



POLICY DOCUMENT

(GUIDELINES & PRINCIPLES)

Document Version & Date	v13 March 2024
Document Owner	Stefan Clark, Director of Operations & Finance
Reviewed By	Neil Martin, Chief Executive
Next Review	March 2025

TABLE OF CONTENTS

TERMINOLOGY	5
INTRODUCTION	6
JLGB Vision, Mission and Values.....	6
Statement.....	6
Insurance.....	7
RECRUITMENT	8
Participants and members.....	8
Safer Recruitment.....	8
Enrolment/admissions of leaders	9
Employment of professional staff	10
Equality and diversity	10
Discrimination	11
SAFEGUARDING	12
A duty of care	12
In loco parentis	12
Disclosure of abuse or suspected abuse	13
Receiving a disclosure	13
Immediate risk of harm	13
Reporting a disclosure	13
Record Keeping and Information Sharing	14
BEHAVIOUR POLICIES	16
Discipline procedure	16
Behavioural issues	16
Codes of behaviour for adults	16
Protecting yourself as a volunteer	17
Anti-social behaviour and harassment	17
Bullying.....	17
Smoking and use of tobacco products	18
Alcohol.....	18
Drugs.....	19
Weapons	19
Right to search.....	19
Reporting incidents to authorities	20
HEALTH AND SAFETY	21

Risk assessment.....	21
Roles and Responsibilities	22
Supervising ratios	22
Personal responsibility	22
Religious observance	23
Health and wellbeing	23
Health and pastoral care.....	25
First aid and medical treatment.....	25
Use of vehicles	25
Incidents	26
COMMUNICATIONS.....	27
Internet and email use.....	27
Use of image.....	27
PRIVACY POLICY.....	29
Personal data which we collect	29
The purposes for which we process personal data	30
The lawful basis for which we process personal data	30
Storage and sharing of personal data	30
Security of personal data	31
Rights available to individuals	31
Contact.....	31
OPERATIONS AND ASSET MANAGEMENT	33
Insurance and indemnity.....	33
Asset maintenance policy	33
Quality assurance	33
Business continuity plans (incl. Crisis management and contingency planning)	33
Selection of suppliers	34
Compliance, governance and audit.....	34
Risk management	34
Fraud prevention and anti-illegality.....	35
COMPLAINTS	37
Whistle-blowing.....	37
Complaints – members, parents and leaders	37
Leaders	37
Confidentiality.....	37
APPENDIX #1: CODE OF GOOD PRACTICE	39
APPENDIX #2: DISCIPLINE PROCEDURE FOR PARTICIPANTS AT JLGB LOCAL GROUPS	40

APPENDIX #3: DISCIPLINE PROCEDURE FOR PARTICIPANTS AT JLGB CAMPS, EVENTS AND OTHER JLGB PROGRAMMES 42
APPENDIX #4: COMPLAINTS PROCEDURE 43
APPENDIX #5: DEFINITIONS, SIGNS & INDICATORS OF HARM, EXPLOITATION AND ABUSE ..45
APPENDIX #6: CONTACTS, ROLES AND RESPONSIBILITIES IN RELATION TO SAFEGUARDING ..50
APPENDIX #7: ROLES AND RESPONSIBILITIES IN RELATION TO HEALTH & SAFETY 53

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 behaviour or their own behaviour) 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 JLGB organised event such as weekly meetings, events or camps.

Young Person – Relates to any young person participating in a JLGB programme e.g. JLGB Local Group, Duke of Edinburgh’s Award or NCS.

Participant – A person taking part in a JLGB 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 the JLGB, trained and over the age of 18”

Staff – Refers to Professional staff employed by the JLGB

Designated Safeguarding Officer (DSO) – The Designated Safeguarding Officer of the JLGB is the person overall responsible for Safeguarding and oversees the Safeguarding Team. The DSO can be contacted via JLGB’s Emergency Line – 020 3866 9999.

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 JLGB’s Emergency Line – 020 3866 9999.

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 JLGB 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 JLGB Activity.

INTRODUCTION

JLGB VISION, MISSION AND VALUES

Vision – The long-term vision of the JLGB is to play a role in developing a society that values young Jewish people for their contributions to their local and wider communities. We do this by making concerted efforts to train, develop and support their growth through the, often difficult, transition from teenagers through to young adulthood and by allowing them to become active, committed citizens, striving to do the right thing, regardless of circumstance.

Mission – Our mission is to train and develop young Jewish people to enrich their lives and to reach their potential through active citizenship and a diverse, exciting and fun range of activities and experiences in their local and wider communities.

