

# Public Document Pack



## LICENSING SUB-COMMITTEE

Contact: [Democracy@enfield.gov.uk](mailto:Democracy@enfield.gov.uk)

Wednesday, 14 February 2024 at 10.00 am  
Council Chamber, Civic Centre, Silver Street,  
Enfield, EN1 3XA

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Council website: [www.enfield.gov.uk](http://www.enfield.gov.uk)

Councillors: Sabri Ozaydin, Sinan Boztas, and Jim Steven.

## SUPPLEMENTARY AGENDA

### 4. CHURCHFIELDS RECREATION GROUND, GREAT CAMBRIDGE ROAD, LONDON, N9 9LE (Pages 1 - 104)

Application for a New Premises Licence – British Alevi Federation.

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## MUNICIPAL YEAR 2023/24 REPORT NO.

**COMMITTEE:**  
Licensing Sub-Committee  
14 February 2024

**REPORT OF:**  
Principal Licensing Officer

**LEGISLATION:**  
Licensing Act 2003

Agenda - Part	Item
<p><b>SUBJECT:</b> Application for a New Premises Licence – British Alevi Federation</p> <p><b>PREMISES:</b> Churchfields Recreation Ground, Great Cambridge Road, LONDON, N9 9LE</p> <p><b>WARD:</b> Haselbury</p>	

### SUPPLEMENTARY REPORT

1.1 Taking this opportunity to reiterate the final times and licensable activities being sought in this application:

**Table 2:**

Activity	Proposed Times
Opening hours	08:00 – 23:00 daily
Indoor Sporting Events	10:00 – 21:00 daily
Live Music (indoors) Recorded Music (indoors) Performance of dance (indoors)	12:00 – 23:00 daily

1.2 Additional representations from Other Parties which were received in time, but not included in the original report are now produced in **Annex 8**, namely representations from OP14, OP15 and OP2 Additional Representation.

1.3 An updated representation from the Licensing Authority which includes discussions on outstanding conditions 1, 4, 11 and 18, which is produced in **Annex 9**.

1.4 A written response from the Alevi (the applicant), which includes:

- Updated plan of event hall (which would be applied to the licence if granted);
- Updated site plan of Churchfields (for reference only, this plan would not be applied to the licence if granted as the application only seeks indoor events);
- Written response including reference to the Licensing Authority representation and outstanding conditions, plus the Other Party representations;
- Updated policies.

These documents are produced in **Annex 10**.

**Background Papers:**  
None other than any identified within the report.

**Contact Officer:**  
Ellie Green on [licensing@enfield.gov.uk](mailto:licensing@enfield.gov.uk)

## OP14

The Licensing Team  
Environment and Communities Directorate  
Place Directorate  
Enfield Council  
Silver Street  
Enfield  
EN1 3ES



25<sup>th</sup> January 2024

Delivered by Hand

Dear Sirs

**Re: Objection to the Premises License Application made on behalf of the British Alevi Federation for the use of the use of Churchfield Recreation Ground, Great Cambridge Road, London, Enfield, N9 9LE -**

I am writing to express objection to the premises license application submitted by British Alevi Federation (BAF) for carrying out outdoor events and festivals, sporting events, live music, recorded music, and performances of dance from Monday through Sunday. In fact this application, if granted would give the BAF complete freedom to hold any of these events 365 days of the year, which is totally outrageous

Any potentially large and noisy events should only be licenced by the London Borough of Enfield (LBE) on an individual basis. Hopefully in consultation with the local residents

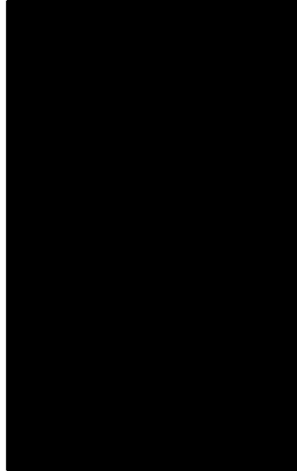
Our concerns are as follows: -

- **Previous Issues:** The residents in the Churchfield/Hazelbury area have had a long history of issue of disruption associated with the BAF as is outlined within a letter of complaint (5 July 2022) sent to the London Borough of Enfield (LBE) by Hazelbury Residents. You can see from this letter that the BAF breached noise levels at every event and despite mediation with Enfield Council to place stricter measures, the noise levels were still breached. There is no evidence to suggest that any future events will be any different.
- **Noise Levels:** Events with loud music or performances can disturb the peace and quiet of residential neighbourhoods, affecting the well-being of the residents. Especially in an area full of children who need proper sleep to be healthy and function properly.
- **Traffic Congestion:** Large events can lead to increased traffic congestion in the surrounding areas, causing inconvenience for both residents and visitors.
- **Public Transport Strain:** Public transportation systems may be overwhelmed, leading to delays, crowded vehicles, and potential safety concerns.
- **Environmental Impact:** Large gatherings often generate a significant amount of waste, including litter and disposable items. If not managed properly, this can lead to environmental degradation.

- **Pollution** – At previous events, there was heavy traffic congestion from the Churchfield playing field entrance to beyond Edmonton County School on the A10 Great Cambridge Road and on Harrow Drive. As you are likely to be aware, stationary cars are producing more harmful gases, toxins and particulates into the air, resulting in unbreathable air. In fact is this not the purpose of the Mayor of London’s actions in creating the Ultra Low Emission Zone in this area. All such pollution is harmful to residents, especially our children, the elderly and those who are vulnerable.
- **Parking** – At previous events, all the parking spaces were taken in the nearby roads and many cars were parked on the verge on the A10 Great Cambridge Road. Resident’s driveways were blocked, and vehicles were parked on double yellow lines.
- **Resource Strain:** Increased demand for resources such as water, sanitation, and electricity may strain local infrastructure.
- **Public Safety and Security: Crowd Control** - Ensuring the safety of attendees in large crowds can be challenging, requiring effective crowd control measures and emergency response plans.
- **Law Enforcement:** Large events may necessitate additional law enforcement presence to maintain order and address potential security concerns.
- **Impact to local business operations:** Local businesses may experience disruptions due to road closures, increased foot traffic, or changes in customer behaviour during events.
- **Community well-being:** Continuous or frequent large events can affect the overall quality of life for residents, potentially leading to stress and mental health issues.
- **Emergency Services Strain:** Large events can lead to a higher demand for emergency services, including medical assistance and firefighting, which may strain the local emergency response infrastructure.

I request that the Licensing Team thoroughly evaluates the potential consequences of granting the premises license and carefully weighs the interests of the community against the benefits that the proposed events may bring. I believe that it is crucial to strike a balance that respects the rights and well-being of residents.

We would be grateful if you could keep us updated throughout the process.



**OP15**



Delivered by hand;  
Monday, 21<sup>st</sup> January 2024

Licensing Team  
Environment and Communities Directorate  
Place Directorate  
Enfield Council  
Silver Street  
ENFIELD EN1 3ES

Dear Sir/Madam

Application Name: British Alevi Federation  
Churchfield Recreation Ground, Great Cambridge Road, London, Enfield EN9 9LE

I wish to make the following representation re the application by the British Alevi Federation for a premises licence to use the premises at Churchfield Recreation Ground, Great Cambridge Road, London, Enfield EN9 9LE, on the following grounds:

- **Prevention of Public Nuisance:**
  - The late and daily nature of the licence will significantly interfere with the right of nearby residents to enjoy their home. Last year persistent and disruptive music/noise from the venue was an issue in the summer so much so that we were forced to stay indoors with windows/doors closed.
  
- **Public Safety:**
  - The British Alevi Federation is not the only organisation to occupy premises at the Churchfield Recreation Ground.
  - The only vehicular access and main entrance/exit to the grounds is via the very busy south bound A10.
  - There is a lack of suitable onsite parking at the grounds. Last year vehicles were left on the grass verges along the south bound A10, as well as the parking spaces allocated to nearby allotment holders.
  - The risk of vehicle-cycle-pedestrian conflict. Safety measures need to be put in place to segregate vehicles, cyclists, and pedestrians.

Yours faithfully

## **OP2 Additional representation**

I refer to the revised application and my further representations to the revised application are as follows:-

### **NOISE POLLUTION**

1. How will the council ensure the noise is actually contained within the building?
2. What sound proofing has been specified and will this actually keep noise contained to inside the building preventing disturbance to local people?
3. How will the council ensure doors or windows of the venue are not opened during events?
4. The Council's Noise Nuisance Team will receive complaints creating a disproportionate drain on council resources.

### **11 HOURS OF DISTURBANCE 7 DAYS A WEEK**

1. Limit each amplified noise event to a maximum of **4 hours duration (including rehearsals and sound checks)** within the hours of 12 – 23 so it only ruins the afternoon or evening, not 11 hours.
2. Limit the **number of amplified noise to two in any 7 day period**

### **PARKING and TRAFFIC ISSUES**

1. How will the Council ensure the limit of 350 attendees is not breached?
2. What action will be taken when this occurs?
3. 350 visitors plus performers and organisers will bring c200-300 cars to the site. Please take account of all previous comments regarding parking and traffic.





### LICENSING AUTHORITY REPRESENTATION

This representation is made by Enfield's Licensing Enforcement Team and is made in consultation with and on behalf of the Trading Standards Service (inspectors of Weights & Measures), Planning authority, Health & Safety authority, Environmental Health authority and the Child Protection Board.

I confirm I am authorised to speak at any hearing on behalf of the Licensing authority, Trading Standards Service (inspectors of Weights & Measures), Planning authority, Health & Safety authority, Environmental Health authority, and Child Protection Board).

**Name and address of premises:** British Alevi Foundation, Churchfields Recreation Ground, Great Cambridge Road, LONDON, N9 9LE

**Type of Application:** New Premises Licence

I certify that I have considered the application shown above and **I wish to make representations** that the likely effect of the grant of the application is detrimental to the Licensing Objectives for the following reasons:

This is a new application which originally sought indoor events with an event hall with music and dining for a capacity of 350, and also outdoor events with a capacity of 400, for sporting tournaments.

However, after meeting with the Alevi and Olgan (legal representative), the applicant has amended the application to remove all outdoor activity from this application. The applicant is aware that a new "festival" licence application is required to be submitted in relation to a larger capacity outdoor event.

The amended application now seeks:

<b>Activity</b>	<b>Proposed Times</b>
Opening hours	08:00 – 23:00 daily
Indoor Sporting Events	10:00 – 21:00 daily
Live Music (indoors) Recorded Music Performance of dance	12:00 – 23:00 daily

The premises is a recreation ground with some buildings. The applicant has advised that the premises (event hall) concerned with this application is temporary. The recreation ground is surrounded by residential roads and a number of residential gardens back onto the grounds. The entry and exit route is directly onto the A10.

**I wish to make representation on the following:**

- **Protection of Children from Harm**
- **Prevention of Public Nuisance**

- **Prevention of Crime and Disorder**
- **Public Safety**

The Licensing Authority does not object to the hours or activities applied for however, if the licence is granted in full or in part the Licensing Authority recommends that additional conditions be attached to the licence to promote the licensing objectives, as follows:

1. There shall be no adult entertainment or services, activities or matters ancillary to the use of the premises that may give rise to concern in respect of children.

**Alevi Response 1:**

Our client finds this highly inappropriate and requires an explanation as to why the authority considers it appropriate or necessary to mention/specify 'Adult Entertainment'. Given our client's status as a community charity working with children and people of cultural backgrounds, the specific insertion of a provision on Adult Entertainment within the premises licence is neither necessary nor appropriate. Please either consider removing this condition or explain why you consider it appropriate to make reference to an irrelevant and unsuitable requirement.

**LA Response 1:**

This condition is applied to all premises to confirm the information in the application form, Section K, in relation to this matter, see extract below:

K

<p>Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 9).</p> <p>N/A</p>
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This condition is still sought.

2. The event hall shall not exceed a capacity of 350 including staff.
3. A suitable method for checking the number of persons e.g. clicker counter, shall be used to ensure the maximum number is not exceeded.
4. There shall be no more than 15 indoor events per year providing regulated entertainment.

**Alevi Response 1:**

**Paragraph 4.** Please clarify and elaborate why you consider it appropriate to propose the condition at para 4 "*...There shall be no more than 15 indoor events per year providing regulated entertainment.*" My client is unlikely to agree this condition as the condition is not backed by any rationale under the Licensing Objectives. We remind that our client is a non-profit making organisation providing commendable local and community support work. Our client objects to this condition and we invite you to withdraw the same and or provide a compelling reason why it should stand.

**LA Response 1:**

Having regard to the number of representations from the local residents, and the previous history of this premises, plus based on the number of TEN applications permitted by a licensed premises, this is deemed to be a reasonable number of events per year whilst your client establishes good event management and no substantiated complaints are received. This is equivalent to one event per month, plus additional at Christmas for example. Should complaints not be received in relation to indoor events over the period of a year once the licence is in place, a full variation may be considered by your client to increase the number of events permitted.

**Alevi Response 2:**

In terms of the TENs number, previously, our client did not have an event hall and so they could not organise indoor events as are now intended.

With the benefit of now having an event hall our client is able to accommodate wider range of cultural events. The event hall will serve the wider community and address the needs of circumstantial events. For example, during the Covid 19 restrictions and the earthquake disaster in Turkey, our client was involved in providing aid to people in need. Our client reached out to the needs of NHS during the very difficult times of Covid 19 national lockdowns. Our client will need to be ready and able to reach out to communities for social assistance and so the events that will be ensued serve wider community issues and *thus* our client's application should not be misguided by the narrow perception of Mr Victor Ktorakis's, Senior the Environmental Health Officer subjective understanding of our client's purpose for the indoor events.

Our client has already had applications from groups such as 121 Enfield and Trinity Church at Bowes. Our client was unfortunately not able to provide support as they do not have the premises licence required to provide such assistance. Reaching out to communities should not be restricted by the authority and limiting the number of events does harm to the community spirit altogether.

We understand that an extremely high percentage, if not 100% of the complaints referred to, were about outdoor events.

In view of the above and in our respectful submission, restriction of events to 15 is plainly unreasonable and disproportionate.

**LA Response 2:**

The local residents are concerned with the frequency that events (even indoor) that can take place in the application. The LA are aware of the issues that arose in 2022 through lack of control of the events in general, such as noise nuisance and traffic management. Until this premises has established itself and has operated without substantiated complaints/officer concerns throughout the period of one year, the LA do not believe the premises should be permitted the potential to operate every day of the year. How many events does the Alevi propose to hold per year, and can the Alevi offer an alternative number of events that takes these concerns into account?

5. Prominent, clear and legible notices shall be displayed at all public exits from the premises requesting customers respect the needs of local residents and leave the premises and area quietly. These notices shall be positioned at eye level and in a location where those leaving the premises can read them.

Agreed.

6. The management shall make subjective assessments of noise levels outside at the perimeter of the premises at least hourly, whilst regulated entertainment is provided to ensure that noise from the premises does not cause a disturbance to local residents. Records shall be kept for one year. Records must be made available to the Police and/or Local Authority upon request. Where monitoring by staff identifies that noise from the premises is audible at the perimeter, measures shall be taken to reduce this i.e. turning volume down.

Agreed.

7. All external doors and windows shall be kept closed when regulated entertainment takes place, except in case of an emergency and for access/egress.

Agreed.

8. All refuse and bottles shall be disposed of in bins quietly so as not to disturb local residents. There shall be no disposal of glass bottles outside between 23:00 and 07:00.

Agreed.

**Alevi Response 1:**

**Paragraph 8.** Please confirm that you note that there is no alcohol being served on the premises and our client does not run event for profit. Reference to bottles makes little or no sense at all and requires an explanation, at least so that we understand your reasoning behind the making of this proposal. Further, the residents are not within close range of the event hall, and so we would require an explanation as to the basis for your request for this condition. Unless you can provide some compelling reason that it should remain, we would ask that this condition be moved. In principle however, our client does not object to the condition, save that we feel it carries very little scope or purpose.

**LA Response 1:**

This is not bespoke to alcoholic glass bottles or refuse, as you may have other glass waste and waste in general. This condition should mitigate related noise nuisance. The premises is surrounded by residential properties and it is not unusual for a venue of this type to have this licence condition.

**Alevi Response 2:**

Noted and Agreed.

9. All staff shall receive induction and refresher training (at least every six months) relating to the times and conditions of the premises licence.

Agreed.

10. All training relating to the times and conditions of the premises licence, shall be documented and records kept at the premises. These records shall be made available to the Police and/or Local Authority upon request and shall be kept for at least one year.

Agreed.

11. Children under 16 years, not accompanied by an adult, are not permitted to remain at or enter the premises after 21:00.

**Alevi Response 1:**

**Paragraph 11.** Bearing in mind our client's operational philosophy (*charity and community work*), please explain your reasoning for this condition. Our client always has an adult present on premises as our client provides educational and development support. Can this condition be explained and worded differently so that there is some reason and rationale behind it or at least conforms with the licensing objectives? In principle, our client does not oppose this condition save that we feel it carries very little scope or purpose.

**LA Response 1:**

This condition supports the protection of children from harm licensing objective.

**Alevi Response 2:**

This condition is not in line with the protection of children from harm when looked at in the light of the object and effect of the activities carried out by our client. While the condition may be appropriate in private sector business operations, it is the council that insists that our client engages with children. Our client always has support team of adults present on premises, and children are always within the protection of the whole ethos of our client's policy. From an operational and enforcement point of view, to impose such a condition is considered unnecessary and disproportionate and not in keeping with our client's engagement with communities, people, families and children.

**LA Response 2:**

The LA has not been persuaded to amend this position. For children under 16 to be at a premises of this size, it is appropriate that they are accompanied after 9pm at night. If the children are not accompanied, there is the potential for these children to be travelling home alone. We feel that the prevention of children from harm measures are required, in relation to both these points.

12. The telephone number of an allocated taxi firm shall be displayed at the premises. An agreement shall be made with the taxi firm for a suitable customer collection point so as to cause minimum disturbance to passing traffic and local residents.  
**Agreed.**
13. A written search policy including all entrants shall be subject to a "body and bag" search, shall be maintained and implemented.  
**Agreed.**
14. Speakers shall not be located in the entrance lobby or outside the premises.
15. The premises licence holder shall ensure that the area immediately outside the premises is kept clean and free from litter including smoking related litter at all material times to the satisfaction of the Licensing Authority.  
**Agreed.**
16. The premises shall have a written dispersal policy. It shall include that staff will be outside of the premises when customers leave, directing and advising patrons to leave the area in a quiet and timely manner so there is no obstruction and disorder, whether on foot or in a vehicle. The staff shall be fully trained in the policy. The training shall be logged and records kept. These records shall be made available to the Police and/or Local Authority upon request and shall be kept for at least one year.  
**Agreed.**

17. No explosives, pyrotechnics or fireworks shall be used at the premises.

Agreed.

18. The premises shall only be used for a ticketed events.

This is not agreed.

**Alevi Response 1:**

**Paragraph 18.** Please clarify why you consider it necessary to limit our client's events for ticketed events. Our client provides community work and should surely be entitled to carry out events without selling tickets. You will note that our client is a non-profit making organisation and all events have the good spirit of providing social support, development, and community work. Our client objects to this condition.

**LA Response 1:**

This condition does not imply that tickets must be sold, it is there to ensure capacity is not exceeded and managed in a timely manner. Previous events attracted guests well over the anticipated numbers, so this condition mitigates that risk. We would be prepared to amend this condition to:

"The premises shall only be used for ticketed events or events with an up-to-date guest list."

