHUDI is committed to the highest standards of openness, honesty and accountability. It seeks to conduct its affairs in a responsible manner, taking into account the requirements of the law and the standards required from a socially responsible organisation, as outlined in the Sir Robert Francis's Freedom Speak Up Review 2015 creating a culture that enables the raising of issues such as safeguarding, codes of conduct and promotion of the welfare of children and staff.

Whistle Blowing

Where an individual discovers information which shows malpractice within the organisation, then this information should be disclosed without fear of reprisal. In the first instance, concerns must be reported to the Director or Safeguarding officer. If it is not appropriate to do so, the concerns should be reported to the Director of Mizrachi. If the information is of a nature that requires urgent and immediate attention and the above are not available, the Mizrachi Head Office should be contacted instead. All information should be given in writing with as much detail as possible.

Individuals who report instances of malpractice in good faith, will be protected against dismissal or any form of victimisation. However, those who make a disclosure in bad faith that is malicious or mischievous will be subject to the YEHUDI's disciplinary procedure.

Complaints – children, parents and madrichim

Complaints should first be reported to your YEHUDI leader, Programme Manager or administrator and if necessary, taken to YEHUDI Head Office. Whenever possible, leaders should first endeavour to resolve a complaint informally and in discussion with the complainant. For the sake of clarity, all formal complaints should be made in writing. For further information please refer to the YEHUDI Complaints procedure.

Madrichim

Where there are issues of inappropriate or unacceptable behaviour between madrichim, it may be necessary to discuss the issue with a Mentor further up the line.

Confidentiality

Parents need to feel confident that they can discuss personal matters with YEHUDI leaders without these issues becoming public knowledge.

All information given to YEHUDI by parents is valued and is shared only with the appropriate members of YEHUDI leaders, mentors or senior management that need to be informed, so that the matters can be addressed from the information provided. This also applies to contact made with the all other members of staff and volunteers.

Leaders and employees have an obligation to treat with utmost discretion any information

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learned that is of a confidential nature. This includes such YEHUDI matters as future appointments, postings and pending decisions.

Where certain disclosures are made to the Director, staff. Pastoral care support or safeguarding members of a potentially dangerous situation, they may themselves seek advice from an appropriate body or outside agency, such as Social Services, NSPCC, NCVO etc.

YEHUDI is keen for as many members and leaders as possible to be able to take a full and active part in all YEHUDI activities. If there are any difficulties with regards to the cost of the payment for events or trips, parents or leaders should contact the YEHUDI office in the first instance. All applications for financial assistance will be dealt with in the strictest confidence.

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APPENDIX #1: CODE OF GOOD PRACTICE

This code of good practice aims to ensure that YEHUDI remains a positive environment for all staff, volunteers and participants and other volunteers. It is important that all volunteers and members of staff have read and understand this code.

All staff and volunteers undertake to

- provide an example for others to follow
- treat everyone with respect and dignity
- involve more than one other adult or at least be within sight or hearing of others when leading an activity
- respect individuals' right to personal privacy
- organise separate facilities for changing, sleeping etc. for boys/girls and members/adults
- provide access for young people to talk about any concerns they may have
- remember that someone else might misinterpret their actions, no matter how well-intentioned
- recognise that special caution and guidelines are required when dealing with bullying, bereavement or abuse and other welfare issues

Staff and volunteers will not

- permit abusive youth peer activities (e.g. initiation ceremonies, ridiculing, bullying)
- have any inappropriate physical or verbal contact with other madrichim, mentors or participants
- jump to conclusions about others without checking facts
- allow themselves to be drawn into inappropriate attention seeking behaviour.
- exaggerate or trivialise child abuse issues
- show favouritism to any individual
- rely on only their good name to protect them

APPENDIX #2: DISCIPLINE PROCEDURE FOR PARTICIPANTS AT YEHUDI LOCAL GROUPS

All participants taking part in YEHUDI activities are required to comply with all rules and regulations as issued by YEHUDI and as consented to by both the parent and participant when joining YEHUDI events and programmes.

Whilst we try to avoid sanctions where possible, YEHUDI reserves the right to take reasonable action in cases of disruptive, anti-social or persistent bad behaviour, including instances of bullying and harassment. YEHUDI also reserves the right to exclude any participant that they consider unsuitable for YEHUDI.

Stages

Participants will receive two warnings in relation to their behaviour before exclusion; however, YEHUDI reserves the right to exclude a participant immediately, without any warning, where their conduct merits it.

First warning

This is a verbal warning given to the participant. The participant will have an opportunity, at the earliest convenience, to talk with their Local Group Madrichim and or Mentors away from their peers to discuss their behaviour and agree a way forward.

Parents may be notified by email or phone to inform them that their child has received a first warning.

Second Warning

This is a probation warning; participants will again have the opportunity to discuss their behaviour with their Local Group Leader and agreements will be made to ensure that the participant can keep their behaviour to an acceptable level.

Parents will be notified that if there is a further offence their child will be excluded from the group.

If considered necessary by YEHUDI a behavioural agreement should be drawn up at this stage, which will need to be agreed to and signed by the parent, participant and Local Group Leader should the participant wish to continue taking part in YEHUDI activities.