We empower them to become the leaders of tomorrow through our local, regional and national framework. We remove barriers to participation by providing inclusive, fun and innovative activities within a safe and structured framework that meets and, in most cases exceed, the religious and cultural needs of the Jewish community.

Since 1895, the JLGB has encouraged friendship through achievement, recognition and personal development programmes that prepare and enable young Jewish people of all abilities, to develop the essential skills they need to make the seamless transition from young person, through their teenage years into adulthood.

Values – Central to the JLGB ethos is the encouragement of an active and committed citizenship and the desire to contribute and give back to a society that needs more positive reinforcement. We encourage Jewish young people to get involved in volunteering, inter-faith and intergenerational projects that have a positive, real and lasting impact on both the Jewish and wider communities.

STATEMENT

The JLGB is fully committed to safeguarding the welfare of its members 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 the JLGB's objects and ethos. The policies, guidelines and principles in this document are designed to protect all participants, leaders and professional staff of the JLGB.

The JLGB takes its legal and risk responsibilities very seriously, especially with regards to Safeguarding. The JLGB is looked upon and used 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 the JLGB 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 the JLGB. 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 JLGB staff and JLGB Trustees. If in doubt about the correct policy or procedure to be followed, contact should be made with the JLGB Head Office.

INSURANCE

Volunteers are insured against claims for negligence or lack of care under the JLGB'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 the JLGB which, although would be covered if the JLGB is legally liable, would have a serious effect on future premiums. If the JLGB is not legally liable, the volunteer may become personally liable for any claims arising.

In order to be covered by the JLGB insurance, all incidents or potential incidents must be reported to the Chief Executive of the JLGB or National Head Office at the earliest opportunity.

RECRUITMENT

PARTICIPANTS AND MEMBERS

Jewish young people aged 8-18 may participate in a variety of JLGB programmes and activities. These may include participation in local groups, JLGB Camps, Duke of Edinburgh's Award and the NCS programme. Participants at local groups can become members of the JLGB, providing that they meet the eligibility criteria, following their parent/guardian completing a full membership application form online and completing an introductory period of 4 weeks. All members will be required to pay a membership fee; financial assistance is available to those who require it.

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 the JLGB 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.

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

TERMINATION OF MEMBERSHIP – MEMBERS

All young people participating in JLGB events and activities will be subject to the JLGB's behaviour policies and discipline procedures.

Local Group Leaders will have authority to dismiss members in line with membership terms and conditions after discussion with their Regional Manager. Members shall have a right of appeal to their Regional Manager or the Chief Staff Officer.

SAFER RECRUITMENT

JLGB implements various safer recruitment practices in line with safeguarding and other policies. These practices allow JLGB 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. JLGB's requirements towards safer recruitment are made clear to applicants as part of the advertisement and recruitment process.

Applicants to become a volunteer leader or employee will be asked to provide detail 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 JLGB to follow up as well as undertake appropriate identity and DBS or equivalent checks (e.g. for international applicants).

All leaders and professional staff are required to report any subsequent criminal convictions to their line manager, Senior Leadership Team, Chief Executive or the Designated Safeguarding Officer.

DBS AND EQUIVALENT CHECKS

In cases where a self-disclosure, DBS or other check has identified previous conviction or other information, JLGB's Risk Committee, consisting of 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.

ENROLMENT/ADMISSIONS OF LEADERS

As a youth organisation the JLGB is proud to retain many of its members who train to become leaders. Members are given the opportunity to apply to join the Junior Leader Training Programme at the start of the academic year following their 18th birthday, or upon reaching their 18th birthday where this is more appropriate.

The JLGB also attracts direct entrants who join the organisation to apply to become leaders. Under the age of 25 they may be asked to join the Junior Leader Training Programme, whilst more mature adults will receive specific training before becoming an authorised leader, taking into account that they may bring with them valuable life experiences.

All leaders are encouraged to take part in on-going training as part of their JLGB volunteering.

We acknowledge the invaluable help of our unit assistants, instructors and parent helpers.

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

All leaders including Junior Leaders, Direct Entrants and Unit Assistants 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 leader with the JLGB can only take place if those being appointed have undergone First Aid and Safeguarding Training as approved by the JLGB.

TERMINATION OF MEMBERSHIP – LEADERS

The JLGB Chief Executive and the Chief Staff Officer will have the authority to dismiss Leaders if, in his/her opinion, this is in the best interests of the JLGB. Leaders shall have a right of appeal to the JLGB Board of Trustees.