**Alevi Response 2:**

This is not agreed.

Although the ticketed / invite only aspect can be done to a degree it is not feasible for most aspects of what the hall will be used for. For example, when someone has passed away and families use our client's premises as a point to meet up and console the family, it is impossible to know how many will be in attendance. This happens during the day only and does not disturb others in the area. To impose ticketing and/or even restricting the number to 15 events per year would be impractical and impossible.

**LA Response 2:**

This is concerning that you have stated it is "impossible to know how many will be in attendance". This reiterates the need for the restricted number of events and for all events to be ticketed or for an up-to-date guest list to be in place. This is to ensure event organisers can plan for and manage the event, risk assess for the event, and to be in control of the event. Again, the officer observations of events in 2022 resulted in capacities exceeding attendance by a significant number, despite council advice having been provided to the Alevi. More background history to support why this condition is appropriate is set out below:

19<sup>th</sup> June 2022 – the Alevi had been advised by the Council they could only have 500 capacity at this outdoor event where regulated entertainment was provided, however, officers observed attendance of 2,000 at one time. No reason was given by the Alevi as to why this capacity had been exceeded.

26<sup>th</sup> June 2022 – the Alevi had again been advised the capacity for this outdoor event must not exceed 500 persons. Officers attended the event where regulated entertainment was provided and ticket sales/capacity was 1,300. Although this was event was not directly organised by the Alevi, they were still responsible for ensuring capacity was not exceeded by those that were in charge, and no control measures had been implemented. This was also the date that unauthorised alcohol sales took place at the premises.

As a result of these established licensing breaches, the Alevi signed a Simple Caution.

Amended Condition 18 is still sought: "The premises shall only be used for ticketed events or events with an up-to-date guest list."

19. Outside promoters shall not be permitted to use the premises for their own events.

Agreed.

20. An incident log shall be kept at the premises, it will be in a hardback durable format handwritten at the time of the incident or as near to as is reasonable and made available on request to the Police or Local Authority, which will record the following:

- (a) All crimes reported to the venue;
- (b) All ejections of patrons;
- (c) Any complaints received;
- (d) Any incidents of disorder;
- (e) Seizures of drugs or offensive weapons;
- (f) Any faults in the CCTV system or searching equipment or scanning equipment;
- (g) Any visit by a relevant authority or emergency service.

Agreed.

21. A telephone line must be made available that will be answered by staff throughout the hours of operation and at least half an hour after closing. The telephone number for this must be provided to local residents upon request. Staff must be trained on this condition and the importance of answering calls, and taking action, for example, if a loud music complaint is received, an assessment must be made and action taken such as turning the volume down.

Agreed.

I reserve the right to provide further information to support this representation.

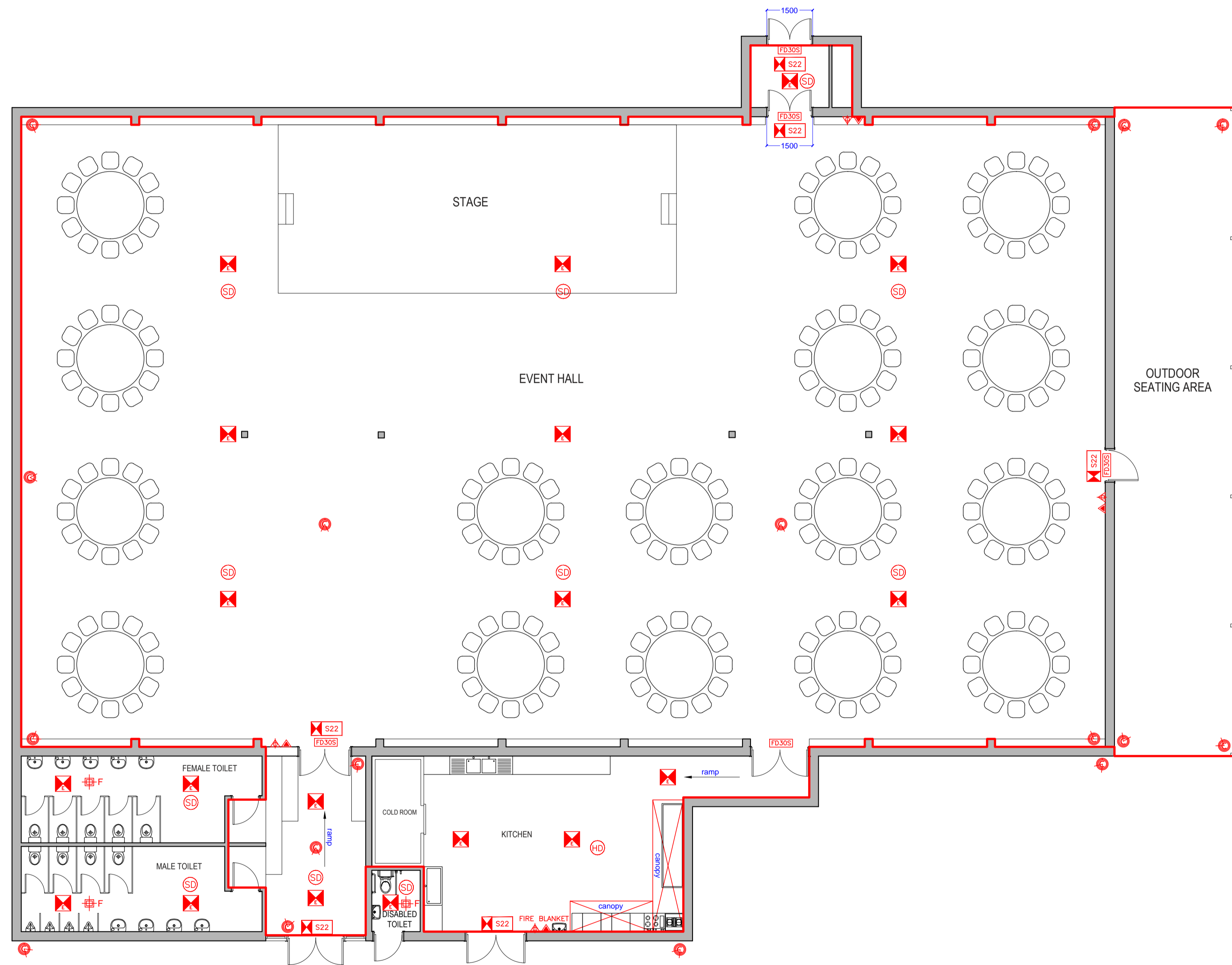
If these conditions were accepted in full, I WOULD withdraw my representation.

Duly Authorised: Victor Ktorakis, Senior Environmental Health Officer

Contact: [victor.ktorakis@enfield.gov.uk](mailto:victor.ktorakis@enfield.gov.uk)

Signed: VKTORAKIS

Date: 25/01/2024



LEGEND

- FD30 MINIMUM 30 MIN FIRE RESISTANT DOORS
- S22 ILLUMINATED FIRE EXIT SIGN
- EMERGENCY LIGHT
- HD HEAT DETECTOR
- SD SMOKE DETECTOR
- S22 → RUNNING MAN FIRE EXIT SIGN
- CARBON DIOXIDE FIRE EXTINGUISHER
- WATER FIRE EXTINGUISHER
- Mechanical Extract Min.15L/S
- CCTV CAMERA
- LICENSING AREA HIGHLIGHTED RED

All Dimensions to be verified on site by Main Contractor before the commencement of any work. Report all discrepancies to Architect immediately. This drawing is to be read with all related Architects and Engineers drawings and other relevant information.

Rev.	Description	Date	By

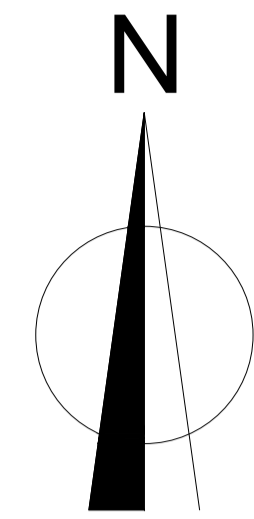

Purpose	LICENSING
Project Address	British Alevi Federation, Great Cambridge Road, N9 9LE
Project Title	NEW PREMISES LICENCE
Drawing Title	PROPOSED FLOOR PLAN

Client	Date Drawn	25.01.24
Project No	Drawn By	VG
Drawing No	Rev.	Scale
OCT/BA/23-001	1	1:100@A1

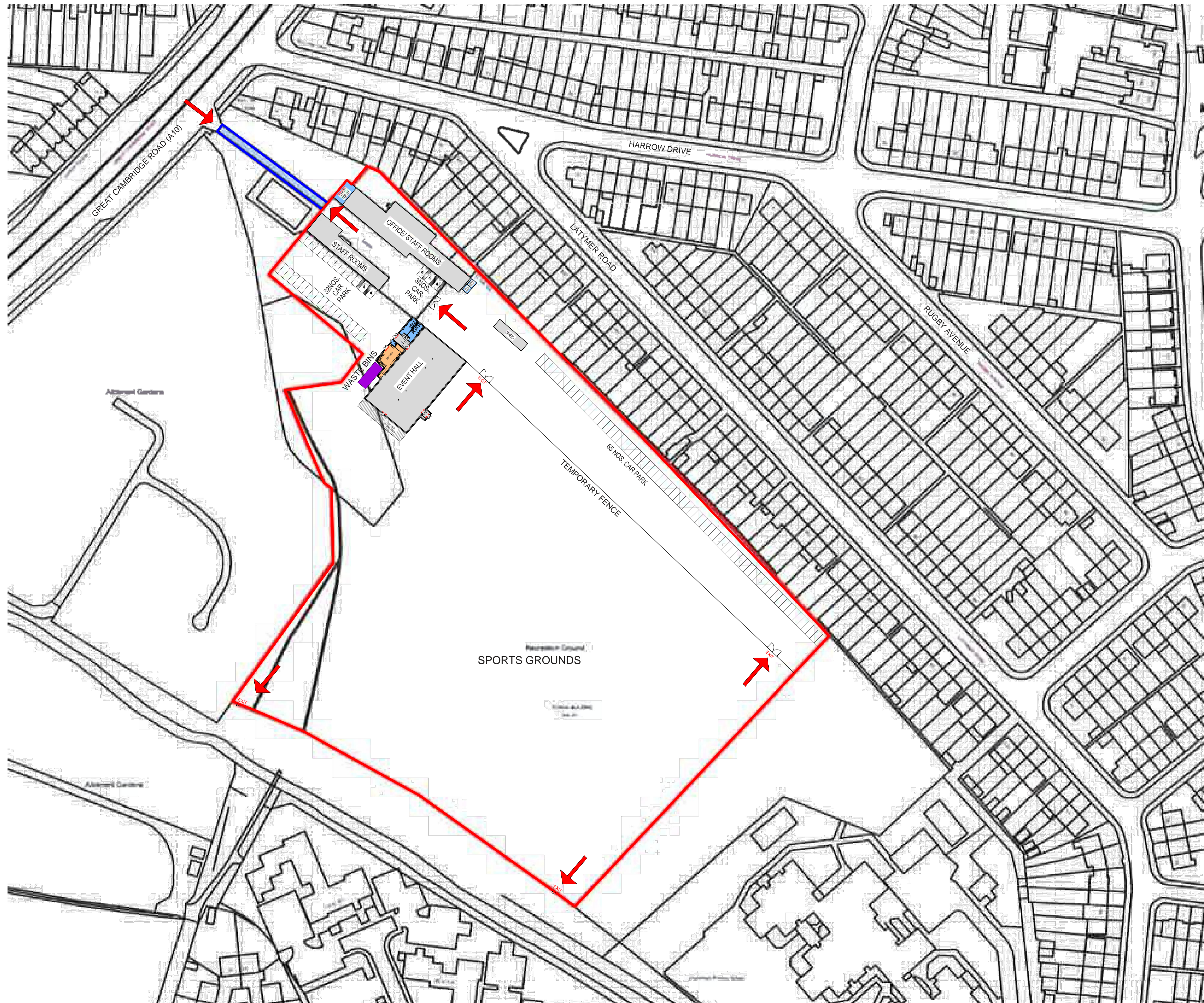




All Dimensions to be verified on site by Main Contractor before the commencement of any work.  
Report all discrepancies to Architect immediately.  
This drawing is to be read with all related Architects and Engineers drawings and other relevant information.



- SHARED SITE ACCESS
- LICENCING AREA
- ➔ ENTRANCE/EXIT



SITE PLAN 1:750

0 50m

Rev.	Description	Date	By


Purpose	LICENCING
Project Address	British Alevi Federation, Great Cambridge Road, N9 9LE
Project Title	NEW PREMISES LICENCE
Drawing Title	PROPOSED SITE PLAN

Client	Date Drawn	25.01.24
Project No	Drawn By	VG
Drawing No	Rev.	Scale
OCT/BA/23-002	2	1:750@A1

# Fortis **Rose** Solicitors

**London Borough of Enfield  
Licensing Team Manager  
Licensing Team  
Environment and Communities Directorate  
Enfield Council  
Silver Street  
Enfield  
EN1 3ES**

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info@fortisrose.co.uk  
www.fortisrose.co.uk

Our Ref: OG/AF002

Your Ref:

Date: 08/02/2024

Dear Ellie Green – and the respectable members of the Licensing Sub-Committee.

**Licensing Application by:** British Alevi Foundation,

**Licensing Sub-Committee Hearing:** Wednesday 14 February 2024, at 10am.

## Summary

- Licensing Authority – seeks conditions;
- There are representations in support of the application, namely from councilors (SUP1&2);
- 15 representations in objection to the application, namely from local residents (OP1 – OP15).
- Police - Police conditions have been agreed.

We do not propose to rehearse each and every aspect of the application, save to state that we will endeavor to outline those conditions that are not agreed and the relevant objections pertaining to the Applicant's proposed licensable activities.

Regulated and authorized by the Solicitors Regulation Authority (SRA) No: 556718  
Fortis Rose Solicitors is a trading name for Fortis Rose Solicitors Ltd



**Consultation with:**

Jade HAYNES  
NA Partnership & Prevention - Licensing  
Metropolitan Police Service

Please see the agreed 7 conditions below to be added to the operating schedule.

- 1) A digital CCTV system to be installed in the premises.
  - A. Cameras must be sited to observe the entrance doors from both inside and outside.
  - B. Cameras on the entrances must capture full frame shots of the heads and shoulders of all people entering the premises i.e. capable of identification.
  - C. Cameras must be sited to cover all areas to which the public have access including any outside smoking areas.
  - D. Provide a linked record of the date, time of any image.
  - E. Provide good quality images - colour during opening times.
  - F. Have a monitor to review images and recorded quality.
  - G. Be regularly maintained to ensure continuous quality of image capture and retention.
  - H. Member of staff trained in operating CCTV at venue during times open to the public.  
Digital images must be kept for 31 days. The equipment must have a suitable export method, e.g. CD/DVD writer so that Police can make an evidential copy of the data they require. Copies must be available within a reasonable time to Police on request.
- 2) On event days, a prior risk assessment will be conducted and adequate security based on that risk assessment will be employed by a registered company.
- 3) A log must be kept and signed by each door supervisor each night they are employed at the premises indicating that they have been informed of, understand, and will implement the entry and search policy. This log must be made available to Police or Local Authority employees on request
- 4) A log must be kept indicating the date and times door supervisors sign in and out for duty and must include clearly printed details of each door supervisor's name, SIA licence number, employer, and the duty they are employed to carry out on any particular night.
- 5) On event nights, at least TWO (2) security staff members will stay on sight until the last patron has left the premises.
- 6) On event days, stewards will be on site to deal specifically with the traffic flow in and out of the site and with the parking on site as well. All stewards will be internally trained and carrying walkie talkies to ensure contact and direction through the event.

- 7) On event days, a structured parking system will be implemented, involving bringing more vehicles onto the premises to line up for spaces and as such, will relieve disruption to the A10 as reasonably possible.

**Consultation meeting arranged by the Licensing Team Manager –  
At the premises on 18 January 2024**

For a brief outline of the issues discussed at the consultation meeting, we invite the Licensing Team to include within the Sub-Committee report the two email communications from Fortis Rose Solicitors to the Licensing Team dated 18/01/2024 timed 16:17 and the reply email from the Licensing Team dated 19/01/2024 timed 09:45.

**In summary:**

A consultation meeting took place at the Applicant's premises to discuss the application with a view to eliminating concerns of the responsible authorities.

Those present at the meeting were:

*The Head of Regulatory Department, Head of Licensing Team, Senior Environmental Health Officer, Planning Enforcement Officer.*

*Outdoor Events*

It was discussed during the meeting that the outdoor events referred to within the application was slightly misconceived in that the events such as sporting tournaments do not require a premises licence as the recreation grounds already permit such activities and events. The Applicant having explained that they only wish to carry out one annual festival on the recreation grounds, it was agreed at the meeting that the outdoor events is to be removed from the current licence application. It is believed that the Licensing Team have notified the Responsible Authorities of this amendment.

It was also discussed that an additional festival application will be submitted separately to cover outdoor licensable activities. At present, as there is no application for outdoor events and thus any objection and/or representation made relating to outdoor events having no relevance, we respectfully invite the Sub-Committee to disregard those issues that relate to noise and disturbance. We therefore invite the Licensing Team to extract and exclude those objections that relate to outdoor events.

*Indoor Events*

We confirm that the current application before the Sub-Committee is for the following activities and times:

<b>Activity</b>	<b>Proposed Times</b>
Opening hours	08:00 – 23:00 daily
Indoor Sporting Events	10:00 – 21:00 daily
Live Music (indoors) Recorded Music Performance of dance	12:00 – 23:00 daily  <i>Note: These licensable activities will only take place on event days -</i>

During the consultation meeting, the recreation grounds and the event hall were physically inspected by all those attending, focus being on the event hall, and the following observations were made:

Mr Victor Ktorakis (Senior Environmental Health Officer) stated that based on the sizes of the current means of fire escape, the proposed capacity may cause a problem. While no determination could be made during the meeting as to the exact capacity of the event hall, it was agreed that Mr Ktorakis would read through our client's fire risk assessment report and check the guidelines with a view to reverting to the Applicant with what the event hall capacity should be for the indoor events.

It was discussed at the meeting that by increasing the width of one of the smaller means of fire escape (east wing) from 65cm to 1.5m, this would provide capacity for 300 persons. With the other fire escape having an opening width of 1m (excluding from this calculation the kitchen and the main entrance means of fire escapes), Mr Ktorakis stated that this would provide capacity for a further 140 persons. It was discussed that the kitchen staff would be able to leave directly from the kitchen fire escape, providing capacity for additional 15 staff members. Thus, it was agreed at the meeting that by widening the smaller means of fire escape from width of 65cm to 1.5m, this could increase the event hall capacity to 455 persons.

In view of the above, the Senior Environmental Health Officer proposed the following works to be carried out by the Applicant.

1. Create one larger fire exit – enhancing the width from 65cm to 1.5m.
2. Remove the step approaching this fire exit so that there is no risk of obstruction in the case of emergency.
3. Place a barrier to the right turn so that there is no confusion or congregation forming during an emergency evacuation.

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We confirm that the works required by the Senior Environmental Health Officer have been implemented and plans reflecting these changes have been provided.

We invite the Licensing Team to include the two amended plans, namely the 'event hall' and 'site plan' for the benefit of the Sub-Committee.

