



Sharikatul Hussain Saturday Workshop (SHSW)

Safeguarding & Child Protection Policy

Academic Year: 2025–2026

Version: 1.0 | Review Date: Annually

1. Introduction

Sharikatul Hussain Saturday Workshop (SHSW) is committed to safeguarding and promoting the welfare of all children and young people who attend our madrasah. We recognise our moral, legal and Islamic duty to protect children from harm and to create an environment where they feel safe, valued and respected.

This policy applies to:

- All teaching staff
- Classroom assistants
- Volunteers
- Management and administrative staff
- Anyone working on behalf of SHSW

This document should be read alongside safeguarding guidance for Out-of-School Settings (OOSS), including:

- Working Together to Safeguard Children (2023)
- Keeping Children Safe in Education (2024) – relevant principles for OOSS
- Prevent Duty Guidance for England & Wales (2015)
- DfE: Keeping Children Safe in Out-of-School Settings Code of Practice (2020)

The welfare of the child is paramount.

A child is defined as anyone under the age of 18.

2. Safeguarding Principles

SHSW recognises that:



- All children have the right to be protected from harm, abuse, neglect, and exploitation.
 - All children, regardless of age, disability, SEND, race, gender, or background, have an equal right to safety.
 - Safeguarding is everyone's responsibility.
 - Good communication with parents and carers is essential.
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3. Safeguarding Roles & Responsibilities

3.1 Designated Safeguarding Lead (DSL)

The DSL is responsible for:

- Leading on all safeguarding concerns and child protection issues
- Liaising with Children's Social Care, CASS, Police, and safeguarding partners
- Ensuring staff follow this policy
- Maintaining and updating safeguarding policies
- Keeping secure, confidential safeguarding records
- Ensuring annual safeguarding training for all staff
- Ensuring DSL/Deputy DSL training is renewed every 2 years

3.2 Deputy Designated Safeguarding Lead (DDSL)

Supports the DSL and acts in their absence.

3.3 Management Committee / Trustees

Responsible for:

- Approving this policy
- Ensuring safer recruitment procedures are followed
- Ensuring safeguarding governance is strong
- Supporting DSL decisions



3.4 Pastoral Team

The Pastoral Team plays a supportive, preventative, and wellbeing-focused role within SHSW.

The Pastoral Team is responsible for:

- Supporting pupils with emotional, behavioural, or social concerns
- Managing low-level behaviour issues in line with the Behaviour Policy
- Listening to pupils and providing reassurance
- Supporting communication with parents regarding wellbeing or behaviour
- Monitoring patterns of behaviour or attendance concerns
- Working closely with teachers, DSL, and leadership

The Pastoral Team **must not**:

- *Investigate safeguarding concerns*
- *Decide whether a referral is required*
- *Delay or filter safeguarding information*
- *Contact external safeguarding agencies independently*

Any safeguarding concern or disclosure must be escalated immediately to the DSL or DDSL.

If a pastoral issue raises safeguarding concerns, the Pastoral Team must:

1. Record factual information
2. Escalate immediately to the DSL
3. Follow DSL direction thereafter

3.5 All Staff, Teachers, and Volunteers

Must:

- Read and understand this policy
- Attend annual safeguarding training
- Immediately report any concerns
- Never investigate allegations themselves



- Maintain professional boundaries
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4. Safer Recruitment

SHSW is committed to ensuring all staff and volunteers are suitable to work with children.

Our safer recruitment procedures include:

- Application form and identity verification
 - Two professional references
 - Enhanced DBS check for all staff and volunteers working directly with children
 - DBS renewal every 3 years OR DBS Update Service checks
 - Interview questions to assess safeguarding awareness
 - Induction training including safeguarding and code of conduct
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5. Code of Conduct for Staff

Staff must always:

- Maintain clear professional boundaries
- Avoid unnecessary physical contact
- Never meet a child alone or give personal contact details
- Never communicate with students via personal social media or WhatsApp
- Use only SHSW-approved communication channels
- Use mobile phones responsibly—no photos unless explicitly authorised
- Never transport children alone in a private vehicle
- Never make suggestive or inappropriate comments

Failing to follow the code may lead to disciplinary action.



6. Types of Abuse

As defined in Working Together 2023:

Physical Abuse

Hitting, shaking, burning, poisoning, suffocating.