EMPLOYMENT OF PROFESSIONAL STAFF

When employing professional staff the JLGB, 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 JLGB Chief Executive, 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 the JLGB 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 the JLGB on a long-term basis 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, 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 as well as to JLGB 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

The JLGB is committed to equality of opportunity. All of our young people, employees and volunteers are entitled to exist in an environment at JLGB 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 (Including gender reassignment)
- Marital or civil partnership status
- Political belief
- Pregnancy

- Religion or belief (including the absence of belief)
- Sexual orientation

The JLGB exists to ensure that Jewish young people do not face disadvantages as a result of their religion, culture or beliefs and to challenge discrimination and disadvantage that may stem from a young person's Jewishness. The JLGB aims to support, train and develop Jewish young people to enrich their lives and to reach their full potential. A key way of achieving our Mission and maintaining our values is by providing an environment that caters to the needs of Jewish young people. This means that in some cases, membership or participation in JLGB will be limited to include those who identify as Jewish. This also means that in some instances, JLGB 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, JLGB endeavours to make reasonable and practical adjustments in order to allow young people, regardless of their ability, gender or other individual circumstance, in order that they can take part and have access to all of our programmes. In making adjustments, JLGB follows sector best practice as well as any specific guidance or policies when working with other partners to delivery programmes, such as the NCS Trans Inclusion Guidance.

DISCRIMINATION

The JLGB 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, the JLGB will take swift and appropriate action to support our employees and volunteers and to prevent any further such incidents.

SAFEGUARDING

The JLGB is committed to safeguarding our children and young people whilst they are involved in JLGB activities and events, especially those who are most vulnerable. The JLGB 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 or 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 and details of their roles and responsibilities can be found in Appendix #6.

JLGB'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) (2018), 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, JLGB 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 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 JLGB 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, leaders 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. JLGB 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 Officer, 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.

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 any facts about what the person has told you. This should state what the person or you have said.
- Report the disclosure

JLGB's Safeguarding Training will support young and adult leaders in how to deal with safeguarding disclosures. Further advice can be sought from the Safeguarding Team or via JLGB 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 JLGB's Emergency Line is also available on 020 3866 9999.

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. All reports

are kept private and confidential in line with legislation and JLGB's privacy policies, noting that JLGB 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 JLGB activity, via JLGB's Emergency Line – 020 3866 9999 or via email to safeguarding@jlgb.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 JLGB activities until the matter has been resolved.

RECORD KEEPING AND INFORMATION SHARING

Incidents should be reported online via www.jlgb.org/incident. All records are kept private and confidential and only shared with those on a need to know basis in line with JLGB's privacy policy.

Depending on the circumstances and nature of the suspected abuse, it may also be relevant for JLGB'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 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, JLGB 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 JLGB 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.

BEHAVIOUR POLICIES

DISCIPLINE PROCEDURE

Whilst we try to avoid sanctions where possible, JLGB reserves the right to take reasonable action in cases of disruptive, anti-social or persistent bad behaviour. JLGB reserves the right to exclude any participant, volunteer or leader that they consider unsuitable for the camp or event. Please refer to the JLGB discipline procedure for further information.

BEHAVIOURAL ISSUES

Where it is understood that a person may have behavioural issues likely to cause difficulties within a JLGB 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 JLGB 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 camps.

Where there are issues of unacceptable behaviour, 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 Group Leader or Programme Manager should be informed of any such Behaviour Agreements and actions taken.

After an agreed time, if the problem still continues, then membership or participation may be withdrawn and a letter sent to the parents with a copy to the Membership Officer or Programme Administrator at the JLGB Head Office.

CODES OF BEHAVIOUR FOR ADULTS

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

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 JLGB events (within sight or hearing). If boys and girls are involved, at least one adult of each sex 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 JLGB 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 in the JLGB, 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

The JLGB works hard to provide a positive environment for all participants and leaders, including the right to experience JLGB events and activities free from harassment or abuse of any kind. The JLGB 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 transphobia or for any other reason.

All incidents of anti-social behaviour and harassment should be reported to the Local Group Leader or Programme Manager and will be dealt with seriously. Those involved will be subject to JLGB disciplinary procedures and may face exclusion from events or activities or removal from JLGB 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.

The JLGB 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 member, they may face termination of their membership with JLGB.

The JLGB 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. The JLGB 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 JLGB programmes are aware that the JLGB 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.