### **Written Representations by the Senior Environmental Health Officer:**

Without rehearsing and/or duplicating the representations made by the Senior Environmental Officer, suffice to state, there were 21 conditions proposed, of which we confirm 17 have been agreed by the Applicant and 4 are not agreed.

We state those contested proposed conditions as follows:

### **Proposed conditions by their numbers**

- 1. "There shall be no adult entertainment or services, activities or matters ancillary to the use of the premises that may give rise to concern in respect of children".**

#### *The Applicant's submission:*

Given the Applicant's status as a community charity working with children and people of cultural backgrounds, the specific insertion of a provision on Adult Entertainment within the premises licence is neither necessary nor appropriate. The Applicant considers the object and effect of this condition to be highly inappropriate and during consultations, the Applicant requested an explanation as to why the authority considers it appropriate or necessary to mention/specify 'Adult Entertainment' within the Applicant's premises licence.

Other than stating '*this condition is still sought*' it is regrettable that the Senior Environmental Officer did not provide any explanation substantiating its requirement for inclusion of this condition.

For reasons stated above, the Applicant respectfully request for this condition to be dismissed as it is an inappropriate, irrelevant and an unsuitable requirement for a community charity organisation.

We reserve the right to make further representations.

**4. There shall be no more than 15 indoor events per year providing regulated entertainment.**

*The Applicant's submission:*

The Applicant is a community charity and should not be restricted to provide support and assistance to the wider community by any limitation to the range and number of its cultural events. The events that fall within licensable activities serve the wider community and address the needs of the locals and communities in need.

For a better understanding of the Applicant's events, during the Covid 19 nationwide restrictions during when the UK (and the world) came to a standstill, the Applicant was involved in providing aid to locals and nationwide communities. The Applicant reached out to the needs of the NHS and the London Borough of Enfield as well as other London Boroughs during these very difficult times.

It is submitted that the Applicant must not be restricted from carrying out events in support of its assistance for the people. It is respectfully submitted that reaching out to communities should not be restricted by the authority.

It is further submitted that limiting the Applicant's intended community events to a mere 15 in number (without any meritorious argument), seriously and unfairly prejudices the wider public, which we add, will have the resulting impact of harming the community, and which we respectfully submit verges on an authoritative stance.

In view of the above, we feel that this restriction is both unreasonable and disproportionate and lacks any legal or logical merit. As such we respectfully submit that the request for a limitation on the number of events to be provided by the Applicant ought to be dismissed.

We reserve the right to make further representations.

**11. Children under 16 years, not accompanied by an adult, are not permitted to remain at or enter the premises after 21:00.**

*The Applicant's submission:*

Bearing in mind our client's operational philosophy (charity and community work), please explain your reasoning for this condition. Our client always has an adult present on premises as our client provides educational and development support. Can this condition be explained and worded differently so that there is some reason and rationale behind it or at least conforms with the licensing objectives? In principle, our client does not oppose this condition save that we feel it carries very little scope or purpose.

This condition is not in line with the protection of children from harm when looked at in the light of the object and effect of the activities carried out by our client. While the condition may be appropriate in private sector business operations, it is the council that insists that our client engages with children. Our client always has support team of adults present on premises, and children are always within the protection of the whole ethos of our client's policy. From an operational and enforcement point of view, to impose such a condition is considered unnecessary and disproportionate and not in keeping with our client's engagement with communities, people, families and children.

We reserve the right to make further representations.

**18. The premises shall only be used for a ticketed events.**

The Applicant is a non-profit making organisation and all events have the good spirit of providing social support, development, and community work. The Applicant will undertake to apply tickets on events where this is possible, however, by reason that it is practically impossible to carry out only ticketed events, the Applicant objects to this condition.

It is submitted that there are other ways that capacity can be controlled and the Applicant will ensure that at all material times, the events are carried out in due regard to the capacity of events.

We reserve the right to make further representations.

**THE APPLICANT'S RESPONSE TO OBJECTIONS**

*We reserve the right to make further representations*

The Applicant's responses to the Objections are as follows, and we retain the same objection numbering for the sake of completeness and clarity:-

**OP1**

The application is now only for indoor events, the outdoor events were during 2022 so therefore They should not be used as an objection in this case as a common occurrences.

The issue that has been referred to in this instance is parking again during the festival in 2022 so it is irrelevant and now it's only being an indoor event application the cars will be parked within our grounds only. We would like to emphasize again that this is not a residential or neither a work place it is a community center where a large capacity of people will come and go.

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Larger events such as festivals will be advertised as usual and the local residence will be informed prior to the date of events. It has been already agreed that for now it will only be one outdoor weekend event this year.

The indoor events in the past and the present have shown no cause for concern as there are no parking issues due to the events having limitations to people attending as there is enough capacity to accommodate the cars on site.

The event that was referred to on 14<sup>th</sup> January 2024 had a TENS licence which allows time until 11pm therefore 11.14 is still within the time allowed for dispersal.

The photographic evidence that has been attached to this objection barely proves any music being played.

## OP2

As with the objections above, this refers to similar issues. Our client would like to emphasis that these outdoor events are not common occurrences, and the Applicant did not hold any outdoor events last year.

As for our client's indoor events, there was a TENS indoor event on 16<sup>th</sup> of December 2023 which had an unannounced visit from the council and the findings of the officer on sound issues were positive. Please see exhibit below of the Licensing Enforcement Inspection Report confirming that there was no noise issues reported.

REF: WKU LICENSING ENFORCEMENT INSPECTION REPORT LICEN_1	
Premises Name: [Handwritten]	
Address: [Handwritten]	
Time of Visit: Start: [Handwritten] Finish: [Handwritten]	
During an inspection of your premises on [Handwritten] 20[Handwritten], the following was checked:	
Part B of Premises License displayed?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Address & sit no. of PLH & DPS on licence correct?	Yes <input type="checkbox"/> No <input type="checkbox"/> If incorrect, enter new details below
Conditions of licence checked?	Yes <input type="checkbox"/> No <input type="checkbox"/>
No. of condition not in compliance	Evidence/Advice
[Handwritten]	[Handwritten]
[Handwritten]	[Handwritten]
[Handwritten]	[Handwritten]
[Handwritten]	[Handwritten]
[Handwritten]	[Handwritten]
[Handwritten]	[Handwritten]
Any other matter(s) that need addressing: [Handwritten]	
You are required to have the above matters attended to within [Handwritten] days of this notice. Failure to rectify the above breaches may constitute a criminal offence and result in legal proceedings being brought against you.	
LICENSING ENFORCEMENT Print Name of Officers in Attendance: [Handwritten]	RECIPIENT OF NOTICE Signature: [Handwritten] Print Name & Position: [Handwritten]
If you have any queries relating to this report please contact kennedy@enfield.gov.uk	Email/Tel: [Handwritten]
Application forms can be downloaded at <a href="https://www.enfield.gov.uk/services/business-and-licensing">https://www.enfield.gov.uk/services/business-and-licensing</a>	
[Logos: POLICE, ENFIELD Council]	

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The Applicant aims to improve its policies constantly and evaluates its strengths and weaknesses, with the aim of maintaining grounds and premises to the highest standards.

As for the allotment user, this person emphasizes on the space being used for enjoyment, health and wellbeing especially during Covid.

We remind that the applicants local community work put in place during the Covid 19 where the center was kept open to the public which needed hard work so that the center was kept to the highest standards, making sure all areas kept clean and virus free. Alevi center was used to serve the community as an immunization and food bank which they are proud to mention.

As for the concerns and advice given by the community, the Applicant will take all such concerns seriously and follow a positive and progressive consultation with everyone including but not limited to locals and the relevant authorities. Having stated this, these are democratic processes and unless it is considered that the Applicant has shown no regard or willingness to engage with the locals, which is profusely rejected by the Applicant, we respectfully invite the Licensing Sub-Committee to note the positive actions and engagement of the Applicant with the locals and the responsible authorities.

### **OP3**

Objection OP3 and subsequent objections OP6, OP7, OP8, OP9, OP10, OP11 and OP14 are pointing out the same issues as per the previous objections and most of the concerns are for outdoor events rather than indoor.

By way of clarification, the public transport being strained is an unsubstantiated comment which we invite the Sub-Committee to disregard as there is no evidence or complaint from London Transport or Highways. Having stated this, the Applicant, during its consultations with the Police, agreed to apply procedures to manage parking, traffic and health and safety, within the conditions proposed by the Licensing Police, all which are now agreed.

The Applicant always encourages its visitors to use public transport when they can for the wider benefits of the environment. The same ideology stands for water, sanitation and electricity usage should be kept to the minimum to avoid damaging the environment.

By way of illustration of the positive contributions made to the grounds, locality and the environment, we refer to the enclosed extract from Haselbury Ward Police Team email newsletter 2022, where the police published an article on the Applicant's community works emphasizing how the area occupied by the Applicant used to be derelict, vandalised and full of detritus and a forgotten place, adding that the grounds have been transformed into a vibrant colorful cultural

place for the community to use as a place for education and to enjoy companies of people who are like minded.

### **ALEVI Cultural Centre**

As police officers, we remember when the ground adjacent to Harrow Drive, was left as wasteland, devoid of human activity. But now transformed to vibrant culture with facilities offered to all.

When I was a response officer on Enfield Borough, I remember attending an emergency call to the buildings and grounds that were at that time, the remnants of the old rugby club. It had unfortunately succumbed to anti-social transients, being extensively vandalised and left in a derelict state to be forgotten.

I recall seeing the old bar area smashed to bits, piles of old broken bottles and cans, even evidence of fires having been lit inside, and human detritus left to stain the walls and floors for evermore.

I visited the site again in early 2017 when I joined the local safer neighbourhoods' team. I was shown around Haselbury Ward and was happy to find that this place featured on my patch. I was surprised to find that it had been transformed into a vibrant, colourful and cultured place of community, education, somewhere for people to go and be with like-minded others.

#### **OP4**

Objection 4 mainly points to the same issues as the previous objections. To clarify, this application is now only for indoor events and not for every day of the week. We emphasize that the Applicant is here to serve a community from all backgrounds.

#### **OP5**

The answers to this objection are the same as above, save that we note that the grass areas are always maintained by the Applicant. The Applicant puts tremendous effort in maintaining the grounds and all reasonable *wear and tear* are always maintained by the Applicant.

The Applicant would like to point out that they completely understand that most of these objections refer to 2022 where 5 outdoor events were held, which seems to have caused understandably these

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worries, but this application now before the Licensing Sub-Committee follows consultations with the locals and the responsible authorities where the capacity of people attending will be limited and a detailed application for a one-off-only outdoor annual festival will be submitted. It is submitted that the steps taken by the Applicant to address concerns, as illustrated in the making and amending this application, is precisely what would be expected of a responsible license operator.

## **OP12**

This objection is the same as the previous points made except for the rubbish being thrown down the pathways. We are none too certain as to how rubbish found or noticed outside the Applicant's premises is attached to the Applicant, save to state that the Applicant takes cleanliness of its premises and its surroundings very seriously. We refer to the exhibit from Hazelbury Ward Police article commending the work and ethics that is carried out by the Applicant to keep the neighborhood in excellent standards.

## **OP13**

The Applicant feels deeply saddened to read about this resident's ordeal that they had gone through in 2022. The Applicant held and invited residents in the area to discuss any issues they might have with the center so that the Applicant could take steps to resolve them. As for the decibel reader, the Applicant was assured by the council staff that it is down to individual officers to decide whether the sound is high or not. To the extent that the current application relates to indoor events, in our respectful submission, there have so far been no complaints as to sound disturbance from any of the past indoor events carried on by the Applicant.

For a better understanding of the Applicant's proposed events - we enclose herewith photographs from past events to illustrate the type profile of events that are anticipated to be carried out by the Applicant. It is respectfully submitted that there is no concern for overcrowding and unreasonable behavior.

## **OP14-OP15**

We would address these two objections within the same answer as both objections refer to the same issues. This application is for indoor events only and the Applicant has shown due regard to the consultation process whereby it decided to withdraw its outdoor events from the scope of this application until such time that further consultations have taken place with the locals.

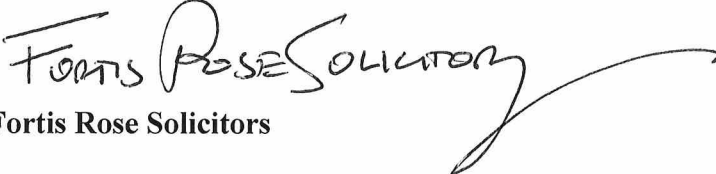
Our client considers that the objection within PO15 has been blown out of proportion by even mentioning how the center would cause stress which would lead to mental health issues. Our client



submits that, as within any other social, ethnic and cultural gatherings in other community centers, churches and weddings, etc. there will be extra amount of people at events coming into the area which is completely acceptable as this a community center serving the community.

In view of the above, we sincerely hope the Licensing Sub-Committee will recognise the positive steps taken by the Applicant in engaging with the locals and the authority and on hearing representations at the hearing, will make a favourable determination to allow the Applicant to further its community work.

Yours faithfully

  
**Fortis Rose Solicitors**

REF: WK/

LICN\_1

LICENSING ENFORCEMENT INSPECTION REPORT

Premises Name	BRITISH ALEVI COMMUNITY	
Premises Address	CHURCH HILLS RECEPTION ROOMS 6/7-8 PANDLOVE ROAD, WOODHILL	
Time of Visit:	Start: 7:50 PM	Finish: 2:50

During an inspection of your premises on 16 DECEMBER 2023, the following was checked:

Part B of Premises Licence displayed? Yes  No   
 Address & tel no. of PLH & DPS on licence correct? Yes  No  (If incorrect, insert new details below)  
 Conditions of licence checked? Yes  No

No. of condition not in compliance	Evidence/Advice
(1)	AS DISCUSSED THERE WAS OVER CAPACITY FROM NUMBER TABLES 46 TABLES WITH 10 PER TABLE = 460 NO NOISE ISSUE AT TIME OF VISIT. CHECK REAR OF PREMISES FOR NOISE BATTERY - NO ISSUE. 21 TABLES ALLEGEDLY BEING SOLD AT TIME OF VISIT. SOME TABLES NOT FULL

Any other matter(s) that need addressing:

TABLES AS YOU SAID NONE BUT 21 TABLES  
 TABLES

You are required to have the above matters attended to within .....days of this notice. Failure to rectify the above breaches may constitute a criminal offence and result in legal proceedings being brought against you.

LICENSING ENFORCEMENT	RECIPIENT OF NOTICE
Print Name of Officers in Attendance: RAYMOND ALLEN	Signature: [Redacted]
	Print Name & Position: Morton Dobbins Chief
If you have any queries relating to this report please contact licensing@enfield.gov.uk	Email/Tel: [Redacted]

Application forms can be downloaded at: <https://new.enfield.gov.uk/services/business-and-licensing/>



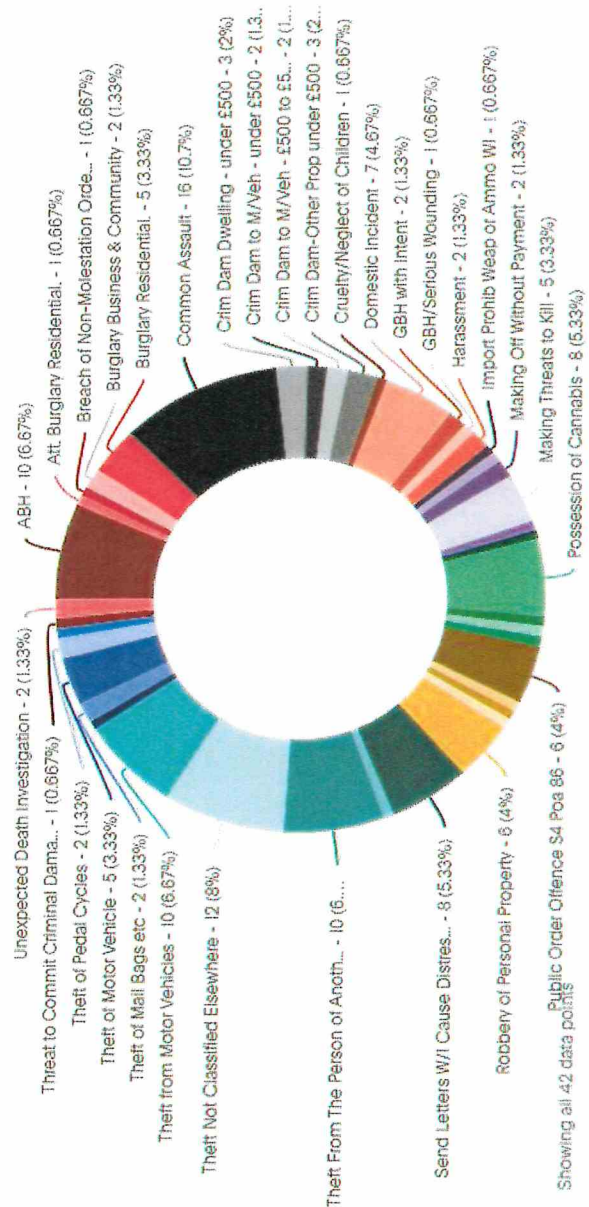
## Haselbury Ward Email Newsletter

Written and edited by PC 2258NA Ady Wilkins. All content is up to date as of the day of publishing. The content does not represent any express views or opinions of the Metropolitan Police Service, employees or associated authorities, corporate or otherwise. If you wish to comment, our email address is given on the last page.

### Welcome to your August 2022 newsletter.

#### Reported crime – 01/07/2022 to 31/07/22

Burglary (including attempts)	- 7
Robbery	- 5
Criminal Damage	- 5
Theft from Motor Vehicle	- 7
Theft of a Motor Vehicle	- 4
Racial Incident	- 1
Making Threats to kill	- 4
Common Assault	- 12
Assault ABH	- 8
Public Order	- 6
Serious Wounding	- 1
Domestic Incidents	- 6
Possess drugs (A/B)	- 7
Production of Cannabis	- 1
Send Letters (to cause distress)	- 7
Theft of Pedal Cycle	- 1
Harassment	- 2
Cruelty/Neglect Children	- 1
Theft of Mail Bags	- 1



# What's been happening?

## MOPED RIDER RELIEVED OF HIS WHEELS

The United Kingdom has specific and detailed legislation regarding the ownership and use of vehicles on all public roads. Breaches of basic legislation around licencing and insurance, are among the most common. As with this chap:

Team H was driving along Church Street one afternoon the other week, en route to speak to a resident living along Haselbury Road.

As we turned left into Haselbury Road opposite Cedars Court, we were faced with a near head on collision with a moped being ridden on the wrong side of the road. We stopped the rider and spoke to him at the road side.

'M' was perfectly nice but didn't speak English sufficiently to explain his actions, so an interpreter was arranged and the following ascertained;

'M' was carrying a box container on his bike but stated he was not delivering food. A few minutes later, an unknown person walked from a nearby address to collect his food from the rider, which obviously revealed the true nature of 'M's reason for being in the area. Not a great start.

We also discovered that, while there was an insurance policy for the bike, it did not feature cover for using the bike to make deliveries. Social, domestic and pleasure use, is not sufficient to cover for delivery work. For this, 'business' use is required.

Also, 'M' did not have a provisional/full UK driving licence, despite having been resident in the UK for some seven months.

Anyone coming to the UK to reside, must apply for a UK driving licence within twelve months of arrival. Anyone who is found to be driving a motor vehicle on a UK road, and cannot provide a driving licence, will be regarded as a non-driver (despite being qualified in another country).

