



## Sharikatul Hussain Saturday Workshop Academic Year 2022/2023

### Safeguarding Policy & Procedures

The term 'safeguarding' is outlined as putting in place arrangements to take all reasonable measures to ensure the risks of harm to a child's welfare are minimised.

SHSW recognises its responsibility to safeguard the welfare of all children and young people, whilst on Madrasah premises, by a commitment to good practice.

The Madrasah strives to maintain the highest possible standards to meet its legal, social, moral and Islamic responsibilities to protect and safeguard the welfare of children and young people. Ultimate responsibility will continue to rest with parents and guardians.

The Madrasah recognises that:

- The welfare of the child/young person is paramount
- All children, regardless of age, disability, gender, racial heritage and identity, have the right to equal protection from all types of harm or abuse.
- Working in partnership with children/young people, their parents and carers is essential in
- promoting young people's welfare.
- This policy applies to all teaching staff, assistants, management, administrative staff and anyone working on behalf of the Madrasah. It aims to support staff and allow them to make informed and confident responses to specific safeguarding concerns.

### Safeguarding Roles & Responsibilities

The Madrasah is responsible for:

- Developing and updating its child protection and safeguarding policy, ensuring staff and parents are aware of them.
- Ensuring that a Designated Safeguarding Lead (DSL) and Deputy Designated Safeguarding Lead (DDSL) are appointed within the madrasah.
- Providing support and advice to all members of staff within the madrasah regarding child protection concerns.
- Ensuring all staff receive appropriate child protection and safeguarding training and the maintenance of training records.
- Cooperating with any requests for information from the local authority, such as training records, self-evaluation forms for safeguarding and child protection in compliance with section 11 of the Children Act 2004.
- Establishing and maintaining contacts with the Leicester Safeguarding Children Partnership.
- Maintaining confidential records of safeguarding concerns, any reported child abuse cases and action taken.
- The Madrasah will call upon the DSL to assist in the delivery of its safeguarding responsibilities, for example, in relation to policy, the implementation of safeguarding procedures, training and sharing best practice etc.



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The DSL is specifically responsible for:

- Development and update of safeguarding policy.
- Liaising with student welfare department in the development of its policy, specifically regarding anti bullying procedures/measures.
- Assisting in staff in to refer suspected abuse and or neglect to statutory partners post consultation with the madrasah-safeguarding panel.
- The safeguarding panel will work together to make informed decisions where abuse is suspected or disclosed.

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It is the expectation that everyone involved in working with a child will take this responsibility seriously and actively engage in ensuring that all children are safeguarded. In this instance, a child is defined as a person who has not yet reached their 18th birthday.

Abuse is defined as “a form of maltreatment of a child”. Someone may abuse or neglect a child by inflicting harm or by failing to act to prevent harm.

Children maybe 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). An adult or adults or another child or children may also abuse them. This definition is from the most recent version (2015) of the Working Together to Safeguard Children Guidance, provides the overarching scope of the phrase abuse.

### **Form of Child Abuse**

Outlined below are the four major types of abuse as identified in national guidance:

#### **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 guardian 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 in so far 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.



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Emotional abuse may involve seeing or hearing the ill treatment of another. It could also 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 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).

### **Neglect**

Defined as the persistent failure to meet a child's basic physical 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 guardian failing to:

- Provide adequate food, clothing and shelter, including exclusion from home or abandonment.
- Protect a child physical and emotional harm or danger
- Ensure adequate supervision, including the use of inadequate care givers
- Ensure access to appropriate medicine or treatment

It may also include the neglect of or unresponsiveness to a child's basic emotional needs.

### **Madrasah Safeguarding Arrangements & Good Practice**

The madrasah is reminded that it is a criminal offence for an adult to engage in sexual activity with a person under the age of 18, where the adult is in a position of trust, in relation to the under 18 years old of the Sexual Offences Act 2003.

The madrasah recommends all staff and volunteers to take steps to ensure that they do not put themselves in a position where an allegation of abuse can be made against them. Such steps include but are not limited to:

- Maintaining a register of children, they are working with
- Working in an open environment with children where they can be seen by others
- Avoiding unnecessary physical contact with children unless to prevent danger to the child or others.
- First aid treatment should be carried out with more than one adult present unless delay could prove life threatening.



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- Avoid unaccompanied journeys with the child
- Always use the official mode of transport for the event and ensuring the appropriate parental consent has been received.
- Avoid unaccompanied time with a child.
- Not making suggestive remarks or being inappropriately familiar with children, as they could misinterpret this.
- Always acting upon and recording allegations or reports of abuse made by children.
- Always reporting potential concerns, allegations or reports of abuse made by children to the Safeguarding Lead.
- Not inviting or allowing children to socialise with them or visit them outside of any necessary context for doing so.
- Not giving the child their personal contact details such as address, home or mobile phone
- number and personal e-mail address.
- Reporting any potential concerns to their head of department.