The JLGB 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

The JLGB acknowledges the harmful effects of smoking. There will be no smoking at Local Group Meetings or at JLGB events or camps while on duty or in Uniform or other JLGB branded clothing. This also includes use of cigarette substitute's e.g. electronic cigarettes, vaporisers or nicotine inhalators, which although are not actual cigarettes should be used discreetly out of view from young people, parents and leaders. Smoking at a JLGB event will only be permitted in a pre-specified or designated area by those aged over 18.

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 JLGB 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.

The JLGB is committed to providing appropriate advice and practical support for members, leaders and their families in working together to overcome any alcohol-related problems.

The JLGB considers itself to have a duty to ensure that all reasonable steps are taken to prevent participants, volunteers and employees from improper or inappropriate use of alcohol whilst in our

care. The JLGB encourages a programme of education and awareness of the consequences of alcohol abuse, including the legal and social implications and the effects of “binge” drinking or excessive consumption.

DRUGS

The JLGB 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, the JLGB. 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 JLGB activity or at any other time that may affect their role in the JLGB. When considered necessary, parents will be informed of the circumstances. The JLGB 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 JLGB activities.

In the first instance, contact the Chief Executive or JLGB Pastoral Officer 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 the JLGB programme, activity or event. This includes items such as tools and knives which could be used as a weapon, unless there is suitable reason for them to be used.

Some tools, such as scissors, pen knives etc., or other objects which could be used as a weapon, can be a useful whilst delivering activities, and creating or repairing equipment and resources. Participant or leaders should only have in their possession or on their person tools which are reasonable and appropriate to their duties. On DofE Expeditions, participants are not allowed any penknives over 3” or with blades which lock in place. Penknives should always be stored in rucksacks rather than on the person where it could be considered a weapon by the police. Any participant contravening this rule would be subject to disciplinary action.

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. JLGB 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 JLGB leader or volunteer is prevented from doing so, then the JLGB are 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 JLGB activity or event.

REPORTING INCIDENTS TO AUTHORITIES

Where a criminal offence has taken place, or where JLGB leaders are adequately concerned that an offence is about to take place, the incident should be reported to the police or other local authorities as soon as possible.

HEALTH AND SAFETY

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

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

The JLGB 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 or nationally. 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 JLGB 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 JLGB 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 JLGB and JLGB authorised personnel, such as local group nights, camps, coach travel etc.	1:12	1:15
Medium: Outings and events, particularly where these are not restricted to JLGB personnel	1:8	1:10
High: Adventure activities	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 mixed groups, at least one adult of each sex should be present.

In order to determine which category your activity falls into, you should complete a JLGB online event request form to generate the level of risk. As an alternative you may also use the JLGB Risk Assessment form. During outings and events, leaders should be clearly identifiable from participants where possible.

Note that certain programmes may be 'remotely supervised', unsupervised, or may include elements of 'remotely supervised'/unsupervised activity. In such instances there will be appointed leaders who can be contacted directly or via JLGB's Emergency Line – 020 3866 9999,

PERSONAL RESPONSIBILITY

The JLGB 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 their line manager; this ensures that your safety and wellbeing is catered for.

RELIGIOUS OBSERVANCE

As a Jewish organisation, the JLGB ensures that a baseline standard for relevant religious laws and practice are adhered to across all of its activities. Where possible the JLGB also offer further specialist provision or adaptations to meet additional religious or cultural needs.

Guidance is available for leaders on the following topics:

- Jewish Dietary Laws (including the preparation and serving of kosher food and drink)
- Shabbat (the Sabbath according to Jewish law)
- Jewish Festivals and Holy Days

HEALTH AND WELLBEING

Upon admission to a local JLGB 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 JLGB 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 JLGB activities or programmes then advice can be sought from either the JLGB Health Officer or 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. The JLGB will make every effort to ensure that young people are able to join in JLGB activities, events and camps 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 JLGB or their ability to participate in JLGB run events or activities. However, it may be possible for an individual to remain in JLGB if, after detailed discussion, it is decided that the JLGB 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 JLGB 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 JLGB activities.

It is important to note that disclosing health, educational or disciplinary information should not be grounds for excluding that individual from activities, but so 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 Health and Pastoral Officers for their records and possible follow up.

FIRST AID AND MEDICAL TREATMENT

At all JLGB 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 JLGB event or camp, 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 JLGB Health Officer via JLGB Head Office.

Specific incidents which require a visit to a hospital must be immediately notified to JLGB Head Office by contacting 020 8989 8990 during office hours, or by calling the emergency line – 020 3866 9999 – which can be reached at any time. Failure to do this may result in JLGB not being suitably covered in the event of any litigation.