'M' was reported for driving without insurance, and also other than in accordance with a driving licence. He will likely receive penalty points on his future driving licence, a fine or both.

His moped was seized (Operation Reclaim), and will cost him money for each day that it remains uncollected from the car pound in West London.

**Got a vehicle? Be sure, you drive within the law.**

Dear Haselbury Ward residents.

If you are receiving this for the first time, please see the 'Welcome' leaflet attached.

## Resident seen to be using suspicious fuel.

In July, Team H were alerted to residents putting liquid into their vehicles that was clearly not regular diesel.

Pouring liquid from plastic containers directly into the fuel tank of your vehicle, is probably not the safest way to start your day. So thought a concerned neighbour who reported it to police.

Enquiries led us to be reassured that in actual fact, the use of certain alternative fuels such as *cooking oil*, can be promoted by the government around emissions legislation and cost reductions.

Before you begin considering alternative cheaper fuels in light of heightened charges, please ensure you do your legislation research properly and make any necessary technological changes to machinery etc.

Click here for further information:

<https://www.gov.uk/search/all?keywords=Alternative+Fuels&order=relevance>

**MEETING**

## Community and

## Partnership Enfield.

An opportunity for all ward stakeholders to attend a meeting and have a say about what happens in your neighbourhood.

Edmonton Sports and Social Club,

Church Street.

Thursday 25<sup>th</sup> August 2022 @ 11:00am



# **VIOLENT OFFENDER ARRESTED**

**A prolific violent male aged in his 30's who managed to evade capture for over a week, was finally netted by cops in Church Street, from a selection of Enfield's Safer Neighbourhoods Teams.**

We'll call him 'R' for the purpose of this report. 'R' was wanted for breaching a domestic violence related court order, he having failed to attend appointments on three occasions as ordered by Highbury Corner Magistrates.

The local police team were asked to assist and were keen to bring him in, not least because 'R' had a lengthy record for assaulting emergency workers, including police officers.

Several attempts were made to feel 'R's collar in July, but he managed to unknowingly escape our grasp. However our luck changed for the better, not so much for 'R'.

On a bright early weekend morning, the eager team assembled. They quietly approached this detached dwelling. Access was then swiftly obtained, and two officers from Upper Edmonton and Ponders End, suddenly became face to face with 'R'.

Before he had an opportunity to develop even a thought of how to respond, 'R' found himself detained and on his way to court.

A great result for Edmonton SNT officers. Thanks from Team H.

# **Weapon Sweeps**

*Often, you may see uniformed police officers wandering around, looking in communal rubbish bins and bushes. You may ask yourself, what's so fascinating?*

Your local policing team undertakes many frequent tasks, one of them is something called a 'weapon sweep'. This is where perhaps a crime has taken place in the previous few days or hours and there is the suggestion that a weapon or object used in the crime remains unaccounted for.

Speculative searches of this type can involve anyone taking part; police officers, council officers looking to gain better understanding of the locality, even volunteers from the local public, residents, organisations etc.

Regularly, this investigative tactic reveals outstanding weapons as described, which can then reveal the offender via fingerprints and/or DNA (blood, saliva etc).

If this is something you'd like to assist with, get in touch by emailing us. We will take your details and consider calling you at one of these important tasks.

In the past few weeks, Team H has recovered three knives from various weapons sweeps on the ward.

# **LOS Vehicle Recovered**

**'LOS' is the Met's abbreviation to describe a Lost Or Stolen vehicle. You will likely have heard this expression if you're a fan of reality TV shows featuring the Met.**

In late July, Team H were made aware of a LOS black Range Rover Evoque that had been left parked on Rugby Avenue. A sharp eyed resident saw a group of youths dressed in dark clothing and face masks, approach and attempt to drive it. However, clearly lacking the skills to get it going, they gave up and left. Team H attended and removed the car via a low-loader.

# **Youth engagement**

**Working in partnership with Platinum Performing Arts based at Millfield House on Silver Street, The Haselbury Ward Team took part in an open discussion with talented youth members.**

To address some of the concerns that appears in modern youth media platforms, Team H are well placed locally to engage in sensible discussions about specific street policing issues and the relationship between the youth community and the police.

We certainly took ideas and thoughts out of it, such as the need to improve how we communicate as adult individuals, to young individuals.

Want us to come to your school? Enquire via email.

## CHARIOT FESTIVAL

The Nagapooshani Ambaal Temple held its first full annual Chariot event at the end of July, since the Covid Pandemic. Your local police team was able to attend as it has done before, and follow the action.



If you missed it this year, you can perhaps do some research with a view to attending this colourful event in July 2023.

## ALEVI Cultural Centre

**As police officers, we remember when the ground adjacent to Harrow Drive, was left as wasteland, devoid of human activity. But now transformed to vibrant culture with facilities offered to all.**

When I was a response officer on Enfield Borough, I remember attending an emergency call to the buildings and grounds that were at that time, the remnants of the old rugby club. It had unfortunately succumbed to anti-social transients, being extensively vandalised and left in a derelict state to be forgotten.

I recall seeing the old bar area smashed to bits, piles of old broken bottles and cans, even evidence of fires having been lit inside, and human detritus left to stain the walls and floors for evermore.

I visited the site again in early 2017 when I joined the local safer neighbourhoods' team. I was shown around Haselbury Ward and was happy to find that this place featured on my patch. I was surprised to find that it had been transformed into a vibrant, colourful and cultured place of community, education, somewhere for people to go and be with like-minded others.

Cont..../ Instead of the dirty, smelly and crumbling memory that I recalled, it was now the Alevi Culture Centre. It was refreshing to see dark dereliction turned into determination and light.

A relationship developed between the local police and the Alevi community. We would visit regularly and be there to address any issues that the community wanted to discuss.

In the beginning, we gave presentations on community challenges around knife crime, gangs and youth, domestic violence. We found that many concerns expressed by other community families on the ward, were shared deeply by Alevi parents.

We have not forgotten that the Alevi Centre hasn't always been there, and that many of the surrounding residents have, for a much longer time. It is important that we as a small local authority, try to have positive influence between a) the wider effects of some of the 'new' practices that the centre presents through its everyday operations, and b) the intentions and actions of the wider community in response.

There has been at least one notable event that allegedly caused some discomfort and disagreement among the overall local population this summer, e.g. Harrow Drive, Latymer Road, Streamside Close, which resulted in significant parking problems presented to residents by large numbers of attendees.

Also, the perceived noise nuisance coming directly from the event. This isolated incident has been discussed ad nauseum among residents, police, local authority and the Alevi Cultural Centre. I myself have spoken to residents and engaged with top tier Alevi representatives.

Out of this whole affair, I was most saddened (as were my leadership colleagues) to learn that there had been racial comments made to Alevi individuals by local residents. Not all, but enough to cause upset and disappointment.

There are people still apparently dwelling among the ghosts of a bygone time, and whom ought really now, to catch up with modern times or move away somewhere perhaps more suited to their attitudes and beliefs.

Anyone with an open and educated mind, who cares to visit the Alevi Cultural Centre, would be welcomed and given a warm introduction. Alevi people are very accepting of 'difference' and are willing to share their story. After all, change happens when people understand each other better, instead of seeing each other as a threat to the 'normal' status quo.

## BRAWL ENDS IN NO FURTHER POLICE ACTION

An investigation into two men caught back in June engaged in a brawl by a police officer on patrol in Silver Street N18, is closed with no further action.

The officer entered the shop having heard a scuffle coming from inside. The two males involved, were each observed with a very similar minor injuries. There was produce and items of stock knocked onto the shop floor.

A full investigation commenced, which involved both being invited at a later date to the police station to answer, under caution, questions regarding their involvement.

There were no witnesses wanting to give a statement. The CCTV was inoperative according to the shop owner. Local Authority CCTV was not pointing towards the incident location.

In light of the lack of evidence, the case was unlikely to be in the public interest, and would not lead to a successful prosecution.

**In all police investigation work, if there is little or no evidence, there will not be a prosecution.**

## Community Contact

For a dedicated ward officer, being a police officer isn't all about high octane action, chasing down villains, slapping the cuffs on the bad guys and throwing them to Aunties House (*colloquial term for prison*).

It's just as important for us to get involved with communities on so many levels. Not least of all the children of the ward.

Along with our London Fire Brigade colleagues based on Church Street, we set up a tent in the bright and sunny grounds of Churchfield School on Latymer Road.

Also in prominent attendance were colleagues from the police Tactical Support Group with a transport van and all kinds of equipment used largely during difficult public order incidents.

New puppy recruit 'Keira' and her handler, over all, became the main attraction for the day. A day well spent and enjoyed by all who were there.



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- Builds stronger ties with Neighbourhood Watch leading to safer communities
- A unique collaboration between the police and the public designed to tackle the issues that are important to you
- A quick, easy, and flexible system that fits in with your lifestyle

Register for **FREE** at [www.owl.co.uk/met](http://www.owl.co.uk/met)

METROPOLITAN POLICE | MOPAC |  

[www.owl.co.uk/met](http://www.owl.co.uk/met)

## THE NEW WARD SURVEY IS NOW AVAILABLE.

<https://www.smartsurvey.co.uk/s/Haselburysurvey/>

Completing the survey is your opportunity to have a direct say on how you feel the ward is policed. We design our patrols based on the opinions of our residents.

For guidance: We really want to know what crimes and anti-social behaviour goes on in your area. Please answer the questions honestly.

Also, if you're not satisfied with the overall policing of your street, please email us directly with your polite concerns and suggestions.

[SNTYE-.Haselbury@met.police.uk](mailto:SNTYE-.Haselbury@met.police.uk)



**A team of volunteers who love Pymmes Park so much that they give their time freely to ensure the health and wellbeing of the park is maintained and made safe for the many animals as well as the various people who enjoy it.**

To become a member of this public group, please email the police team

[SNTYE-.Haselbury@met.police.uk](mailto:SNTYE-.Haselbury@met.police.uk) .

We will pass on your interest and email address.

**THANKS FOR READING**

**#BE SAFE**

**Stay in touch**

[SNTYE-.Haselbury@met.police.uk](mailto:SNTYE-.Haselbury@met.police.uk)

**MEETING**

**'On Your Doorstep'**

Another opportunity for residents to attend a community contact session. Run by the local authority on this occasion.

**Thursday 23rd August 2022**

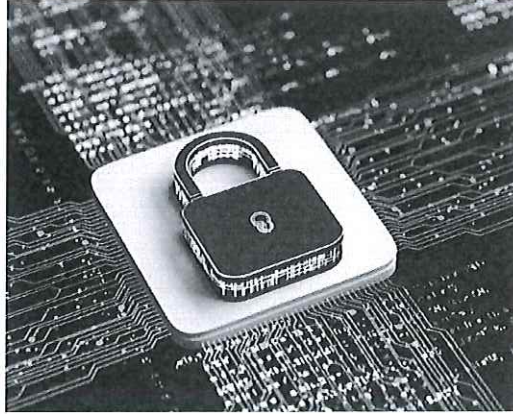
**11:00am to 2:30pm**

**KLINGER ESTATE, N18**

**Silver Street/Tanners End Lane**

Team H will be in attendance, for discussions about police activity on the ward.

## DATA PROTECTION POLICY



Churchfields Recreational Grounds  
Great Cambridge Road  
Enfield  
N9 9LE

Tel: 0208 245 8482

Email : britishalevifederation@gmail.com

Date Last Reviewed: 3<sup>rd</sup> February 2024

Reviewed by: Muslum Dalkilic

Approved by: Dilek Incedal  
Zeynep Demir

A handwritten signature in black ink, appearing to be 'Dilek Incedal'.

Next Review Date: 3<sup>rd</sup> February 2025

## Who we are

This notice is applicable to the British Alevi Federation.

Throughout this policy, references to the "Company" shall mean the above the British Alevi Federation, which is a registered charity, Charity Number 1164879.

## Overview

1. The Company takes the security and privacy of your data seriously. We need to gather and use information or 'data' about you as part of our business and to manage our relationship with you. We intend to comply with our legal obligations under the EU General Data Protection Regulation ("GDPR") and the UK Data Protection Act 2018 ("DPA") in respect of data privacy and security.

2. This policy applies to current and former directors and employees, apprentices and consultants. If you fall into one of these categories, then you are a 'data subject' for the purposes of this policy. You should read this policy alongside your contract of employment (or contract for services) and any other notice we issue to you from time to time in relation to your data.

3. The Company has measures in place to protect the security of your data in accordance with our various data security policies. We will only hold data for as long as necessary for the purposes for which we collected it.

4. The Company is a 'data controller' for the purposes of your personal data. This means that we determine the purpose and means of the processing of your personal data.

5. This policy explains how the Company will hold and process your information. It explains your rights as a data subject. It also explains your obligations when obtaining, handling, processing or storing personal data in the course of working for, or on behalf of, the Company.

6. This policy does not form part of your contract of employment (or contract for services if relevant) and can be amended by the Company at any time. It is intended that this policy is fully compliant with the GDPR and will be updated as required upon the enactment of the DPA. If any conflict arises between the law and this policy, the Company intends to comply with the law.

## Data Protection Principles

7. Personal data must be processed in accordance with six 'Data Protection Principles.' It must:

- be processed fairly, lawfully and transparently;
- be collected and processed only for specified, explicit and legitimate purposes;
- be adequate, relevant and limited to what is necessary for the purposes for which it is processed;
- be accurate and kept up to date. Any inaccurate data must be deleted or rectified without delay;
- not be kept for longer than is necessary for the purposes for which it is processed;

and

- be processed securely.

8. We are accountable for these principles and must be able to show that we are compliant.

### **How we define personal data**

9. 'Personal data' means information which relates to a living person who can be identified from that data (a 'data subject') on its own, or when taken together with other information which is likely to come into our possession. It includes any expression of opinion about the person and an indication of the intentions of us or others, in respect of that person. It does not include anonymised data.

10. This policy applies to all personal data whether it is stored electronically or on paper.

11. This personal data might be provided to us by you, or someone else (such as a former employer, your doctor, or a credit reference agency), or it could be created by us. It could be provided or created during the recruitment process or during the course of the contract of employment (or services) or after its termination. It could be created by your manager or other colleagues.

12. We will collect and use the following types of personal data about you:

- recruitment information such as your application form and CV, references, qualifications and membership of any professional bodies and details of any preemployment assessments;
- your contact details and date of birth;
- the contact details for your emergency contacts, when provided to us;
- your gender;
- information about your contract of employment (or services) including start and end dates of employment, role and location, working hours, details of promotion, salary (including details of previous remuneration), pension, benefits and holiday entitlement;
- your bank details and information in relation to your tax status including your national insurance number;
- your identification documents including passport and driving licence and information in relation to your immigration status and right to work for us;
- information relating to any disciplinary or grievance investigations and proceedings involving you (whether or not you were the main subject of those proceedings);
- information relating to your performance and behaviour at work;
- training records;
- your images (whether captured on CCTV, by photograph or video);
- any other category of personal data which we may notify you of from time to time

### **How we define special categories of personal data**

13. 'Special categories of personal data' are types of personal data consisting of information as to:

- your racial or ethnic origin;
- your political opinions;
- your religious or philosophical beliefs;
- your trade union membership;
- your genetic or biometric data;
- your health;
- your sex life and sexual orientation; and
- any criminal convictions and offences.

14. Where we do process any special category personal data we will only do so where we are required by law to do so, or with your explicit consent.

#### **How we define processing**

15. 'Processing' means any operation which is performed on personal data such as:

- collection, recording, organisation, structuring or storage;
- adaption or alteration;
- retrieval, consultation or use;
- disclosure by transmission, dissemination or otherwise making available;
- alignment or combination; and
- restriction, destruction or erasure.

16. This includes processing personal data which forms part of a filing system and any automated processing.

#### **How will we process your personal data?**

17. We will use your personal data for:

- Complying with our obligations to you as outlined in the contract of employment entered into between you and the Company;
- complying with any legal obligation we have towards you, as your employer; or
- if it is necessary for our legitimate interests (or for the legitimate interests of someone else). However, we can only do this if your interests and rights do not override ours (or theirs). You have the right to challenge our legitimate interests and request that we stop this processing. See details of your rights under the heading Your Rights below.

18. We can process your personal data for these purposes without your consent. We will not use your personal data for an unrelated purpose without telling you about it and the legal basis that we intend to rely on for processing it.

19. If you choose not to provide us with certain personal data you should be aware that we may not be able to carry out certain parts of the contract between us. For example, if you do not provide us with your bank account details, we may not be able to pay you. It might also stop us from complying with certain legal obligations and duties which we have such as to pay the right amount of tax to HMRC or to make reasonable adjustments in relation to any disability you may suffer from.

20. Where your choice not to give us certain personal data means we are unable to comply with our legal obligations or the terms of our contract with you, we may be obliged to terminate your employment (or engagement).

#### **Examples of when we might process your personal data**

21. We have to process your personal data in various situations during your recruitment, employment (or engagement) and even following termination of your employment (or engagement).



22. For example: -

- to decide whether to employ (or engage) you;
- to decide how much to pay you, and the other terms of your contract with us;
- to check you have the legal right to work for us;
- to carry out the contract between us including where relevant, its termination;
- training you and reviewing your performance;
- to decide whether to promote you;
- to decide whether and how to manage your performance, absence or conduct;
- to carry out a disciplinary or grievance investigation or procedure in relation to you or someone else;
- to determine whether we need to make reasonable adjustments to your workplace or role because of your disability;
- to monitor diversity and equal opportunities;
- to monitor and protect the security (including network security) of the Company, of you, our other staff, customers and others;
- to monitor and protect the health and safety of you, our other staff, customers and third parties;
- to pay you and provide pension and other benefits in accordance with the contract between us;
- paying tax and national insurance;
- to provide a reference upon request from another employer;
- monitoring compliance by you, us and others with our policies and our contractual obligations;
- to comply with employment law, immigration law, health and safety law, tax law and other laws which affect us;
- to answer questions from insurers in respect of any insurance policies which relate to you;
- running our business and planning for the future;
- the prevention and detection of fraud or other criminal offences;
- to defend the Company in respect of any investigation or litigation and to comply with any court or tribunal orders for disclosure;
- for any other reason which we may notify you of from time to time.

23. You do not need to consent and can withdraw consent later if you choose by contacting us on [britishalevifederation@gmail.com](mailto:britishalevifederation@gmail.com).

24. We do not need your consent to process special categories of your personal data when we are processing it for the following purposes, which we may do: -

- where it is necessary for carrying out rights and obligations under employment law;
- where it is necessary to protect your vital interests or those of another person where you/they are physically or legally incapable of giving consent;
- where you have made the data public;
- where processing is necessary for the establishment, exercise or defence of legal claims; and
- where processing is necessary for the purposes of occupational medicine or for the assessment of your working capacity.

25. If you have criminal convictions that are relevant to our employment of engagement of you, we will record this information for our own legitimate interests and to enable us to answer questions from our regulators and other entitled authorities.

26. We might process special categories of your personal data for the purposes set out in paragraph 24. In particular, we will use information in relation to: -

- your race, ethnic origin, religion, sexual orientation or gender to monitor equal opportunities;
- your sickness absence, health and medical conditions to monitor your absence, assess your fitness for work, to pay you benefits, to comply with our legal obligations under employment law including to make reasonable adjustments and to look after your health and safety; and

27. We do not take automated decisions about you using your personal data or use profiling in relation to you.

### **Sharing your personal data**

28. Sometimes we might share your personal data with group companies or our contractors and agents to carry out our obligations under our contract with you or for our legitimate interests.