Should any participant be excluded, their parents/guardians will be liable to collect them as soon as possible from the activity. Until such time as their parents/guardians arrive, the participant will be isolated from their peers. No refund will be given or any expenses reimbursed.

Please note: Being sent home from a YEHUDI group for disciplinary reasons may affect a participant's eligibility to be accepted onto future YEHUDI activities, events or trips.

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APPENDIX #3: DISCIPLINE PROCEDURE FOR PARTICIPANTS AT YEHUDI EVENTS AND OTHER YEHUDI PROGRAMMES

All participants at YEHUDI trips, events and other programmes are required to comply with all rules and regulations issued.

Whilst we try to avoid sanctions where possible, YEHUDI reserves the right to take reasonable action in cases of disruptive, anti-social or persistent bad behaviour, including instances of bullying and harassment. YEHUDI reserves the right to exclude any participant that they consider unsuitable for events and trips.

Stages

Participants will receive two warnings in relation to their behaviour before exclusion; however YEHUDI reserves the right to exclude a participant immediately, without any warning, where the problem merits it.

First Warning

- This is a verbal warning given to the participant. The participant will have an opportunity, at the earliest convenience, to talk with their leader away from their peers to discuss their behaviour and agree a way forward.
- Parents may be notified where appropriate.

Second Warning

This is a probation warning; participants will again have the opportunity to discuss their behaviour with their leader and agreements will be made to ensure that the participant can keep their behaviour to an acceptable level.

Parents will be notified that if there is a further offence their child will be excluded from the remainder of the camp or event.

Should any participant be excluded their parents/guardians or alternative contact person will be liable to collect them as soon as possible from the trip or event. Until such time as their parents/guardians arrive, the participant will be isolated from their peers. No refund will be given or any expenses reimbursed.

Please note: Being sent home from a YEHUDI camp or event for discipline issues may affect a participant's eligibility to be accepted onto future YEHUDI events or other activity.

APPENDIX #4: COMPLAINTS

PROCEDURE

YEHUDI recognises its responsibility to deal fairly, constructively and consistently with expressions of concern or dissatisfaction from members, leaders and parents.

Basic principles of the complaint procedure

1. Complaints should be dealt with locally where possible.
2. All complaints relating to events should first be reported to your YEHUDI Madrich and if necessary taken to mentors.
3. Whenever possible, Leaders should first endeavour to resolve a complaint informally and in discussion with the complainant. For the sake of clarity all formal complaints should be made in writing.
4. Complaints received should be acknowledged in writing (which may be by email) within seven days.
5. Complaints should, ideally, be resolved within four weeks.
6. Any extension of the time beyond four weeks, and the reasons for it, should be communicated to the complainant.
7. YEHUDI Leaders and employees should not deal with complaints in which they are personally involved, or where they may be considered by either themselves or others to have insufficient independence. In these cases, advice must be sought from the next level of YEHUDI to ensure impartiality.

The key elements of the procedure are that :-

- All complaints will be dealt with in a fair and objective manner.
- Resolutions and outcomes should contribute to a process of continuous improvement.
- Complaints should be dealt with consistently and reliably.
- If a complainant is not satisfied with the response to their original complaint they have the right for the resolution to be reviewed once, and once only, by an independent YEHUDI review panel.
- YEHUDI does not generally investigate anonymous complaints.

PLEASE NOTE: In some cases, it may be appropriate to bypass this process and go to someone further up the line. In such cases, it would be acceptable to approach the Yehudi director or Safeguarding officer, providing other attempts have been made to resolve the issue.

Complaints involving child protection matters must be dealt with in accordance with the set down procedures as per the YEHUDI Policy Document.

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APPENDIX #5: DEFINITIONS, SIGNS & INDICATORS OF HARM, EXPLOITATION AND ABUSE

This following is a list of types of abuse and definitions. Note that this is not an exhaustive list, and any suspicions of abuse should be reported in line with YEHUDI's Policies.

Definitions

Physical Abuse

Physical abuse is deliberate injury to a person, however slight. This may involve hitting, shaking, throwing, poisoning, biting, burning or scalding, drowning, suffocating or otherwise causing or attempting to cause physical harm to a person.

Physical harm may also be caused through the misuse of medication, restraint or inappropriate sanctions (for example, corporal punishment) or being given alcohol or a substance that is known to cause harm.

Emotional Abuse

Emotional or psychological abuse is the emotional ill treatment of a person that adversely affects their wellbeing or development.

Some level of emotional abuse is involved in all types of ill treatment, though it may occur alone.

It includes threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or support networks, being ignored, or not given a choice of who to live or spend time with.

Other harmful experiences such as frequently being forced to witness violence in their domestic environment are also classified as emotional abuse.

Neglect

Neglect and acts of omission is the continuing failure to prevent harm that damages or impairs health and/or development by not meeting a person's basic physical and/or psychological needs.

This includes ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, withholding medication, inadequate hygiene, nutrition, housing or heating, or preventing someone from interacting with others.

Neglect of children and adults with physical or mental illness or disability is more common than neglect of those without disabilities and is often under- reported.