A list of medical supplies needed in a first aid kit is available from the JLGB Health Officer and is documented in the JLGB Medical Policies document.

USE OF VEHICLES

USE OF PRIVATE 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 JLGB purposes.

Subject to insurance, leaders and parents may carry JLGB participants in their car. Young people holding a full driving license may, after seeking permission by those responsible for the event, carry participants in a car. DBS checks for drivers operating on behalf of JLGB are only required where there is regular contact with participants in a JLGB 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 JLGB 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 JLGB

All vehicles driven for JLGB 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 JLGB, drivers will be covered by JLGB's insurance provided that drivers hold a full driving license and have received permission from JLGB to use the vehicle. All drivers must make JLGB aware of any motoring convictions, fines, endorsements or penalty points that they hold or have received prior to their using a private or provided vehicle for JLGB purposes. JLGB reserves the right to exclude or prevent any individual driving a vehicle on behalf of, or for, JLGB on the basis of previous convictions or endorsements.

JLGB 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 JLGB or when using a private vehicle. Drivers of vehicles provided by JLGB 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

JLGB may be required to respond to different types of incidents for which specific incident procedures are in place as well as an overarching 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, are tested by full, table-top and communication exercises throughout the year as necessary, and following incident or near miss reviews. JLGB 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 JLGB's Emergency Line 020 3866 9999.

All incidents should be recorded by submitting an Incident Report Form online at www.jlgb.org/incident.

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 a youth organisation the JLGB 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.

JLGB 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 JLGB's name could result in disciplinary action against the individuals involved, in line with the JLGB discipline procedure.

Use of the JLGB'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 the JLGB liable for damages or worse.

Any individuals posting on behalf of JLGB should ensure that they have been given permission to do so by JLGB Head Office. Any communication made by JLGB leaders or members on behalf of JLGB 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.

For advice on the use of Social Media within JLGB please refer to the Social Media Guide, this can be obtained from JLGB Head Office.

USE OF IMAGE

The JLGB uses media content (including photographs and video footage) of its weekly activities, camps, and events to explain and publicise the work of the JLGB 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 the JLGB's own website or social networking sites such as Facebook, Twitter, Instagram or YouTube. By completing a registration or application form, an individual is accepting the JLGB 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 JLGB Head Office in order to do so.

Generally, the JLGB will not include information along with a photo or video that would allow a participant to be identified by a person outside of JLGB. However, the JLGB is not responsible for the actions of other individuals, including parents or friends, who may identify participants in content shared by JLGB 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 JLGB are asked to capture media content of participants at local groups, JLGB events or other programmes on their personal devices in order to be shared to, or by, JLGB 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 JLGB. All media content captured on behalf of JLGB should only be used for JLGB purposes.

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

PRIVACY POLICY

The JLGB takes the issue of privacy very seriously and is committed to ensuring that all data provided to JLGB is protected and respected. This policy sets out how the JLGB 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

The JLGB helps to develop young people through a journey of age progressive awards and opportunities as well as promote citizenship, community development, racial and religious harmony. The JLGB 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 – JLGB collects and processes personal data on persons who take part in JLGB 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, religion, 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) – JLGB collects and processes personal data on payments received from and made to persons. Card information for online payments are passed directly to a card processor. Any card information provided direct to JLGB, such as on a paper form or via telephone is passed on to the card processor and then deleted or destroyed. JLGB discourages the submission of card details via email.

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

Case studies and surveys – As part of improving and promoting our services, JLGB 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 – JLGB websites collect and store information in order for them 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 JLGB website uses cookies to track your visits and log in preferences in order 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 PURPOSES FOR WHICH WE PROCESS PERSONAL DATA

JLGB 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 JLGB 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

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

- JLGB 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

The JLGB works closely with various partners to help deliver its activities, including the Duke of Edinburgh's Award, National Citizen Service and Open College Network. JLGB does not sell personal data to any third parties and only shares personal data with trusted organisations, groups or

individuals who enable JLGB 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 JLGB, its staff, volunteers or others. Such third parties include schools, partner charities and/or organisations, service and/or activity providers, mailing companies, award bodies, 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 JLGB 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 JLGB 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 JLGB 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 JLGB 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 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 logging in to your online profile or contacting JLGB. 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 JLGB to continue holding this information. In certain circumstances, you have the right to object to JLGB in processing any personal information stored, providing you have legitimate grounds for doing so.

CONTACT

JLGB can be contacted by emailing dataprotection@jlgb.org or by post at Camperdown, 3 Beechcroft Road, South Woodford, London E18 1LA. You can also manage your electronic communication preferences at www.jlgb.org/managepreferences.