29. We require those companies to keep your personal data confidential and secure and to protect it in accordance with the law and our policies. They are only permitted to process your data for the lawful purpose for which it has been shared and in accordance with our instructions.

30. The third parties we use who may hold personal data about you are: -

- The company payroll provider
- The company pension providers

31. We do not send your personal data outside the European Economic Area. If this changes you will be notified of this and the protections which are in place to protect the security of your data will be explained.

### **Retention of staff information post-employment**

32. All personal data held by the Company will be retained for the periods of time outlined in the Company's Data Retention Policy. The Data Retention Policy is available for viewing on the Company's intranet and copies can be provided upon request.

33. After you have left the Company, we will retain the information we hold about you, for the timescales outlined in the Data Retention Policy, to comply with our legal obligations in respect of, for example, HMRC and the Department of Work and Pensions. We will also retain it to enable us to deal with any issues that arise relating to your employment after you have left. This is in our own legitimate interests.

### **How should you process personal data for the Company?**

34. Everyone who works for, or on behalf of, the Company has some responsibility for ensuring data is collected, stored and handled appropriately, in line with this policy and other data protection policies.

35. The Company's Data Protection Officer is Tim Wilson who is responsible for reviewing this policy and updating the Board of Directors on the Company's data protection responsibilities and any risks in relation to the processing of data. You should direct any questions in relation to this policy or data protection to this person.

36. You should only access personal data, that does not relate to you, covered by this policy if you need it for the work you do for, or on behalf of, the Company and only if you are authorised to do so. You should only use the data for the specified lawful purpose for which it was obtained.
37. You must not share personal data informally or provide it to anyone that is not within the Company unless instructed to do so by the Company.
38. You must keep personal data secure and must not share it with unauthorised people.
39. You should regularly review and update personal data which you have to deal with for work. This includes telling us if your own contact details change.
40. You should not make unnecessary copies of personal data and should keep, and dispose of, any copies securely.
41. Where you are authorised to provide personal data to anyone outside of the Company, consideration should always be given to encrypting personal data before transmission.
42. Consider anonymising data or using separate keys/codes so that the data subject cannot be identified.
43. Do not save personal data to your own personal computers or other devices that are not owned by, or in the control of, the Company. If your job requires you to record personal data, then you must only use equipment provided by the Company for this purpose. If you do not have access to the equipment you need then please contact your manager to discuss how to proceed.
44. Personal data should never be transferred outside the European Economic Area except in compliance with the law and authorisation of the Data Protection Officer/Data Protection Manager.
45. You should lock drawers and filing cabinets where possible. Do not leave paper with personal data lying about where it can be seen or accessed by third parties or by anyone who should not be able to see or access it.
46. You should not take personal data away from the Company's premises without authorisation. If you do take personal data from the Company's premises this should be logged with the Data Protection Officer and the Data Protection Officer must be notified when it is returned. Any such personal data taken away from the Company's premises becomes your responsibility and failure to safeguard it may result in disciplinary action being taken against you in accordance with our disciplinary procedure.
47. Printed personal data should be shredded and disposed of securely when you have finished with it.
48. You should ask for help from Tim Wilson, the Company's Data Protection Officer, if you are unsure about data protection or if you notice any areas of data protection or security we can improve upon.
49. Any deliberate or negligent breach of this policy by you may result in disciplinary action being taken against you in accordance with our disciplinary procedure.

50. It is a criminal offence to conceal or destroy personal data which is part of a subject access request (see below). This conduct would also amount to gross misconduct under our disciplinary procedure, which could result in your dismissal.

### **How to deal with data breaches**

51. We have robust measures in place to minimise and prevent data breaches from taking place, including a Data Breach Policy and Data Breach Register. Should a breach of personal data occur (whether in respect of you or someone else) then we must take notes and keep evidence of that breach. If the breach is likely to result in a risk to the rights and freedoms of individuals, then we must also notify the Information Commissioner's Office within 72 hours.

52. If you become aware of a situation that you believe may be a data breach then you must notify the Data Protection Officer immediately, providing them with as much information as you reasonably can regarding the suspected breach, including:

- Why you believe there has been a breach
- What data is involved
- When you discovered the breach
- When you believe the breach first occurred.

53. You must provide the Data Protection Officer with all assistance that the Data Protection Officer may require in respect of any investigations into the potential breach.

54. Failure to report a potential breach may amount to a misconduct offence and could result in disciplinary action being taken against you in accordance with our disciplinary procedure

### **Data subjects' rights**

55. If, as a data subject, you wish to exercise any of the rights outlined in this section the request should be made to the Company's Data Protection Officer who will then coordinate the appropriate response and actions.

56. Data subjects can make a 'subject access request' ('SAR') to find out the information we hold about them. This request can be made in any format the data subject decides, including verbally. If you receive such a request, or have reason to believe one has been made, you should forward it immediately to the Data Protection Officer who will coordinate a response.

57. We must respond to SAR's within one month unless the request is complex or numerous in which case the period in which we must respond can be extended by a further two months.

58. There is no fee for making a SAR. However, if your request is manifestly unfounded or excessive, we may charge a reasonable administrative fee or refuse to respond to your request.

59. You have the right to information about what personal data we process, how and on what basis as set out in this policy.

60. You have the right to access your own personal data by way of a subject access request (see above).

61. You can correct any inaccuracies in your personal data. To do you should contact the Company's Data Protection Officer outlining what data you believe are inaccurate and what the correct data should be.

62. You have the right to request that we erase your personal data where we were not entitled under the law to process it or it is no longer necessary to process it for the purpose it was collected.

63. While you are requesting that your personal data is corrected or erased or are contesting the lawfulness of our processing, you can apply for its use to be restricted while the application is made.

64. You have the right to object to data processing where we are relying on a legitimate interest to do so and you think that your rights and interests outweigh our own and you wish us to stop.

65. You have the right to object if we process your personal data for the purposes of direct marketing.

66. With some exceptions, you have the right not to be subjected to automated decision making.

67. You have the right to be notified of a data security breach concerning your personal data, unless the breach is trivial.

68. In most situations we will not rely on your consent as a lawful ground to process your data. If we do however request your consent to the processing of your personal data for a specific purpose, you have the right not to consent or to withdraw your consent later. To withdraw your consent, you should contact the Data Protection Officer/Data Protection Manager.

69. You have the right to complain to the Information Commissioner. You can do this by contacting the Information Commissioner's Office directly. Full contact details including a helpline number can be found on the Information Commissioner's Office website ([www.ico.org.uk](http://www.ico.org.uk)). This website has further information on your rights and our obligations.

# HEALTH AND SAFETY POLICY



Churchfields Recreational Grounds  
Great Cambridge Road  
Enfield  
N9 9LE

Tel : 0208 245 8482

Email : britishalevifederation@gmail.com

Date Last Reviewed: 3<sup>rd</sup> February 2024  
Reviewed by: Muslum Dalkilic  
Approved by: Dilek Incedal  
Zeynep Demir

A handwritten signature in black ink, appearing to be "Dilek Incedal".

Next Review Date: 3<sup>rd</sup> February 2025

## **General statement of policy**

British Alevi Federation is working towards a comprehensive Health and Safety Policy and is bound to abide by the Health and Safety at Work Act. This lays down certain duties on all staff and office volunteers. The duties are to take care of their own safety and that of other staff, volunteers and visitors and to co-operate with the Trustee Board and its officers to enable it to carry out its responsibilities.

In particular staff and volunteers have a duty to:

- work safely, efficiently and without endangering the health and safety of themselves, their colleagues or any other person who has a right of access to the organisation's premises at any time
- adhere to safety procedures laid down by British Alevi Federation from time to time, and conform to all instructions given by those with a responsibility for health and safety
- record all accidents, near miss occurrences and hazardous situations in the Health and Safety/Accident book and report to the next staff meeting
- meet their other statutory safety obligations including that laid down in Section 8 of the Act, which states that "no person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions".

## **1. Organisation and responsibilities**

### **1.1 Trustee Board**

Overall and final health and safety responsibility within the organisation lies with the Trustee Board. The Trustee Board shall appoint one person who will take the responsibility for drawing to the attention of the Trustee Board, staff and office volunteers any health and safety matters that need to be discussed and/or acted upon.

### **1.2 Delegated responsibilities**

Zeynep Demir shall be given delegated responsibility for ensuring that the Health and Safety policy is carried out within the organisation. In particular s/he will be given delegated responsibility for:

- carrying out regular safety inspections in the offices utilised by the British Alevi Federation
  - ensuring that staff are provided with suitable seating and appropriate computer work stations
  - ensuring that floors and aisles are kept clear, as far as reasonably practical, of trailing wires, equipment, stationery, etc.

- ensuring that the general fabric of the offices (including office items & equipment used by staff) is maintained
- investigating and reporting accidents
- ensuring that a Health and Safety Workplace poster on “Health and Safety Law” is displayed
- making staff and office volunteers aware of the specific fire escapes and fire extinguishers within the building
- ensuring staff and volunteers are given a copy of this Policy and understand its contents; ensuring that staff and volunteers are made familiar with the alarm systems within the building and action to be taken in the event of a fire
- drawing to the attention of the Trustee Board, Chief Officer and staff any new legislation on health and safety relevant to the work of [ORG NAME]
- drawing to the Trustee Board’s attention any matters with which s/he is unable to deal.

### **1.3 Staff and office volunteers**

All staff and office volunteers have a responsibility to:

- read and fully understand the British Alevi Federation’s Policy statement and the procedures to be carried out in the event of an emergency. If there is any doubt about the meaning, staff must seek clarification from the Zeynep Demir.
- co-operate with the Trustee Board and the Zeynep Demir, as appropriate, to achieve a healthy and safe workplace and to take reasonable care of themselves and others
- report to the Zeynep Demir within 24 hours any accident occurring:
  - on the premises
- off the premises whilst acting on behalf of British Alevi Federation
- bring to the notice of the Zeynep Demir any potentially dangerous circumstances that the employee is unable to put right.

### **1.4 Review**

The Zeynep Demir, in conjunction with the Chief Officer, will keep this Policy under constant review to reflect any changes in legislation. The Policy will be fully reviewed every 3 years and will be subject to approval by the Trustee Board.

## **2. General arrangements**

### **2.1 Accidents, near-miss occurrences and hazardous situations**

British Alevi Federation has a Health and Safety Accident Book located [in reception and all incidents, no matter how small, must be recorded as soon as possible after the incident. The incident should also be reported to the Zeynep Demir. In addition to reporting accidents, it is equally important to report near misses and potential hazards so as to enable preventative action to be taken before it is too late. Once an incident has been recorded in the Accident Book the Sheet must be removed and stored separately, e.g. in the personnel file.

It is the responsibility of the Zeynep Demir to ensure that any necessary follow up action is taken to reduce the risk of the accident or near accident reoccurring.



The Zeynep Demir is responsible for reporting incidents which come within the Reporting of Injuries, Diseases & Dangerous Occurrences Regulations (RIDDOR), to the Health and Safety Executive. RIDDOR covers the following incidents:

- (a) fatal accidents
- (b) major injury accidents/conditions
- (c) dangerous occurrences
- (d) accidents causing more than 7 days incapacity for work
- (e) certain work-related diseases.

A First Aid kit is available in the main office, the kitchen and in classrooms.

## **2.2 General fire safety**

Zeynep Demir is responsible for the maintenance of the firefighting equipment and the arrangement of regular fire safety checks and fire drills. The Zeynep Demir also undertakes a Fire Risk Assessment for the building.

All staff must also read and understand the Fire Procedure. A fire notice is located in the main entrance.

## **3. Personal safety**

- 3.1 Staff or volunteers who are working on their own should not allow access to casual visitors who have no appointment.
- 3.2 All windows and entry doors will be lockable.
- 3.3 Staff who are going to be away on British Alevi Federation business should make it clear to other staff (and put in diary) where they will be, how long for and how they can be contacted.
- 3.4 Staff should inform the office who they wish to be contacted in the event of an emergency giving contact details.
- 3.5 Staff who carry money for the British Alevi Federation have the right to be accompanied by another person.
- 3.6 Visits to the bank should not be at a regular time.
- 3.7 Staff should not put themselves at risk on account of the British Alevi Federation's property.
- 3.8 All incidents of aggression or violence and any threat to personal safety should be reported to the Chief Officer and recorded in the accident book.
- 3.9 Staff should be vigilant with regards to terrorist incident warnings – e.g. unattended bags.

**4. Stress management**

- 4.1 Stress at work is a serious issue: workers can suffer severe medical problems, which can result in under-performance at work, and cause major disruptions to the organisation.

The responsibility for reducing stress at work lies both with employer and employee. Employees should become aware of the causes of stress, and ensure that they do not work in a way which could cause them to suffer an increase in stress, nor cause an increase in stress on others.

If an employee is suffering from stress at work, they should discuss this with their line manager or Zeynep Demir at the first opportunity. Where practicable and reasonable, British Alevi Federation will seek to provide assistance to the employee.

British Alevi Federation will do all it can to eradicate problems relating to stress at work.

### Training

All staff will complete an induction programme with information about Health and Safety arrangements within the organisation. Any updates or changes to these arrangements will be discussed at staff meetings and supervision sessions.

The Zeynep Demir will ensure that all staff and volunteers fully understand the Policy and are made aware of all fire alarm points, fire extinguishers, fire blankets and fire exits in the building.

The following is a list of things to be checked in British Alevi Federation's office every six months.

Check:	Date:	
• Workstations (incl. Display Screens) are safe. (Follow separate checklist <i>VDU Workstation Inspection Checklist</i> )		
• User takes regular breaks from long tasks/positions and ensure VDU users are aware of availability of FREE eye tests. (Follow separate checklist <i>VDU Workstation Inspection Checklist</i> )		
• Lighting is adequate (e.g. no glare should be transmitted)		
• Environment (noise levels, temperature, humidity, any anti-static device).		
• Staff have been appropriately trained to carry out their tasks.		
• First Aid Box is in place and adequately stocked.		
• Accident Book and procedure is in place and staff are informed of these.		
• Exits and walk-ways are kept clear and accessible to wheelchair users.		
• Electrical and other equipment are safe to use and are not being misused.		
• Power sources are safe to use and are not misused.		
• No trailing wires and damaged floor coverings.		
• Warning notices, where necessary, are clearly displayed.		
• Heavy or dangerous items are not stored above shoulder height.		
• Heavier items are stored in lower drawers of filing cabinets.		
• Step ladders are provided and used where necessary.		
• Hazardous materials (e.g. cleaning fluids) are stored properly and are clearly marked.		
• Staff/volunteers are not expected to lift heavy items above their individual capability.		
• Security/confidentiality arrangements are adequate (e.g. place for valuables)		
• Office procedures relating to hygiene and cleanliness are complied with.		
• Radiators are kept clear.		

## SAFEGUARDING POLICY



Churchfields Recreational Grounds  
Great Cambridge Road  
Enfield  
N9 9LE

Tel : 0208 245 8482

Email : britishalevifederation@gmail.com

Date Last Reviewed: 3rd February 2024

Reviewed by: Muslum Dalkilic

Approved by: Nadide Koroglu

Zeynep Demir

Next Review Date: 3rd February 2025

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## British Alevi Federation Commitment to Safeguarding

British Alevi Federation recognise the need to provide a safe and caring environment for children, young people and adults engaged in a regulated activity. We acknowledge that children, young people and adults engaged in a regulated activity can be the victims of physical, sexual, financial and emotional abuse, and neglect.

British Alevi Federation have therefore adopted the procedures set out in this safeguarding policy in accordance with statutory guidance. We are committed to build constructive links with statutory and voluntary agencies involved in safeguarding.

It is imperative that all organisations who work with children, young people and adults engaged in a regulated activity, including British Alevi Federation are equipped with the knowledge and awareness that will enable them to detect the abuse and ill treatment of children.

This safeguarding policy therefore aims to be a reference for all members of staff and volunteers involved in British Alevi Federation group activities.

For all organisations involved in working with children, it has become increasingly important for management committees to make sure that they respond to the requirements and expectations of society and the law. British Alevi Federation management committees need to ensure that they have policies and procedures in place that look at the roles and responsibilities of people working with children, how to promote children's welfare, protect them from harm, respond to concerns and report to the statutory authorities.

Some of the ways in which the British Alevi Federation management committee can meet their responsibilities is:

- By providing written good guidance for all those working with children about their responsibilities and the standard of care expected of them, including behaviour management when working with children.
- Ensuring that everyone understands their policies and good practice guidelines and through training.
- Providing information to all those working with children about child protection and the procedure to follow if someone raises a concern or makes an allegation.
- Ensuring that employees and volunteers are able to recognise the signs and symptoms of abuse, and that they know what to do about these concerns.
- Having a procedure for checking that teachers and other staff members have no recorded incident which would deem them unfit to teach, safe recruitment process includes; application forms, references and DBS disclosures.

**The safety and welfare of children, young people and vulnerable  
service users is paramount.**

**British Alevi Federation**

## Section 1: Organisational Details

Name: British Alevi Federation

Address: Churchfields Recreational Grounds  
Great Cambridge Road  
Enfield  
N9 9LE

Tel: 0208 245 8482

Email: britishalevifederation@gmail.com

The following is a brief description of the British Alevi Federation work and the type of activities we are involved in which may include children or adults engaged in a regulated activity:

To advance the Alevi faith for the public benefit in accordance with the statement of beliefs.

To provide recreational facilities in the interests of social welfare to the general public to improve the conditions of life of the said inhabitants.

To provide educational and social opportunities for said objectives.

Activities Include:

- **Teaching Children at the British Alevi Federation**

The British Alevi Federation works with children between the ages of 5 to around 17 years old. Children are able to attend various classes and groups after school, Monday through to Friday as well as various times on Saturdays and Sundays.

- **Youth Work**

Work with children and young people aged from around 12 to 18 years old on various aspects of their educational, personal and social life. This includes providing access to facilities, sports events, camps etc.

- **Adult Work**

**Work with adults of all ages.** Providing a safe location to meet with others. Providing access to facilities, specialist sessions, workshops, outings etc.

## Section 2: Recognising and responding appropriately to allegations or suspicions of abuse

### Statutory Definitions of Abuse (Children)

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm.

Children may be abused in a family or in an institutional or community setting; by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults or another child or children.

Child protection legislation throughout the UK is based on the United Nations Convention on the Rights of the Child. Each nation within the UK has incorporated the convention within its legislation and guidance.

The terms and definitions of abuse below operate in England based on the government guidance 'Working Together to Safeguard Children (March 2015)'.

Children	Anyone who has not yet reached their 18th birthday. The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital or in custody in the secure estate, does not change his/her status or entitlements to services or protection.
Safeguarding and promoting the welfare of children	Defined for the purposes of this guidance as: <ul style="list-style-type: none"> <li>- protecting children from maltreatment;</li> <li>- preventing impairment of children's health or development;</li> <li>- ensuring that children are growing up in circumstances consistent with the provision of safe and effective care; and</li> <li>- taking action to enable all children to have the best life chances.</li> </ul>
Child protection	Part of safeguarding and promoting welfare. This refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.
Abuse	A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults, or another child or children.
Physical abuse	A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.