Sexual Abuse

Sexual abuse is the involvement of a person in sexual activities which they do not want or truly understand, or to which they are unable to give valid or effective consent.

This may involve rape, sexual assault, inappropriate sexual contact or exposure to inappropriate material.

Exploitation

Those who want to exploit children and adults will seek out those who are in vulnerable circumstances to use them for their own purpose, activity or gratification. This could be financial, commercial, sexual or related to extremism and terrorism.

Exploitation involves a process of grooming.

Grooming

Grooming is when someone builds an emotional connection with a child or adult to gain their trust for the purpose of exploitation.

They may also manipulate their environment, so they become isolated from those who could help or support them. For example, winning the trust of caring and concerned adults, who, as a result, view a situation which should cause concern as acceptable.

Those affected may not realise they have been groomed, or that what has happened is abuse and abusers will try to overcome a child or an adult's natural resistance.

Sexual Exploitation

Sexual Exploitation is a type of sexual abuse in which children or adults are sexually exploited for money, power or status. Some children and adults are trafficked into or within a country for this purpose.

They may be tricked into believing they are in a loving, consensual relationship. Abusers will use various means to gain compliance such as drugs, alcohol, gifts, threats and bribes.

Modern Slavery

Modern Slavery (human trafficking) includes forced labour, domestic servitude or coercing, deceiving and forcing an individual into a life of abuse.

People are trafficked for sexual exploitation, domestic servitude, labour, benefit fraud and involvement in criminal activity such as pick-pocketing, theft and illegal work.

Some people are coerced, but most are trapped in subversive ways. For example, promised education or 'respectable' work in restaurants or as domestic servants, or parents may be persuaded that their children will have a better life elsewhere.

Radicalisation

Radicalisation is defined as the process by which those who are vulnerable come to support terrorism or violent extremism and, in some cases, to directly participate in or support terrorist groups.

The process of radicalisation is different for every individual and can take place over an extended period or within a very short time frame.

It may follow experience of racism or discrimination. They believe that joining a movement offers social and psychological rewards such as adventure, camaraderie and a heightened sense of identity.

Financial Abuse

Financial or material abuse is the theft or misuse of a person's property or assets.

This includes money being withdrawn or stolen, goods or services purchased in someone's name without their consent, being deliberately overcharged for goods or services, misappropriation of property, possessions or benefits, or money being borrowed by someone who is providing a service to the vulnerable person.

Discriminatory Abuse

Discriminatory abuse is repeated, ongoing or widespread discrimination due to a person's age, sex, gender, disability, racial heritage, religious belief, sexual orientation, appearance or cultural background, marriage or civil partnership, pregnancy and maternity.

This can include unfair or less favourable treatment, sexual or gender preference, slurs, harassment, name-calling, breaches of civil liberties, and unequal access to health or social care

Organisational Abuse

Organisational abuse is the mistreatment, abuse or neglect of children or adults by an organisation or its personnel.

It can take place within settings and services that children or adults live in or use, and it violates their dignity, resulting in a lack of respect for their human rights.

It can take the form of an organisation failing to respond to or address incidents of poor practice brought to its attention.

Harmful Traditional Practices

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Harmful traditional practices are forms of violence which have been committed (primarily against women and girls) in some communities and societies for so long that they are considered, or presented by abusers, as part of accepted practice.

Such traditions include Female Genital Mutilation (FGM) and forced early marriage.

They may also include different forms of ritual ceremonies involving individuals in harmful religious or spiritual activities.

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Signs and indicators of abuse

Signs and indicators of abuse may vary from person to person. Children develop and mature at different rates and what appears to be worrying for one child may be normal behaviour for another. Parental behaviours and interactions with their child can indicate abuse or neglect.

By understanding the warning signs you can respond early and provide the right support and services. It is important to recognise that a warning sign doesn't automatically mean a person is being abused. Any concern should be reported to the Safeguarding Team in line with YEHUDI's Safeguarding Policy.

Signs of abuse can include:

- Suddenly behaving differently
- Becoming withdrawn
- Low self-worth and self-confidence
- Increased anxiety
- Seeming stressed
- Depression
- Aggression and anger management
- Not trusting others
- Erratic and unpredictable behaviour
- Increased drug, alcohol or substance use or misuse
- Self-harm
- Suicidal thoughts
- Poor sleep including nightmares
- Missing appointments / not turning up
- Physical ill health increases e.g. headaches, stomach aches
- Eating disorders
- Poor performance at school or work
- Overly clingy
- Missing school or work

APPENDIX #6: CONTACTS, ROLES AND RESPONSIBILITIES IN RELATION TO SAFEGUARDING

Volunteers and staff at all levels of the organisation have a legal duty of care and responsibility to protect those it works with. Below is a list of current contacts and an outline of the specific roles and responsibilities for key staff and volunteers in relation to safeguarding.

Designated Safeguarding Officer:

Aryeh Richman – 07463523468 – aryeh@mizrachi.org.uk

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Deputy Designated Safeguarding Officer:

Lelia Rainhartz – 07521500298 -lelia@mizrachi.org.uk

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