OPERATIONS AND ASSET MANAGEMENT

INSURANCE AND INDEMNITY

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

ASSET MAINTENANCE POLICY

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

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

QUALITY ASSURANCE

The JLGB endeavours to ensure the highest quality in all of our activities by continually monitoring and evaluating our programmes. The JLGB 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.

The JLGB 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.

BUSINESS CONTINUITY PLANS (INCL. CRISIS MANAGEMENT AND CONTINGENCY PLANNING)

In the case that the JLGB experiences an unwanted incident that threatens personnel, buildings, operational procedures or the reputation of the organisation, JLGB has processes in place that are designed to protect its personnel and infrastructure as well as to ensure business continuity.

SELECTION OF SUPPLIERS

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

SELECTION FOR SUPPLY OF GOODS

All goods supplied to the JLGB should be approved by JLGB Head Office or local group leaders. As a charitable organisation, the JLGB 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 the JLGB for consumption by young people, staff or volunteers should be in line with JLGB's religious observance policy.

SELECTION FOR SUPPLY OF SERVICES

All suppliers of services to the JLGB should be approved by JLGB Head Office who should ensure that the supplier holds the relevant insurance and is able to supply the services required. As a charitable organisation, the JLGB will endeavour to secure good value for money with all services used. JLGB 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, the JLGB 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.

COMPLIANCE, GOVERNANCE AND AUDIT

The Board of Trustees is JLGB's governing body and constitutes the formal legal entity of the organisation. JLGB's Board of Trustees is responsible for the overall governance and strategic direction of the charity, developing the organisation's aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines. The Board empowers the day-to-day delivery and oversight of the organisation's functions to a number of Committees, constituted of trustees, other lay leaders and professional staff; and to the Chief Executive Officer and his or her professional team

Trustees of the JLGB are responsible for ensuring that the JLGB complies with its governing document, organisation law and any other relevant legislation or regulations.

RISK MANAGEMENT

The JLGB appoints a Risk Audit Committee made up of trustees, professional staff and external experts with the primary aim of identifying and managing the JLGB's corporate and financial risks.

It is the role of the Risk Audit Committee to develop and maintain a risk register and to put in place appropriate mitigations to ensure good and effective governance.

FRAUD PREVENTION AND ANTI-ILLEGALITY

FRAUD & MISUSE OF FUNDS

The JLGB is committed to the prevention of fraud within its organisation. The term 'fraud' describes the use of deception to acquire money or goods dishonestly through the falsification of records or documents. The JLGB endeavours to ensure that all of its financial and administrative processes are carried out and reported honestly, accurately, transparently and accountably and that all decisions are taken objectively and free of personal interest. Prevention and detection of fraud and other irregularities within JLGB comes under the responsibilities of the Chief Executive and the Trustees. It is the responsibility of all staff and volunteers within JLGB to report any known or suspected fraud to the Chief Executive.

ANTI-BRIBERY

JLGB trustees, volunteers and staff are prohibited to offer or receive bribes or make facilitation payments to any public or private officials. Bribes may include financial payments, the giving or receiving of goods or services or the giving or receipt of hospitality with the aim to secure improper economic or commercial advantage. JLGB requires all trustees, staff, volunteers and contractors to report all actual or suspected bribery by the organisation and/or its contractors to the Chief Executive as appropriate. Any persons found to be breaching the terms of this policy may face disciplinary procedures.

CONFLICTS OF INTEREST

Trustees, employees and volunteers of the JLGB must declare the nature and extent of any interest, direct or indirect, he or she has in a proposed transaction or arrangement with the JLGB or in any transaction or arrangement entered into by the JLGB which has not previously been declared. Such persons must absent themselves from any discussions in which it is possible that a conflict of interest will arise between his or her duty to act solely in the interests of the JLGB and any personal interest (including but not limited to any financial interest). Any charity trustee absenting himself or herself from any discussions in accordance with this clause must not vote or be counted as part of the quorum in any decision of the charity trustees on the matter.

ANTI-ILLEGALITY

Staff and volunteers of the JLGB are expected to follow the policies laid out in this document. The JLGB 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 JLGB.

COMPLAINTS

The JLGB 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 Chief Executive. If it is not appropriate to do so, the concerns should be reported to the Chief Staff Officer or JLGB Trustee instead. If the information is of a nature that it requires urgent and immediate attention and the Chief Executive is unavailable, the Chief Staff Officer should be contacted instead, or failing that, the JLGB's Emergency Line should be called.