Emotional abuse	The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.
Sexual abuse	Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.
Neglect	<p>The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:</p> <ul style="list-style-type: none"> <li>- provide adequate food, clothing and shelter (including exclusion from home or abandonment);</li> <li>- protect a child from physical and emotional harm or danger;</li> <li>- ensure adequate supervision (including the use of inadequate caregivers); or</li> <li>- ensure access to appropriate medical care or treatment.</li> </ul> <p>It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.</p>
Young carers	Are children and young people who assume important caring responsibilities for parents or siblings, who are disabled, have physical or mental ill health problems, or misuse drugs or alcohol.

### **Statutory Definitions of Abuse (Adults engaged in regulated activities)**

The following definition of abuse is laid down in 'No Secrets: Guidance on developing and implementing multi-agency policies and procedures to protect adults engaged in regulated activities from abuse (Department of Health 2000): 'Abuse is a violation of an individual's human and civil rights by any other person or persons. In giving substance to that statement, however, consideration needs to be given to a number of factors:

Abuse may consist of a single act or repeated acts. It may be physical, verbal or psychological, it may be an act of neglect or an omission to act, or it may occur when a vulnerable person is persuaded to enter into a financial or sexual transaction to which he or she has not consented, or cannot consent. Abuse can occur in any relationship and may result in significant harm to, or exploitation of, the person subjected to it'.

#### **Physical Abuse**

This is the infliction of pain or physical injury, which is either caused deliberately, or through lack of care.

#### **Sexual Abuse**

This is the involvement in sexual activities to which the person has not consented or does not truly comprehend and so cannot give informed consent, or where the other party is in a position of trust, power or authority and uses this to override or overcome lack of consent.

#### **Psychological or Emotional Abuse**

These are acts or behaviour, which cause mental distress or anguish or negates the wishes of the vulnerable adult. It is also behaviour that has a harmful effect on the vulnerable adult's emotional health and development or any other form of mental cruelty.

#### **Financial or Material Abuse**

This is the inappropriate use, misappropriation, embezzlement or theft of money, property or possessions

#### **Neglect or Act of Omission**

This is the repeated deprivation of assistance that the vulnerable adult needs for important activities of daily living, including the failure to intervene in behaviour which is dangerous to the vulnerable adult or to others. A vulnerable person may be suffering from neglect when their general well-being or development is impaired

#### **Discriminatory Abuse**

This is the inappropriate treatment of a vulnerable adult because of their age, gender, race, religion, cultural background, sexuality, disability etc. Discriminatory abuse exists when values, beliefs or culture result in a misuse of power that denies opportunity to some groups or individuals. Discriminatory abuse links to all other forms of abuse.

#### **Institutional Abuse**

This is the mistreatment or abuse of a vulnerable adult by a regime or individuals within an institution (e.g. hospital or care home) or in the community. It can be through repeated acts of poor or inadequate care and neglect or poor professional practice.

## Safeguarding awareness

The British Alevi Federation Management Committee is committed to on-going safeguarding training and development opportunities for all workers, developing a culture of awareness of safeguarding issues to help protect everyone. All our workers will receive induction training and undertake appropriate basic safeguarding training, which will be refreshed every three years.

The British Alevi Federation Management Committee will also ensure that the children it works with are provided with information on where to get help and advice in relation to abuse, discrimination, bullying or any other matter where they have a concern.

### RESPONDING TO ALLEGATIONS OF ABUSE

*Under no circumstances should a worker carry out their own investigation into an allegation or suspicion of abuse.* Follow procedures as below:

- The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to:  
**Name: Nadide Koroglu**  
**Telephone No: 07933 188 624**  
who is nominated by the British Alevi Federation Management Committee to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.
- In the absence of the Safeguarding Co-ordinator or, if the suspicions in any way involve the Safeguarding Co-ordinator, then the report should be made to:  
**Name: Gulay Dalkilic**  
**Telephone No: 07740 040 581**

If the suspicions implicate both the Safeguarding Co-ordinator and the Deputy, then the report should be made to the Secretary of the British Alevi Federation Management Committee or alternatively contact your local Social Services or the Police.

- Where the concern is about a child the Safeguarding Co-ordinator should contact Children's Social Services. Where the concern is regarding a vulnerable adult in need of protection, contact Adult Social Services.

The local **Safeguarding Children Board** office telephone numbers for Enfield are:

Children's Single Point of Entry

Office hours telephone: 020 8379 5555

Out of hours (evenings/weekends): 020 8379 1000

The local **Adult Social Services** office telephone numbers for Enfield are:

Adult Contact Team:

Office hours telephone: 020 8379 3196

Out of Hours (evenings/weekends): 020 8379 5212

The **London Met Police** telephone number is: 101 or 999 (in an emergency)

- The Safeguarding Co-ordinator should then immediately inform the Chairperson and Secretary of the British Alevi Federation.
  - Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.
  - Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Co-ordinator, the absence of the Safeguarding Co-ordinator or Deputy should not delay referral to Social Services, the Police.
  - The British Alevi Federation Management Committee will support the Safeguarding Coordinator/ Deputy in their role and accept that any information they may have in their possession will be shared in a strictly limited way on a need-to-know basis.
  - The British Alevi Federation Management Committee must consider any duty regarding informing the British Alevi Federation insurers of offences committed by staff and volunteers.
- It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek independent advice, although the British Alevi Federation Management Committee hopes that members of British Alevi Federation will use this Policy. If, however, the individual with the concern feels that the Safeguarding Co-ordinator/Deputy has not responded appropriately or where they have a disagreement with the Safeguarding Co-ordinator/Deputy as to the appropriateness of a referral they are free to contact an outside agency direct. We hope by making this statement that the British Alevi Federation Management Committee demonstrate its commitment to effective safeguarding and the protection of all those who are vulnerable.

The role of the Safeguarding Co-ordinator/ Deputy is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies who have a legal duty to investigate. **It is not the role of the Safeguarding coordinator or their deputy to investigate allegations and concerns.**

## Detailed procedures where there is a concern about a child:

### ALLEGATIONS OF PHYSICAL INJURY, NEGLECT OR EMOTIONAL ABUSE

If a child has a physical injury, a symptom of neglect or where there are concerns about emotional abuse, the Safeguarding Co-ordinator/Deputy will:

- Contact Children's Social Services for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.
- Not tell the parents or carers unless advised to do so, having contacted Children's Social Services.
- Seek medical help if needed urgently, informing the doctor of any suspicions.
- For lesser concerns, (e.g. poor parenting), encourage parent/carer to seek help, but not if this places the child at risk of significant harm.
- Where the parent/carer is unwilling to seek help, offer to accompany them to a suitable agency who may be able to support them. In cases of real concern, if they still fail to act, contact Children's Social Services direct for advice.

### ALLEGATIONS OF SEXUAL ABUSE

In the event of allegations or suspicions of sexual abuse, the Safeguarding Co-ordinator/Deputy will:

- Contact the Children's Social Services Department Duty Social Worker for children and families or Police Child Protection Team direct. They will **NOT** speak to the parent/carer or anyone else.

## Detailed procedures where there is a concern about a vulnerable adult:

### SUSPICIONS OR ALLEGATIONS OF FINANCIAL, PHYSICAL OR SEXUAL ABUSE

If a vulnerable adult has a physical injury or symptom of sexual abuse the Safeguarding Co-ordinator/Deputy will:

- Discuss any concerns with the individual themselves giving due regard to their autonomy, privacy and rights to lead an independent life.

- If the vulnerable adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.

**Detailed procedures where there is an allegation against a person who works with children:**

**ALLEGATIONS OF ABUSE AGAINST A PERSON WHO WORKS WITH CHILDREN**

If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Safeguarding Co-ordinator will without delay inform:

- the local Children's Social Services (following the Local Safeguarding Children Board (LSCB) procedures) in regards to the suspension of the worker, and discuss
- also making a referral to a Local Authority Designated Officer (LADO)

NB. There may also be a requirement under law to make a referral to the Disclosure & Barring Service (DBS) who hold the lists of people barred from working with children and adults engaged in regulated activities – this will require discussion with the LADO.

## Section 3: Prevention of abuse

### Role and Responsibilities of the Safeguarding Coordinator

- Will be appointed by the British Alevi Federation Management committee.
- Will be responsible for ensuring that the original copies of all safer recruitment documents in relation to all staff/volunteers are kept in a secure place.
- Will ensure that all incidents or concerns in relation to any child/vulnerable adult are recorded by the relevant person on the appropriate form and that all relevant written records such as Incident/Concern, Accident/Injury forms are kept in a secure place. This information is the property of and will be kept indefinitely by British Alevi Federation.
- Will ensure that there is a regular system in place to supervise all staff/volunteers and that written records of this are kept in a secure place.
- Will ensure that all teachers follow British Alevi Federation safeguarding policies.
- Will be responsible for ensuring that all staff and volunteers complete their DBS disclosure checks every three years.

### Role and Responsibilities of Employees

- Will be appointed by the British Alevi Federation Management Committee.
- Will not be appointed before the safer recruitment procedures have been followed as detailed below.
- Will ensure that all incidents or concerns in relation to any child/vulnerable adult that he/she has contact with is discussed with the safeguarding coordinator or their deputy and that all relevant written records such as Incident/Concern, Accident/Injury forms are given to the safeguarding coordinator or their deputy, who will be responsible for ensuring that they are kept in a secure place. This information is the property of and will be kept indefinitely by British Alevi Federation Will ensure that they take part in regular supervision sessions arranged by the Safeguarding Coordinator.
- Will ensure that they follow British Alevi Federation safeguarding Policy.
- Will complete their DBS disclosure checks every three years.

## Additional people who may have contact with children or adults engaged in regulated activities

### Observer

- Is someone who visits the service in order to observe activities and may be a parent or carer of a child/young person.
- An employee/volunteer must approve any observations before they take place.
- The maximum time a person can come to observe is on three separate occasions after which the safer recruitment procedures must be followed. This will involve the individual no longer attending until the safer recruitment procedures have been completed.
- Will not be left in charge of any group of children or adults engaged in regulated activities at any time, but may only observe what is going on.
- Will be supervised at all times by an employee/ volunteer.

### Prevention

#### Safer Recruitment

Having in place a range of mechanisms and understood practices surrounding the recruitment of staff and volunteers is an essential element in our safeguarding arrangements. Safer recruitment practices will assist us in ensuring that we have the opportunity to prevent those we would not want working with children and adults engaged in regulated activities from doing so at the earliest point.

The British Alevi Federation Management Committee will ensure all workers will be appointed, trained, supported and supervised in accordance with government guidance on safer recruitment. This includes ensuring that:

- There is a written role description / person specification for the post.
- Those applying have completed a standard application form and a self-declaration form.
- Those short listed have ALL been interviewed and a written record of this has been kept.
- Roles and attitudes regarding safeguarding have been discussed at interview.
- Written references have been obtained for ALL candidates, and followed up verbally where appropriate.
- A disclosure and barring service (DBS) disclosure is completed. British Alevi Federation will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information) prior to the successful candidate commences employment.
- Qualifications where relevant have been verified.
- A suitable induction training programme (including safeguarding) is provided for the successful applicant.
- The successful applicant completes a 6-month probationary period.
- The applicant has access to a copy of this safeguarding policy and knows how to report concerns.
- That the successful applicant has completed safeguarding training at a basic level.



Safer recruitment practices should be used regardless of the setting or activity where staff/volunteers are working with either children or adults engaged in regulated activities on behalf of British Alevi Federation

### Management of Workers – Codes of Conduct

As British Alevi Federation Management Committee, we take the safeguarding of children and adults engaged in regulated activities very seriously. This means that we want all our volunteers and paid workers (staff) to understand the nature of our 'Duty of Care' and what this means for the conduct of all staff and volunteers who may come into contact with children, young people and other vulnerable people. Our 'duty of care' is in part exercised through the development of respectful and caring relationships but also by staff and volunteers taking all reasonable steps to ensure the safety and well-being of those they have responsibility for, particularly in relation to safeguarding them from sexual, physical and emotional abuse. Before individuals start working in positions that have contact with children, young people and adults engaged in regulated activities, they need to understand and acknowledge the responsibilities and trust inherent to their role.

All adults working in roles where there is contact with children, young people and adults engaged in regulated activities are in positions of trust. It is therefore vital to ensure they do not, even unwittingly, use their position of power and authority inappropriately.

Staff and volunteers should always maintain professional boundaries and avoid behaviour which might be misinterpreted. Any kind of sexual relationship between an adult and a child (under 18 years old) is never acceptable and if concerns arise in this area, this should be recorded and reported to the Safeguarding coordinator or their deputy immediately.

The trusting relationship between employee/volunteer and child, young person or vulnerable adult means the employee/volunteer should never:

- use their position to gain access to information for their own or others' advantage
- use their position to intimidate, bully, humiliate, threaten, coerce or undermine
- use their status and/or standing to form or promote relationships that are or may become sexual.

Due to the nature of our work with children and in the context of this environment, everyone who carries out a role as a part of these activities is in a unique position of trust, especially in the eyes of a child and it is therefore possible because of this position of trust for someone to have unsupervised access to children (the definition of a child is anyone under the age of 18).

The best way to protect the children, young people and vulnerable service users we come into contact with is by following good practices that promote and protect the safety of children and young people. These would include:

- Not spending time alone with a child.
- Not putting yourself in a situation that may lead to allegations being made against you.

- Not maintaining contact with a child outside of agreed activities without the knowledge of the child's parents/legal guardians - if such contact is agreed with the parents/carers, it needs to be made clear that you are no longer acting on behalf of British Alevi Federation.
- Being vigilant - if you witness any behaviour by someone else at an event, whether a team member or a guest that causes you to be concerned about the welfare of a child, please speak to the Safeguarding coordinator or their deputy immediately.

Adopting this code of conduct towards children, young people and adults engaged in regulated activities and ensuring all workers are made aware of its content and agree to follow it is essential. It is important that there is a culture of dignity and respect towards those being cared for.

This can be achieved by workers:

- understanding the organisation's safeguarding policy and good working practice.
- listening to children, young people and adults engaged in regulated activities.
- respecting boundaries and privacy of those being cared for.
- knowing how to deal with issues of discipline in line within the organisation's code of conduct and never using physical chastisement in any circumstances.
- developing an awareness of disability issues as well as issues of equality and inclusion.

### **Management of Workers – Training and Supervision**

All teachers/workers, paid or voluntary, should be provided with appropriate training and given the opportunity to develop their skills as well as feel supported and valued by British Alevi Federation. When this happens workers will be more inclined to express concerns over issues that arise and it will also help to ensure a high level of care, professionalism and expertise towards those being cared for.

British Alevi Federation Management Committee, is committed to ensuring that all employees/volunteers are supervised (where possible by a named individual who arranges regular meetings) where concerns or issues can be raised, work related or personal. It is also the role of the supervisor to ensure all training needs are met. Where supervision with a named individual is not possible, or impractical, group supervision may be used as an alternative as this can maximise resources and allows for the sharing of issues and concerns.

### **Management of Workers - Team Meetings**

The British Alevi Federation Management Committee recognises the importance of team meetings. These should be convened on a regular basis and should provide an opportunity for ideas and issues to be aired, concerns expressed and feedback given.

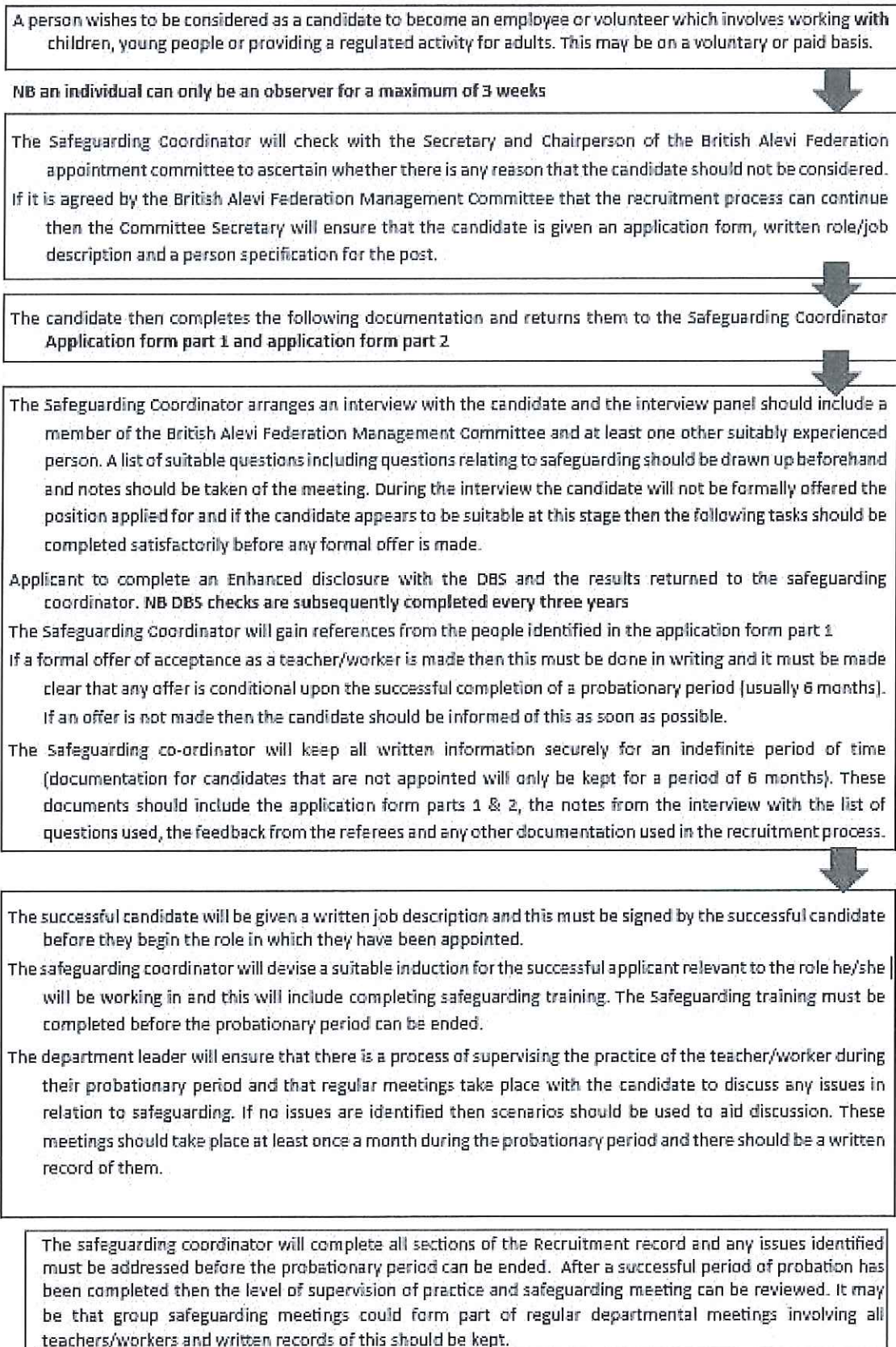
### **Management of Workers - Whistleblowing**

In addition to effective management of allegations against staff, there needs to be a mechanism in place for workers to be able to raise legitimate concerns (e.g. improper actions or omissions) about other workers, with impunity.

Commonly known as 'whistleblowing', the reporting principles are contained in the Public Disclosure Act 1998.