### **Toilet Trips**

Teachers or other staff may escort students of classes P1-P3 to the bathrooms. No member of staff, teacher or otherwise should enter the cubicle with the child. Children must clean themselves after using the toilet. It is the responsibility of parents or guardians to educate their children in this matter.

Students who require assistance in the bathroom, due to special needs (physical or otherwise) must be accompanied by their parent or guardian. Parents or guardians of these children must be on the Madrasah premises while their children are in attendance and are expected to accompany their children on trips when the occasion arises.

Under no circumstances is any member of staff encouraged or permitted to assist children of any age in the bathroom.

### **Procedures for the identification and reporting of concerns about a child at risk**

Madrasah staff must be alert to the possibility that the children they are working with may have been, or may be, at risk of being abused. All complaints, allegations of such abuse must be taken seriously and dealt with in accordance with the procedures set out below.

Concerns may arise from:

- Something the student or parent has shared
- Possible signs exhibited by a student's behaviour, health or appearance
- Something another member of staff has said or done

### **Dealing with Disclosure**

If a child discloses to a member of staff that the child or another child is being abused, has been abused, or is at risk of being abused he or she should:

Listen carefully and remain calm

- Ensure that he or she does not interview or probe the child. However, if necessary, he or she may seek to clarify by asking open questions without putting words in the



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child's mouth. In order to be sure that they have understood what the child is telling them.

- Reassure the child, by telling them that they have done the right thing by opening up.
- Inform the child that the information must be passed on, but that only those that need to know will be told.
- Inform the child to whom the matter will be reported.
- Make a detailed note of the date, time, place, what the child said and did and the questions asked. This must be done as soon as the disclosure is over and handed to the safeguarding lead without delay.

Members of staff should not investigate concerns or allegations themselves, but should immediately report them to the safeguarding lead or the deputy safeguarding lead or the principal of the madrasah in the absence of a safeguarding lead.

Members of staff are reminded not to discuss these concerns or allegations with others (staff, family or friends) and maintain confidentiality.

On receipt of a report of allegation of child abuse (which may be contemporary or historical) the DSL will:

1. Log the concern or incident
2. Look into the child's records where abuse is suspected or the member of staff's record where an allegation is made.
3. Consult with the safeguarding panel
4. Make a referral to the Children's Advice and Support Service (CASS) or the Leicestershire Police where there is a significant risk of harm to a child.

Where staff are seriously concerned about a child's safety and unable to contact the Madrasah DSL they should contact the Children's Advice and Support Service (CASS). If a member of staff has suspicions about the welfare of a child, he or she should seek advice from the DSL, setting out the basis of suspicion as clearly as possible. This should be done immediately without waiting confirmations of the concerns.

Even when concerns may be considered minor, the DSL may have additional information that together may represent a serious concern.

### **Responding to safeguarding allegations against staff members**

It is imperative that any allegations made against members of the madrasah staff are brought to the attention of the DSL, who will consult the safeguarding panel and refer to the Local Authority Designate Officer (LADO) where necessary.

Where appropriate, the correct actions or sanctions will be executed, including suspension or dismissal, to safeguard at risk individuals and the organisation during any investigations.

Where the allegation is made against the DSL, deputy DSL or Principal the matter should be escalated to Management to take the necessary action who will take steps to place the staff member in question on investigatory suspension via the internal disciplinary procedure. The matter will only be reported where necessary.

### **Making A Referral**

Where necessary, the appropriate procedure for making a referral will be followed and may also require further advice from the Children's Advice and Support Services (CASS) and Leicester Safeguarding Children Partnership.



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### **Confidentiality & Information Sharing**

Privacy and confidentiality are core components of effective safeguarding. The legal principle is that the “welfare of the child is paramount”.

Privacy and confidentiality will be respected where possible, but if doing this will leave the child at risk or harm, then the child’s safety comes first. In such cases, only the relevant personnel will be informed.

This practice respects the rights of the child, family and staff to privacy.

Where staff have a concern about the safety of a child at risk, it is legally acceptable and expected that this information will need to be shared. This must be done in a reasonable and correct manner, and in a fashion that respects the right to privacy for all individuals involved. Where possible and not contrary to the needs of the child, the families should be made aware of any escalation.

Any information that is shared within or from the KSIMC of Birmingham should be channeled via the safeguarding lead.

### **Safeguarding Contacts**

**Leicester Safeguarding Children Partnership Board (LSCPB)**

**0116 454 6520**

<https://www.lcitylscb.org>

**NSPCC 24 Hour Helpline**

[help@nspcc.org.uk](mailto:help@nspcc.org.uk)

**0808 800 5000**

**The Safe Network**

**0116 234 7217**

[info@safenetwork.org.uk](mailto:info@safenetwork.org.uk)

**Child Line**

**0800 111 111**

**Child line is the UK’s free and confidential 24- hour helpline for children in distress or danger**