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 JLGB's disciplinary procedure.

COMPLAINTS – MEMBERS, PARENTS AND LEADERS

Complaints should first be reported to your JLGB leader, Programme Manager or administrator and if necessary, taken to JLGB 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 JLGB Complaints procedure.

LEADERS

Where there are issues of inappropriate or unacceptable behaviour between leaders, it may be necessary to discuss the issue with a leader further up the line. For example, it would be acceptable to approach the Chief Executive or Chief Staff Officer for guidance, providing other attempts have been made to resolve the issue.

CONFIDENTIALITY

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

All information given to the JLGB by parents is valued and is shared only with the appropriate members of JLGB leaders that need to be informed, in order to deal with matters arising from the

information provided. This also applies to contact made with the Chief Executive, Chief Staff Officer and the JLGB Health and Pastoral Officers.

Leaders and employees have an obligation to treat with utmost discretion any information learned that is of a confidential nature. This includes such JLGB matters as future appointments, postings and pending decisions.

Where certain disclosures are made to the Chief Executive, Chief Staff Officer or Health and Pastoral Officers of a potentially dangerous situation, they may themselves seek advice from an appropriate body or outside agency, such as Social Services, NSPCC, NCVO etc.

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

APPENDIX #1: CODE OF GOOD PRACTICE

This code of good practice aims to ensure that JLGB 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 taking 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 leaders 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 JLGB LOCAL GROUPS

All participants taking part in JLGB activities are required to comply with all rules and regulations as issued by the JLGB and as consented to by both the parent and participant when applying for JLGB membership.

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

STAGES

Participants will receive two warnings in relation to their behaviour before exclusion; however, JLGB 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 Leader 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 the JLGB 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 JLGB 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 JLGB group for disciplinary reasons may affect a participant's eligibility to be accepted onto future JLGB activities, events or camps.

APPENDIX #3: DISCIPLINE PROCEDURE FOR PARTICIPANTS AT JLGB CAMPS, EVENTS AND OTHER JLGB PROGRAMMES

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

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

STAGES

Participants will receive two warnings in relation to their behaviour before exclusion; however JLGB 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 camp 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 JLGB camp or event for discipline issues may affect a participant's eligibility to be accepted onto future JLGB camps, events or other activity.

APPENDIX #4: COMPLAINTS PROCEDURE

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

BASIC PRINCIPLES OF THE COMPLAINTS PROCEDURE

1. Complaints should be dealt with locally where possible.
2. Complaints relating to weekly groups should first be reported to your local JLGB leader and if necessary taken to Regional Level. Any complaint relating to a JLGB Camp or Event should first be reported to the Camp/Event Administrator or the managing member of staff.
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. JLGB 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 JLGB 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 JLGB review panel.
- The JLGB 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 Chief Executive, Chief Staff Officer or JLGB Trustee for guidance, 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 JLGB Policy Document.

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 JLGB'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

ORGANISATION 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

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.

Children and adults with disabilities or because of their sexuality may be at higher risk of becoming victims of witchcraft beliefs in certain contexts.

SIGNS & 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 JLGB'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.

CONTACTS – DESIGNATED/NOMINATED PERSONS

Any safeguarding disclosures, concerns or queries should be made via JLGB's Emergency Line on 020 3866 9999, selecting the option for Safeguarding. Non-urgent queries should be made during office hours, and can also be submitted via email to safeguarding@jlgb.org.

DESIGNATED/NOMINATED PERSONS OF THE SAFEGUARDING TEAM

The following can be contacted via JLGB's Emergency Line on 020 3866 9999 or via email to safeguarding@jlgb.org

Designated Safeguarding Officer:

Neil Martin OBE, Chief Executive

Deputy Designated Safeguarding Officer(s):

Stefan Clark, Director of Operations & Finance

Benjamin de Jong, Trustee, Lead Trustee for Safeguarding & Risk

If unavailable, the following members of the Safeguarding Team/Senior Leadership Team maybe be contacted via JLGB HQ on 020 8989 8990:

Linda Diamond MBE, Operations Manager

Anthony Moran, Director of Programmes & Participation

The following are available during delivery of activities and can be contacted face to face or via JLGB HQ on 020 8989 8990:

Nominated Safeguarding Leads:

DofE – Daniel Lever, Delivery Manager

Weekly Groups – Linda Diamond MBE, Operations Manager

ROLES & RESPONSIBILITIES

BOARD OF TRUSTEES

JLGB's Board of Trustees is accountable for ensuring that the organisation has an appropriate safeguarding policy, along with suitable structures, processes, and resources in place to ensure that it can be implemented and followed.