Further information and advice can be obtained from Public Concern at Work:

## Safer Recruitment flow chart



## Section 4: Pastoral Care

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### Supporting those affected by abuse

The British Alevi Federation Management Committee is committed to offering pastoral care, working with statutory agencies as appropriate, and support to all those who have been affected by abuse that have contact with or are part of British Alevi Federation

Pastoral care is varied by nature and you should ensure that you have appropriate support and permissions before you embark upon supporting somebody with the often complex issues created by past abuse. If you are concerned about your ability to provide appropriate pastoral care and/or counselling to individuals in these circumstances, you should contact the child protection coordinator at British Alevi Federation

### Working with offenders

When someone attending the premises is known to have abused children, or is known to be a risk to adults engaged in regulated activities, the British Alevi federation employees will supervise the individual concerned and remove them from the premises immediately.

*This policy will be regularly reviewed and amendments made as necessary.*

## Appendix 1: Management Committee Safeguarding Statement

The British Alevi Federation Management Committee recognises the importance of its work with children and young people and adults in need of protection and its responsibility to protect everyone entrusted to our care.

The following statement was agreed by the British Alevi Federation Management Committee on: 28<sup>th</sup> January 2018 and renewed on 28<sup>th</sup> January 2023.

This British Alevi Federation is committed to the safeguarding of children and adults engaged in regulated activities and ensuring their well-being. **Specifically:**

- We recognise that we all have a responsibility to help prevent the physical, sexual, emotional abuse and neglect of children young people (those under 18 years of age) and vulnerable service users and to report any such abuse that we discover or suspect.
- We believe every child, young person and vulnerable person should be valued, safe and happy. We want to make sure that children, young people and vulnerable service users we have contact with know this and are empowered to tell us if they are suffering harm.
- All children, young people and vulnerable adults have the right to be treated with respect, to be listened to and to be protected from all forms of abuse, know this and are empowered to tell us if they are suffering harm.
- We recognise that we all have a responsibility to help prevent the physical, sexual, psychological, financial and discriminatory abuse and neglect of adults engaged in regulated activities and to report any such abuse that we discover or suspect.
- We believe all adults should enjoy and have access to every aspect of the life of the British Alevi Federation unless they pose a risk to the safety of those we serve.
- We undertake to exercise proper care in the appointment and selection of all those who will work with children and adults engaged in regulated activities.

**We are committed to:**

- Following the requirements for UK legislation in relation to safeguarding children and adults engaged in regulated activities and good practice recommendations.
- Respecting the rights of children as described in the UN Convention on the Rights of the Child.
- Implementing the requirements of legislation in regard to people with disabilities.
- Ensuring that workers adhere to the agreed safeguarding Policy.
- Keeping up to date with national and local developments relating to safeguarding.
- Supporting the safeguarding co-ordinator and his deputy in their work and in any action they may need to take in order to protect children/adults engaged in regulated activities.
- Nurturing, protecting and safeguarding of children and young people
- Supporting, resourcing, training and monitoring all those who undertake this work.
- Supporting all who attend British Alevi Federation affected by abuse.

**We recognise:**

- Enfield Children's Trust has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child. Enfield Adult Social Care has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a vulnerable adult.
- Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency.
- Safeguarding is everyone's responsibility.

**We will review this statement and our policy and Policy annually.**

If you have any concerns for a child or vulnerable adult then speak to one of the following who have been approved as safeguarding co-ordinators for the British Alevi Federation Nadide Koroglu Safeguarding Coordinator and Gulay Dalkilic Deputy Safeguarding Coordinator

## Appendix 2: Incident/Concern Form

NAME OF CHILD / TEAM MEMBER INVOLVED: \_\_\_\_\_

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

LOCATION: \_\_\_\_\_

NAME(S) OF ANY WITNESS: \_\_\_\_\_

Description of incident/Concerns: (including sequence of Events/Actual Words Used/Observations)  
use separate sheet if necessary

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Description of action taken:  
(including person(s) contacted and contact details)

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Signed: \_\_\_\_\_  
(Team member who filled this form in)

Print name: \_\_\_\_\_

## Appendix 3: Accident/Injury Form

Please give details of any incident that involved injury to a young person that required a visit to a doctor or to hospital. (Minor cuts / bruises / falls etc. need not be listed.) Please include any other incidents - or near misses - that may have implications beyond the event or where lessons need to be learnt or risks reduced for future events. Outdoor activity incidents should all be included.

**Please complete a separate form for each incident. If appropriate, please attach separate sheets.**

NAME OF CHILD/ YOUNG PRSON/ VULNERABLE ADULT/ TEAM MEMBER INVOLVED:

\_\_\_\_\_

DATE OF INCIDENT: \_\_\_\_\_ TIME OF INCIDENT: \_\_\_\_\_

LOCATION OF INCIDENT: \_\_\_\_\_

NAME(S) OF ANY WITNESS: \_\_\_\_\_

Description of incident (Attach sketches and additional pages if appropriate):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Description of action taken:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Protective measures taken to minimise risk:

\_\_\_\_\_  
\_\_\_\_\_



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What factors contributed to the incident?

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What action has been taken to reduce the chance of a similar incident in the future?

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What further action would you recommend?

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Signed: \_\_\_\_\_ Person directly involved in the incident

Print name: \_\_\_\_\_

Comments of the Safeguarding Coordinator

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Signed: \_\_\_\_\_ Safeguarding Coordinator

Print name: \_\_\_\_\_

# Appendix 4: Application Form part 1 of 2

We ask all prospective workers with children, young people or adults engaged in regulated activities to complete this form. If there is insufficient room to fully answer any question, please continue on separate sheet. The information will be kept confidentially by the British Alevi Federation unless requested by an appropriate authority.

## 1. Personal Details

We will need to see birth/marriage certificates or documents regarding a change of name.

Full Name \_\_\_\_\_

Maiden/Former Name(s) \_\_\_\_\_

Date and place of birth \_\_\_\_/\_\_\_\_/\_\_\_\_ \_\_\_\_\_

Address : \_\_\_\_\_

\_\_\_\_\_  
Postcode \_\_\_\_\_

Daytime Tel No: \_\_\_\_\_ Evening Tel No: \_\_\_\_\_

Mobile Tel No: \_\_\_\_\_ Email address: \_\_\_\_\_

How long have you lived at the above address? \_\_\_\_\_ Years  
\_\_\_\_\_ Months If less than 5 years, please give previous address(s) with dates

From \_\_\_\_\_ 20\_\_\_\_\_ to \_\_\_\_\_ 20\_\_\_\_\_

Previous address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Postcode \_\_\_\_\_

From \_\_\_\_\_ 20\_\_\_\_\_ to \_\_\_\_\_ 20\_\_\_\_\_

Previous address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Postcode \_\_\_\_\_

*Continue onto another sheet if necessary*

Please tell us about your experience including relevant groups you have attended and dates, the name(s) of leader together with any activities undertaken.

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Please give details of previous experience of looking after or working with children, young people or adults engaged in regulated activities. This should include details of any relevant qualifications or appropriate training either in a paid or voluntary capacity.

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Have you ever had an offer to work with children, young people or adults engaged in regulated activities declined?

YES  NO (Please tick)

If yes, please give details

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Do you suffer, or have you suffered, from any illness which may directly affect your work with children, young people or adults engaged in regulated activities?  YES  NO (Please tick) If yes, please give details.

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**2. Employment History**

Please tell us about your past and current employment / voluntary work in the table below.

Employers Name and Address	Employed From (Date)	Employed to (Date)	Job Title & Description	Reason for Leaving

**3.** Are you currently working in any other position that involves working with children, young people or adults engaged in regulated activities in either a voluntary or paid capacity? If yes please give details. We may need to contact them as part of the application process:

Name of the organisation:

Address:

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Contact person in organisation:

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Telephone Number:

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Post you are employed in (please give details of your duties):

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#### 4. References

Please complete the details below of two people who would be willing to provide a personal reference. If you are currently working, one of these should be your present employment (paid or voluntary). We reserve the right to take up character references from any other individuals deemed necessary.

	1	2
Name	<hr/>	<hr/>
Address	<hr/>	<hr/>
Town	<hr/>	<hr/>
City/County	<hr/>	<hr/>
Postal Code	<hr/>	<hr/>
Telephone No	<hr/>	<hr/>
Relationship	<hr/>	<hr/>

Please would you complete the attached voluntary disclosure form, place it in a sealed envelope and address it to Safeguarding coordinator at British Alevi Federation . You are welcome to discuss any aspects of this Policy with the safeguarding coordinator if you wish.

**Disclosure Check:** please confirm that you understand and agree to a disclosure check should we wish to appoint you to a post involving working with children, young people or adults engaged in regulated activities.

I confirm that the submitted information is correct and complete, I understand and agree to the conditions involving a disclosure check and I have sent the voluntary disclosure form to the safeguarding coordinator in a separate, sealed envelope.

Signed 

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Date 

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As an organisation we undertake to meet the requirements of the Data Protection Act 1998, and all appropriate Acts in relation to Criminal Record Disclosures (see Self Declaration Form).

# Appendix 5: Application Form part 2 of 2

## Self-Declaration Form for a position requiring a Disclosure.

### STRICTLY CONFIDENTIAL

British Alevi Federation undertake to meet the requirements of the Data Protection Act 1998, and all other relevant legislation.

All applicants are asked to complete this form and return it to us in a separate sealed envelope

**To: Safeguarding coordinator British Alevi Federation  
Churchfields Recreational Grounds, Great Cambridge Road, Enfield, N9 9LE**

#### Disclosures

Have you ever been charged with, cautioned or convicted in relation to any criminal offence; or are you at present the subject of a criminal investigations/pending prosecution?

YES  NO (Please tick)

If yes, please give details including the nature of the offences and the dates. Please give details of the court(s) where your conviction(s) were heard, the type of offence and sentence(s) received. Could you also give details of the reasons and circumstances that led to the offence (s). Continue on a separate sheet if necessary.

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**Police Investigations** – this should include relevant police non-conviction information. Please complete this section if the post you are applying for requires an Enhanced Disclosure check.

Have you ever been the subject of a police investigation which didn't lead to a criminal conviction?

YES  NO (Please tick)

If yes, please give details below, including the date of the investigation, the Police Force involved, details of the investigation and reason for this, and disposal(s) if known.

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To your knowledge have you ever had any allegation made against you, which has been reported to, and investigated by, Social Services/Social Work Department (Children's or Adult Social Care)?

YES  NO (Please tick)

If yes, please provide details, we will need to discuss this with you.

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Has there ever been any cause for concern regarding your conduct with children, young people, adults engaged in regulated activities? Please include any disciplinary action taken by an employer in relation to your behaviour with adults.

YES  NO (Please tick)

If yes, please provide details, we will need to discuss this with you.

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**DECLARATION**

To help us ensure that we are complying with all relevant safeguarding legislation, please read the accompanying notes and complete the following declaration.

I (full name) \_\_\_\_\_ of (address) \_\_\_\_\_

I confirm that I am not barred from working with children/adults engaged in regulated activities from engaging in regulated or controlled activity.

I consent to a criminal record check if appointed to the position for which I have applied. I am aware that details of pending prosecutions, previous convictions, cautions, or bind overs against me will be disclosed along with any other relevant information which may be known to the police, and Lists held in accordance with the Safeguarding Vulnerable Groups Act 2006.

I understand that a check will be made with the Disclosure & Barring Service and that it is an offence for any person to commence Regulated Activity who knowingly withholds details of pending prosecutions, previous convictions, cautions, or bind overs that may preclude them from working with children or adults engaged in regulated activities.

I agree to inform the safeguarding coordinator at British Alevi Federation if I am convicted or cautioned of an offence after I take up any post within British Alevi Federation

I understand that failure to do so may lead to the immediate suspension of my work with children or adults engaged in regulated activities and/or the termination of my employment.

I agree that the safeguarding coordinator may inform the relevant authorities of any information he/she becomes aware of that may indicate that I may not be suitable to work with children or vulnerable adults. I understand that

this may also include other organisations, groups or places of worship I may attend or work for either in a paid or voluntary capacity. I understand that this will only be done in on a strictly 'need to know' basis.

I agree to inform the safeguarding coordinator at British Alevi Federation if I become the subject of a police and/or a social services/(Children's Social care or Adult Social Services)/social work department investigation. I understand that failure to do so may lead to the immediate suspension of my work with children or adults engaged in regulated activities and/or the termination of my employment.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## LEGAL NOTES

The Disclosure of any offence may not prohibit employment. Please refer to our Rehabilitation of Offenders Policy.

As this post involves substantial, unsupervised contact with children, young people and/or adults engaged in regulated activities all applicants who are offered an appointment will be asked to submit to a criminal record check before the position can be confirmed. You will be asked to apply for an Enhanced Disclosure through The Disclosure and Barring Service (DBS).

As the position is exempted under the Rehabilitation of Offenders Act this check will reveal any details of cautions, reprimands or final warnings, as well as formal convictions. Because of the nature of the work for which you are applying, this position is exempt from the provision of section 4(ii) of the Rehabilitation of Offenders Act 1974 (Exemptions Orders as applicable within the UK), and you are not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act. You must therefore declare all convictions whenever they occurred. In the event of appointment, any failure to disclose such convictions could result in the withdrawal of approval to work with children or adults engaged in regulated activities within British Alevi Federation

This process is subject to a strict code to ensure confidentiality, fair practice and security of any information disclosed. The DBS/SCRO/PVA (NI) Service Code of Practice and our own procedures are available on request for you to read. It is stressed that a criminal record will not necessarily be a bar to appointment, only if the nature of any matters revealed could be considered to place children or adults engaged in regulated activities at risk. British Alevi Federation agree to abide by the Code of Practice on the use of personal data in employee/employer relationships under the Data Protection Act 1998 as well as the expectations of the DBS/SCRO/ACCESS NI Service.

As a condition of employment, we ask that you keep us informed of any other work (either paid or voluntary) which you are undertaking which involved working with children or adults engaged in regulated activities. Should ever we need to refer an individual to any of the lists of people deemed unsuitable for working with children or adults engaged in regulated activities then we would also inform them of any knowledge we have of that individual working in any other capacity with children/adults engaged in regulated activities.



### Notes for England, Wales & Northern Ireland Only - Children and Young People

Under the Safeguarding Vulnerable Groups Act 2006 it is an offence for any organisation to offer employment to anyone who has been convicted of certain specific offences, or included on either of the two barred lists under the Disclosure & Barring Service Vetting and Barring Scheme.

Note: The DBS Barred Lists replace the Protection of Children Act (PoCA) List, List 99 and the Protection of Adults engaged in regulated activities (PoVA) List in England and Wales, and the Disqualification from Working with Children (DWC) List, the Unsuitable Persons List (UP List) and the Disqualification from Working with Adults engaged in regulated activities (DWVA) List in Northern Ireland as well as the system of Disqualification Orders, which was operated by the Criminal Justice System.

Definition of regulated activity: Any activity of a specified nature that involves contact with children or adults engaged in regulated activities frequently, intensively and/or overnight. (Such activities include teaching, training, care, supervision, advice, treatment and transportation.)

- Any activity allowing contact with children or adults engaged in regulated activities that is in a specified place frequently or intensively. (Such places include schools and care homes.)
- Fostering and childcare.
- Any activity that involves people in certain defined positions of responsibility. (Such positions include school governor, director of children's services and director of adult social services, and trustee of certain charities.)

'Regulated activity' is when the activity is frequent (once a week or more), 'intensive' (takes place on four or more days in a 30-day period) or overnight.

All original recruitment documentation is given to the Safeguarding co-ordinator who will keep it securely for an indefinite period of time (documentation for candidates that are not appointed will only be kept for a period of 6 months). These documents should include the application form parts 1 & 2, the notes from the interview with the list of questions used, the feedback from the referees and any other documentation used in the recruitment process.

## Appendix 6: References

This is an example of a letter that may be used when requesting a reference:

(Paid/Volunteer Worker with Children/Adults engaged in regulated activities)\*

Name of Worker: \_\_\_\_\_

Dear

The above named person has applied to be a worker with the children/adults engaged in regulated activities for British Alevi Federation

As I am sure you are aware, before we can accept anyone to work with children/ adults engaged in regulated activities, whether on a voluntary or paid basis, we must be sure that they are suitable. This applicant has given your name as a referee.

I would be grateful if you could give your opinion of the person's suitability for the post by completing the enclosed form and returning it in the pre-paid envelope as soon as possible. A copy of the job description/person specification/volunteer role profile is enclosed.

Please note that this position is exempt from Section 4(2) of the Rehabilitation of Offenders Act 1974 (Exemptions Order as applicable in the UK). It is not, therefore, in any way contrary to the Act to reveal any information you may have concerning convictions which would otherwise be considered "spent".

Any information you are able to give will be kept in strictest confidence and used only in consideration of the suitability of the applicant for this position.

Should you require any further information do not hesitate to contact (name) \_\_\_\_\_

Telephone number \_\_\_\_\_.

May I take this opportunity for thanking you for your help in this matter.

Yours sincerely,

<b>Reference Form</b>
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**Private and Confidential.**

REFERENCE FOR (name of applicant): \_\_\_\_\_

POSITION APPLIED FOR: \_\_\_\_\_

Your name: \_\_\_\_\_

Your occupation: \_\_\_\_\_

1. How long have you known the applicant? \_\_\_\_\_
2. In what capacity have you known the applicant? \_\_\_\_\_
3. What previous experience as the applicant had of looking after or working with children/adults engaged in regulated activities?


4. Please comment on the applicant's ability to provide warm and consistent care.


5. Please comment on the applicant's ability to treat all people as individuals and with equal concern.


6. Are you aware of any health problems, mental or physical, which might affect the person's work with children/adults engaged in regulated activities. If so please give details.


7. The position for which this person is being considered gives substantial access to children/adults engaged in regulated activities. To your knowledge, is there any reason why this person should not be entrusted with care of children/adults engaged in regulated activities? If so, please provide details.


8. Please comment on the suitability of the applicant and whether you feel that the person is fit to work with adults engaged in regulated activities please consider the following alongside the job description/person specification/volunteer role profile:


Signed: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_

**Please return you completed form to the child protection coordinator at the  
British Alevi Federation, Churchfields Recreational Grounds, Great Cambridge Road,  
Enfield, N9 9LE**

## Appendix 7:

### Sample questions for interviews (children and young people)

NB. This list of questions is not conclusive, but a sample that could be asked depending on the situation and circumstances. Please do add more general questions in the interview such as "why do you want to volunteer / work with children?" These questions below are designed to explore boundaries and attitudes of those wanting to work with children and young people. It is important however to prepare a list of questions before the interview and to record the applicant's response to them.

1. How would you handle a child or young person who was being aggressive and challenging towards you personally?
2. Could you tell us about experiences working with children or young people that have been difficult or unpleasant and how did you handle these?
3. What would be your views on a youth worker having a sexual relationship with a girl (over 16) who attends the youth club?
4. What areas would concern you when considering the suitability of a young person to work as a helper in a youth event you were responsible for?
5. How would you respond to a youth asking for advice about embarking on a sexual relationship with a 15-year-old girlfriend/boyfriend?
6. Because you are going to be working with children and young people who face problems in the area of drug and alcohol misuse or child abuse, have you any experience which would be relevant in dealing with these issues?
7. Have you ever had any concerns expressed to you about your conduct with vulnerable groups; either children, young people or adults?
8. Have you ever offered to work with children, young people or adults and had your offer declined?
9. Have you ever been involved with police or Children's Social Services in regard to children, either in this country or abroad?
10. Have you ever been involved in court proceedings concerning a child?
11. If you were offered employment, is there anything else we would should know in terms of your previous work or relationships with children?
12. What would you do if a young person showed you sexually suggestive text messages sent to her by another youth worker?