Emotional Abuse

Humiliation, constant criticism, silencing, bullying, cyberbullying, limiting exploration.

Sexual Abuse

Contact or non-contact sexual activity, grooming, exposure to sexual content online or in person.

Neglect

Failure to meet basic needs (food, housing, supervision, medical needs, hygiene).

7. Additional Safeguarding Risks

7.1 Online Safety

Staff must:

- Never communicate with students privately online
- Maintain safe online teaching practices
- Report online risks immediately
- Never share images of children without explicit permission

7.2 Prevent Duty (Extremism & Radicalisation)

Staff must report concerns if:

- A student expresses extremist views
- A student is being groomed by extremist groups
- A child appears to be accessing extremist material



The DSL will consult Prevent or CASS where appropriate.

7.3 Children with SEND

Staff must be aware that:

- Children with communication difficulties may struggle to express concerns
 - Some behaviours may mask abuse
 - Additional vigilance is required
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8. Good Practice for Working with Children

Staff should:

- Work in open, visible spaces
 - Avoid being alone with a child
 - Ensure registers are taken
 - Seek support when giving first aid (two adults present where possible)
 - Always obtain parental consent for trips and transport
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9. Toileting Procedures

- Staff may escort children in classes P1–P3 to the toilet area but must not enter cubicles.
- Children must clean themselves.
- Staff may not assist under any circumstances.
- Children requiring toileting support due to SEND must have a parent on-site at all times.



10. Responding to Safeguarding Concerns

10.1 What Staff Must Do

If a child is at risk or makes a disclosure:

DO:

- Listen carefully and remain calm
- Reassure the child they did the right thing
- Record the facts immediately (time, date, exact words)
- Report to the DSL immediately

DO NOT:

- *Ask leading questions*
- *Promise confidentiality*
- *Investigate yourself*
- *Discuss with anyone except the DSL*

Pastoral staff must follow the same safeguarding procedures as all staff and must not manage disclosures independently.

11. Reporting & Escalation Procedures

When staff have any concern about a child:

1. Report to DSL immediately
2. DSL logs and reviews safeguarding history
3. DSL consults the Pastoral Team if required
4. DSL makes referral to:
 - Children's Advice and Support Service (CASS)
 - Leicestershire Police (if immediate risk)
 - Early Help if appropriate

The Pastoral Team may provide contextual or behavioural information to support safeguarding decisions but does not replace DSL authority or decision-making.



If the child is in immediate danger:

Call Police (999).

If DSL is unavailable:

Staff must contact CASS directly.

12. Allegations Against Staff or Volunteers

If a concern or allegation is made against an adult working at SHSW:

- Report immediately to the DSL
- DSL will notify the Local Authority Designated Officer (LADO)
- Staff member may be suspended during investigation
- All actions will be recorded securely

If allegation is against the DSL or DDSL:

Report to the Management Committee, who will contact LADO directly.

13. Low-Level Concerns

SHSW records “low-level concerns” such as:

- Boundary concerns
- Minor behaviour issues
- Worrying comments
- Near misses

These are logged to identify patterns early.

14. Whistleblowing

Staff may raise concerns about:

- Practice within SHSW
- Concerns about leadership
- Safety of children

They may contact:



- DSL
- Chair of Trustees
- LADO
- NSPCC Whistleblowing Helpline (0800 028 0285)

No one will face consequences for safeguarding whistleblowing.

15. Record Keeping

- All safeguarding concerns are logged securely by the DSL
 - Records are kept until the child is at least 25 years old
 - Access is restricted to DSL and designated safeguarding personnel
 - Paper or electronic files are stored securely
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16. Confidentiality & Information Sharing

- Information is shared only when necessary for safeguarding
 - The child's welfare takes precedence over confidentiality
 - Parents will be informed unless this increases the risk to the child
 - Only relevant staff are informed on a need-to-know basis
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17. Safeguarding Contacts

- Leicester Safeguarding Children Partnership Board (LSCP)
0116 454 6520
 - Children's Advice and Support Service (CASS)
Leicester / Leicestershire (depending on borough)
 - NSPCC
0808 800 5000
help@nspcc.org.uk
Childline
0800 1111
 - Police (non-emergency): 101
Emergency: 999
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18. Policy Review

This policy will be reviewed:

- Annually
- After any major safeguarding incident
- Following updates in national guidance

Approved by: SHSW Management

Next Review: 12 months from approval