Trustees are responsible for:

- appointing a lead safeguarding trustee, who is the named expert on safeguarding. They provide expert advice and guidance to JLGB board on safeguarding matters linked to discharging their duties. They will receive copies of all documentation relating to safeguarding matters and convene meetings bi-annually.
- appointing a Designated Safeguarding Officer, and any necessary Deputy Designated Safeguarding Officers, to oversee all matters in relation to safeguarding including receiving disclosures and ensuring appropriate actions and response are taken.
- receiving an annual safeguarding report, and commissioning specific audits or deep dive assessments into any area pertaining to safeguarding within JLGB.
- giving due scrutiny and consideration to any concerns identified by the Chief Executive and/or the wider organisation.

CHIEF EXECUTIVE

The Chief Executive is appointed by the Trustees to manage the day to day operations of the charity and all professional staff. This includes ensuring that there is a strong culture of safeguarding across the work of JLGB and that there are clear reporting processes, structures, and line management accountability to safeguard children and adults at risk.

The Chief Executive is responsible for:

- ensuring that JLGB senior leadership team are held accountable for safeguarding within their respective areas and across the organisation as a whole
- receiving regular safeguarding updates from the SLT and getting directly involved in the management and oversight of safeguarding matters deemed in need of escalation.

SENIOR LEADERSHIP TEAM (SLT)

Each member of SLT is accountable for safeguarding matters within their respective areas. This includes ensuring that robust reporting and escalation processes are in place appropriate to the area of work, and that staff and volunteers are adequately trained and supported in safeguarding matters.

DESIGNATED SAFEGUARDING OFFICER

The Designated Safeguarding Officer is responsible for:

- oversight of the JLGB's Safeguarding and child protection policy, procedures and any relevant documents and files including their development and review
- giving support and advice to the Safeguarding Team, staff and volunteers in the day-to-day implementation of the policies
- receiving information from any staff, volunteers, young people, parents, guardians or carers who have safeguarding concerns, recording it and ensuring appropriate response and action.
- ensuring staff and volunteers are updated regarding training and policies
- consulting with professionals, statutory bodies or agencies regarding safeguarding policies, procedures or response where needed
- making formal referrals to statutory agencies, police or DBS

SAFEGUARDING TEAM

The Safeguarding Team have operational responsibility for JLGB safeguarding practice and improvement of all staff and volunteers within their respective areas and teams they directly manage.

NOMINATED SAFEGUARDING LEADS

A Nominated Safeguarding Lead is the person responsible at a JLGB activity to act as the first point of contact for any safeguarding concerns and either signpost or directly pass on any safeguarding concerns, disclosures or queries to the Designated Safeguarding Officer, Safeguarding Team or other person/body as appropriate.

STAFF AND VOLUNTEERS

All staff and volunteers have the responsibility to recognise, report, and record safeguarding concerns about children, young people, and adults at risk in line with JLGB policies, procedures and training.

APPENDIX #7: ROLES AND RESPONSIBILITIES IN RELATION TO HEALTH & SAFETY

BOARD OF TRUSTEES

The Board of Trustees is accountable for ensuring that the organisation has suitable policies for ensuring the health and safety of all those taking part in activities and that the organisation has suitable resource to implement policies, and is able to review and monitor the implementation of those policies

CHIEF EXECUTIVE

The Chief Executive is appointed by the Trustees to manage the day to day operations of the charity and all professional staff. This includes ensuring that there is suitable management of the day-to-day health and safety decisions and implementation in the delivery of all activities. The Chief Executive should:

- satisfy themselves that suitable risks assessments are undertaken for activities and events undertaken
- ensure that suitable action is taken to address any concerns or following any incident or near miss
- policies are reviewed on an annual basis or sooner if required
- trustees receive a report on any health and safety incidents or concerns

SENIOR LEADERSHIP TEAM (SLT)

The Senior Leadership Team should support staff and volunteers to implement health and safety policies and procedures within their respective areas.

Senior Leadership Team staff should:

- manage the day to day implementation of the health and safety policy
- ensure that risk assessments are conducted, reviewed and control measures are implemented
- arrange / deliver necessary training for staff and volunteers to fulfil their roles

STAFF AND VOLUNTEERS

Staff and volunteers should be aware of health and safety policies, as well as specific guidelines or procedures, including any control measures put in place, whilst undertaking their role(s). Staff and volunteers must take reasonable care for the Health and Safety of themselves and any other person who may be affected by their work.