## Appendix 8:

### Sample questions for interviews (adults engaged in regulated activities)

NB. This list of questions is not conclusive, but a sample that could be asked depending on the situation and circumstances. Please do add more general questions in the interview such as "why do you want to volunteer / work with adults?" These questions below are designed to explore boundaries and attitudes of those wanting to work with adults engaged in regulated activities. It is important however to prepare a list of questions before the interview and to record the applicants response to them.

1. Tell me about a time when you have intervened to safeguard a vulnerable adult?
2. Could you tell us about experiences working with adults engaged in regulated activities that have been difficult or unpleasant and how did you handle these?
3. Give me an example of ... (insert here example of good practice of working with people that you would like to know about).
4. Explain to us why you want to work with adults engaged in regulated activities?
5. Because you are going to be working with adults who face problems in the area of drug and alcohol misuse, homelessness (insert particular area of work), have you any experience which would be relevant in dealing with these issues?
6. Have you ever had any concerns expressed to you about your conduct with vulnerable groups; either children or adults?
7. Have you ever offered to work with children, young people or adults and had your offer declined?
8. If you were offered employment, is there anything else we should know in terms of your previous work or relationships with adults engaged in regulated activities?
9. What are your views on workers having a sexual relationship with a vulnerable person to whom they offer support and care?
10. Do you think it is right to accept gifts in kind or money from a client?

# Appendix 9: Contract for Employees

Name \_\_\_\_\_

We welcome you and thank you for helping us to further the work of British Alevi Federation.

Job Title \_\_\_\_\_

You, the Employee, should:

- Treat everyone as individuals, with the respect and dignity that befits their age.
- Be thoughtful about your language and tone of voice.
- Never engage in any of the following:
  - invading an individual's privacy
  - rough, physical or sexually provocative games/interaction
  - any inappropriate or intrusive touching of any form
  - any scapegoating, ridiculing or rejecting of any one
  
- never leave any children or young people attending any activity related to your group alone at any time (apart from when they go to the toilet).
- Be especially careful when assisting with toileting.
- Never control or discipline children using any physical means.
- Do not allow yourself to be alone with an individual where you cannot be seen by others.
- Where privacy and confidentiality are important, find a place that is open and visible whenever any counselling or pastoral care is taking place.

Please also see separate Job Description and Specific Responsibilities relevant to the post you have been appointed to.

Person to Whom You Are Responsible (e.g. Safeguarding Coordinator or member of the British Alevi Federation Management Committee) \_\_\_\_\_

We are committed to helping you give the best possible service to the children, young people or adults engaged in regulated activities you are working with, so we will endeavour to provide for any training needs. We will also meet with you from time to time to see how things are going.

Signed \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_  
(Safeguarding coordinator)

I understand my employment is for a probationary period of \_\_\_\_\_ months after which there will be a review and by agreement of the British Alevi Federation Management Committee my appointment will be confirmed. I confirm that I have read and will endeavour to carry out Group & Pakistan Cultural Centre safeguarding procedures. If there are things I do not understand or if I have reason to be concerned about a child I will check with the Safeguarding Coordinator.

Signed \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_  
(Trustee/Worker)

## Appendix 10: Recruitment record

Name of Person:

	Action	Comments	Completed by	Date	Signed
1	<p><b>Application form</b></p> <p>Please note date application form completed and whether there were any issues</p>				
2	<p><b>Interview</b></p> <p>Please note the date that the interview took place and who the interviewers were</p>				
3	<p><b>References</b></p> <p>Please note when the references were sent (or phone call made) to the referees, when they were returned and whether there were any issues</p>				
4	<p><b>DBS checks</b></p> <p>Please note when the DBS checks were done and whether there were any issues to consider (don't put details)</p>				
5	<p><b>Appointment</b></p> <p>Please note the date written confirmation of appointment or notification not to appoint was given to the applicant</p>				



6	<b>Training</b>  Please note the date when the introduction to Safeguarding training was completed				
7	<b>Induction</b>  Please note the date when the induction process was Completed				
8	<b>Six-month review</b>  Please note the date of the six-month review and whether there were any areas identified for further development				

## Appendix 11:

# Additional safeguarding considerations relating to working with Children at the British Alevi Federation

The British Alevi Federation works with children between the ages of 5 to around 17 years old. Children are able to attend various classes and groups after school, Monday through to Friday as well as various times on Saturdays and Sundays.

### Specific responsibilities and expectations of teachers:

1. Please ensure you arrive at least 5 minutes before Children's lessons are due to start.
2. Do not allow yourself at any time to be alone with a child where you cannot be seen by others.
3. Please direct any complaints or criticism to the Education Secretary and do not discuss any issues you have with other people or the children, young people or adults you are working with. If you feel you are not being listened to by the education Secretary then please discuss any issues you have with either the secretary or Chairman of the British Alevi Federation committee or the Safeguarding coordinator if it relates to a safeguarding issue.
4. Whenever a group of children is in a class at the British Alevi Federation and the class has started, the main entrance should be locked to avoid adults entering.
5. You will need to challenge any adult who may try to come into the room while children are present. If parents/carers want to watch what their children are doing or accompany them to the British Alevi Federation then this must be done by arrangement with the class teachers and they must not have any responsibilities while they are there.

### Every employee should:

- Treat everyone as individuals, with the respect and dignity that befits their age.
  - Be thoughtful about their language and tone of voice.
  - Never engage in any of the following:
    - invading an individual's privacy
    - rough, physical or sexually provocative games/interaction
    - any inappropriate or intrusive touching of any form
    - any scapegoating, ridiculing or rejecting of any one
  - never leave any children or young people attending any activity related to your group alone at any time (apart from when they go to the toilet).
  - Be especially careful when assisting with toileting.
  - Never control or discipline children using any physical means.
  - Do not allow yourself to be alone with an individual where you cannot be seen by others.
- 
- Where privacy and confidentiality are important, find a place that is open and visible whenever any counselling or pastoral care is taking place.

# SOCIAL MEDIA POLICY FOR STAFF AND VOLUNTEERS



Churchfields Recreational Grounds  
Great Cambridge Road  
Enfield  
N9 9LE

Tel : 0208 245 8482

Email : britishalevifederation@gmail.com

Date Last Reviewed: 3<sup>rd</sup> February 2024  
Reviewed by: Muslum Dalkilic  
Approved by: Dilek Incedal  
Zeynep Demir

Next Review Date: 3<sup>rd</sup> February 2025

*The Trustees of British Alevi Federation (BAF) understand that computer technology is an essential resource for staff and volunteers in executing their jobs to best of their ability. The internet and other digital technologies open up opportunities to staff and volunteers to access information and do research in order to support their clients in the best possible and most appropriate way. It is also a tool used for communicating safely and effectively amongst themselves, with clients, with external agencies and where necessary the members of the public and other public bodies.*

*Whilst the trustees recognise the importance of the use of computer technology, we also recognise the need for safe internet access and appropriate usage of all social media platforms.*

*The Trustees have created this policy with the aim of ensuring appropriate and safe use of the internet and other digital devices by all stakeholders.*

*The Trustees are committed to providing a safe environment for all staff, volunteers and service users.*

**The British Alevi Federation** uses social media in its work and recognises that those who are involved in its work may also use social media either as part of their role or in their private lives. A written policy is therefore required for all trustees, staff, volunteers and other stakeholders on the acceptable use of social networking at work.

**The British Alevi Federation** encourages the responsible use of social media. The purpose of this policy is to set out what British Alevi Federation expects from our trustees, staff, volunteers and all other stakeholders when using social media. It is important to remember that we are all ambassadors for the charity and that social media is never private.

This policy is for all stakeholders and aims to:

- give clear guidelines on what stakeholders can say about the organisation;
- comply with relevant legislation and protect everyone;
- help Trustees to manage performance effectively;
- help stakeholders draw a line between their private lives and their work;
- protect **British Alevi Federation** against liability for the actions of stakeholders;
- be clear about sensitive issues such as monitoring and explain how problems with inappropriate use will be addressed.
- 

## 1. Policy statement

**1.1 British Alevi Federation** recognises that the internet provides unique opportunities to participate in interactive discussions and share information on particular topics relevant to our work using a wide variety of social media, such as Facebook, Twitter, blogs and wikis etc<sup>1</sup>. This policy aims to protect individuals working or volunteering with us in any role and to encourage you to take responsibility for what you write, exercise good judgment and common sense. (See 2.1)

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<sup>1</sup> Wiki is a piece of server software that allows users to freely create and edit Web page content using any Web browser.

1.2 Inappropriate use of social media can pose risks to our confidential and proprietary information and reputation, and can jeopardise our compliance with legal obligations. To minimise these risks, to avoid loss of work time and to ensure that our IT resources and communications systems are used only for appropriate business purposes, we expect everyone to adhere to this policy.

## 2. Who is covered by the Policy?

2.1 This policy covers all trustees, staff, volunteers and other stakeholders

## 3. Scope and purpose of the Policy

3.1 This policy deals with the use of all forms of social media, including Facebook, YouTube, Twitter and **all** other social networking sites, and **all** other internet postings, including blogs.

3.2 It applies to the use of social media both for work volunteering and personal purposes, whether while volunteering or otherwise. The policy applies regardless of whether the social media is accessed using our IT facilities and equipment or equipment belonging to contracted staff and volunteers.

3.3 If any member is found to be in breach of this policy the Trustees will address this using the Procedures for Problem Solving.

3.4 Staff and volunteers may be required to remove internet postings which are deemed to constitute a breach of this policy.

3.5 This policy links to all other policies therefore social media should never be used in a way that breaches any of our other policies

## 4. Personnel responsible for implementing the Policy

4.1 All Trustees, staff and volunteers have a specific responsibility for operating within the boundaries of this policy, ensuring that everyone understand the standards of behaviour expected of them and taking action when behaviour falls below this.

4.2 All stakeholders are responsible for the success of this policy and should ensure that they take the time to read and understand it. Any misuse of social media or questions regarding the content or application of this policy should be reported to **Muslum Dalkilic**

4.3 **Any** content which raises a safeguarding concern must be reported to **Dilek Incedal** in line with the reporting procedures outlined in **British Alevi Federation Safeguarding Policy**.

## 5. Guidelines for responsible use of social media

The following sections of the policy provide Trustees, staff and volunteers with common-sense guidelines and recommendations for using social media responsibly and safely.

- 5.1 We want you to help protect our business reputation. You must not post disparaging or defamatory statements about:
- a) the Organisation;
  - b) British Alevi Federation trustees, staff, our clients, volunteers or members past or present;
  - c) Suppliers and vendors; and
  - d) other affiliates, stakeholders and partner organisations

All trustees, staff, volunteers and other stakeholders should also avoid social communications that might be misconstrued in a way that could damage our business reputation, even indirectly.

- 5.2 All Stakeholders are personally responsible for what they communicate in social media (as part of their role or on personal sites). Remember that what you publish might be available to be read by the public (including British Alevi Federation), colleagues, volunteers, future employers and social acquaintances for a long time. Keep this in mind before you post content.

- 5.3 A publicity consent form must be obtained prior to posting images or text which may be used on social media.

- 5.4 British Alevi Federation does not permit tagging of vulnerable adults or anyone under the age of 18.

- 5.5 Stakeholders are not permitted to set up social media accounts for work purposes without prior consultation with the Trustees

- 5.6 If you disclose your affiliation of British Alevi Federation, you must also state that your views do not represent those of the organisation you are employed by or volunteering with. For example, you could state, "the views in this posting do not represent the views of British Alevi Federation." You should also ensure that your profile and any content you post are consistent with the image you present to those you work with as part of your role.

- 5.7 You can only use British Alevi Federation email address if your role involves using social media on behalf of the organisation.

- 5.8 You are responsible for the security settings of any social media sites you use and should ensure they are set to the appropriate level if you wish to limit who can see your information.

- 5.9 Remember that you must respect confidentiality at all times and protect confidential information. You should be mindful of Data Protection issues, if in doubt speak to **Muslum Dalkilic**. Confidential information includes things such as unpublished details about our work, details of current projects, future projects, financial information or information held on our supporters, staff or volunteers.

- 5.10 Avoid posting comments about sensitive topics, such as our performance, confidential meetings, current or past negotiations or disclosing any details of such meetings/negotiations. Even if you make it clear that your views do not represent those of our charity, your comments could still damage our reputation.
- 5.11 Any statement made relating to our service, in the name of our service must be discussed with the Trustees and agreed by at least three Trustees before being released to any media outlets including all social media.
- 5.12 If you see content in social media that disparages or reflects poorly on British Alevi Federation or our stakeholders, you should report it to all Trustees. All stakeholders are responsible for protecting our reputation.
- 5.13 The contact details of business contacts made during the course of your working/volunteering are regarded as our confidential information, and as such you will be required to delete all such details from your personal social networking accounts, should you finish your work/volunteering with British Alevi Federation.
- 5.14 Contact details of all stakeholders are subject to data protection. Staff are not permitted to access or store information on stakeholders that would breach data protection.

## 6. Personal use of social media in the office environment.

We recognise that trustees, staff and volunteers may occasionally desire to use social media for personal activities in the office or by means of our computers, networks and other IT resources and communications systems. We authorise such occasional use during rest breaks so long as it does not involve unprofessional or inappropriate content and does not interfere with your role. You should not use British Alevi Federation IT resources and communications systems for any matter that you wish to be kept private or confidential.

If using social media while working or volunteering, circulating chain letters or other spam is never permitted. Circulating or posting commercial, personal, religious or political solicitations, or promotion of outside organisations unrelated to British Alevi Federation work is also prohibited.

# SOCIAL MEDIA POLICY FOR STAFF AND VOLUNTEERS



Churchfields Recreational Grounds  
Great Cambridge Road  
Enfield  
N9 9LE

Tel : 0208 245 8482

Email : britishalevifederation@gmail.com

Date Last Reviewed: 3<sup>rd</sup> February 2024  
Reviewed by: Muslum Dalkilic  
Approved by: Dilek Incedal  
Zeynep Demir

A handwritten signature in black ink, appearing to be 'Dilek Incedal', written in a cursive style.

Next Review Date: 3<sup>rd</sup> February 2025



The **British Alevi Federation** uses social media in its work and recognises that those who are involved in its work may also use social media either as part of their role or in their private lives. A written policy is therefore required for all trustees, staff, volunteers and other stakeholders on the acceptable use of social networking at work.

The **British Alevi Federation** encourages the responsible use of social media. The purpose of this policy is to set out what British Alevi Federation expects from our trustees, staff, volunteers and all other stakeholders when using social media. It is important to remember that we are all ambassadors for the charity and that social media is never private.

This policy is for all stakeholders and aims to:

- give clear guidelines on what stakeholders can say about the organisation;
- comply with relevant legislation and protect everyone;
- help Trustees to manage performance effectively;
- help stakeholders draw a line between their private lives and their work;
- protect **British Alevi Federation** against liability for the actions of stakeholders;
- be clear about sensitive issues such as monitoring and explain how problems with inappropriate use will be addressed.
- 

## 1. Policy statement

**1.1 British Alevi Federation** recognises that the internet provides unique opportunities to participate in interactive discussions and share information on particular topics relevant to our work using a wide variety of social media, such as Facebook, Twitter, blogs and wikis etc<sup>1</sup>. **This policy aims to protect individuals working or volunteering with us in any role and to encourage you to take responsibility for what you write, exercise good judgment and common sense. (See 2.1)**

**1.2** Inappropriate use of social media can pose risks to our confidential and proprietary information and reputation, and can jeopardise our compliance with legal obligations. To minimise these risks, to avoid loss of work time and to ensure that our IT resources and communications systems are used only for appropriate business purposes, we expect everyone to adhere to this policy.

## 2. Who is covered by the Policy?

**2.1** This policy covers all trustees, staff, volunteers and other stakeholders

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### 3. Scope and purpose of the Policy

- 3.1 This policy deals with the use of all forms of social media, including Facebook, YouTube, Twitter and **all** other social networking sites, and **all** other internet postings, including blogs.
- 3.2 It applies to the use of social media both for work volunteering and personal purposes, whether while volunteering or otherwise. The policy applies regardless of whether the social media is accessed using our IT facilities and equipment or equipment belonging to contracted staff and volunteers.
- 3.3 If any member is found to be in breach of this policy the Trustees will address this using the Procedures for Problem Solving.
- 3.4 Staff and volunteers may be required to remove internet postings which are deemed to constitute a breach of this policy.
- 3.5 This policy links to all other policies therefore social media should never be used in a way that breaches any of our other policies

### 4. Personnel responsible for implementing the Policy

- 4.1 All Trustees, staff and volunteers have a specific responsibility for operating within the boundaries of this policy, ensuring that everyone understand the standards of behaviour expected of them and taking action when behaviour falls below this.
- 4.2 All stakeholders are responsible for the success of this policy and should ensure that they take the time to read and understand it. Any misuse of social media or questions regarding the content or application of this policy should be reported to **Muslum Dalkilic**
- 4.3 **Any** content which raises a safeguarding concern must be reported to **Dilek Incedal** in line with the reporting procedures outlined in **British Alevi Federation** Safeguarding Policy.

### 5. Guidelines for responsible use of social media

The following sections of the policy provide Trustees, staff and volunteers with common-sense guidelines and recommendations for using social media responsibly and safely.

- 5.1 We want you to help protect our business reputation. You must not post disparaging or defamatory statements about:
  - a) the Organisation;
  - b) British Alevi Federation trustees, staff, our clients, volunteers or members past or present;
  - c) Suppliers and vendors; and
  - d) other affiliates, stakeholders and partner organisations

All trustees, staff, volunteers and other stakeholders should also avoid social communications that might be misconstrued in a way that could damage our business reputation, even indirectly.

- 5.2 All Stakeholders are personally responsible for what they communicate in social media (as part of their role or on personal sites). Remember that what you publish might be available to be read by the public (including British Alevi Federation), colleagues, volunteers, future employers and social acquaintances for a long time. Keep this in mind before you post content.
- 5.3 A publicity consent form must be obtained prior to posting images or text which may be used on social media.
- 5.4 British Alevi Federation does not permit tagging of vulnerable adults or anyone under the age of 18.
- 5.5 Stakeholders are not permitted to set up social media accounts for work purposes without prior consultation with the Trustees
- 5.6 If you disclose your affiliation of British Alevi Federation, you must also state that your views do not represent those of the organisation you are employed by or volunteering with. For example, you could state, "the views in this posting do not represent the views of British Alevi Federation." You should also ensure that your profile and any content you post are consistent with the image you present to those you work with as part of your role.
- 5.7 You can only use British Alevi Federation email address if your role involves using social media on behalf of the organisation.
- 5.8 You are responsible for the security settings of any social media sites you use and should ensure they are set to the appropriate level if you wish to limit who can see your information.
- 5.9 Remember that you must respect confidentiality at all times and protect confidential information. You should be mindful of Data Protection issues, if in doubt speak to **Muslum Dalkilic**. Confidential information includes things such as unpublished details about our work, details of current projects, future projects, financial information or information held on our supporters, staff or volunteers.
- 5.10 Avoid posting comments about sensitive topics, such as our performance, confidential meetings, current or past negotiations or disclosing any details of such meetings/negotiations. Even if you make it clear that your views do not represent those of our charity, your comments could still damage our reputation.
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Approved by: Dilek Incedal  
Zeynep Demir

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Next Review Date: 3<sup>rd</sup> February 2025

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