



MUHAMMADI MADRASA

# Safeguarding Policy & Procedures

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MUHAMMADI MADRASAH

KSIMC of Birmingham

*Muhammadi Madrasah aims to provide an enjoyable Islamic environment for all learners which enables them to follow the Qur'an, Ahlul-Bayt and Islamic systems of values willingly and joyfully”*

# 1. Safeguarding Policy

## 1.1 Policy Statement, Objectives & Key Principles

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.

Muhammadi Madrasah 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.

### Policy Objectives

This policy outlines the framework the Madrasah abides by in protecting children and young people at risk from harm, abuse or exploitation.



## 1.2 Statutory Framework

The Madrasah will act within the framework set by: The Children Act 1989, Working Together to Safeguard Children 2018, Keeping Children Safe in Education 2019 and The Birmingham Safeguarding Children Partnership.

Children and Vulnerable adults are defined as:

- ‘Child’ or ‘children’ refers to a person or persons under the age of 18 years (defined in the Children Act 2004.)
- ‘Vulnerable Adult’ is a person aged 18 years or over who is or may be in need of community care services by reason of mental health or other disability, age or illness and who is unable to take care of him or herself against significant harm, abuse or exploitation.

Any incident of alleged misconduct concerning children or vulnerable adults or abuse of these groups will be taken seriously by the Madrasah and responded to swiftly and appropriately in accordance with this policy. This may involve a referral to the Local Authority Designated Officer (LADO).

All personal data will be processed by the Madrasah in accordance with the requirements of the current data protection laws (Data Protection Act 1998) and all subsequent amendments and additions.

In line with the vetting and barring scheme the madrasah will ensure that all staff working in regulated activity, whether paid or voluntary are checked against the disclosure and barring service.

Regulated activity is defined as:

- Any activity, which involves contact with children and is of a specified nature (e.g. teaching, training, care, supervision, advice, treatment or transport), or any activity allowing contact with children and is in a specified place (e.g. schools etc.).
- Where the activity is frequent, intensive or overnight.
- Where the activity is wholly or mainly the role and not incidental.

In child settings; frequent means regular, repetitive activity once a week or more. Intensive means four or more days in one 30-day period (e.g. sports camps, trips).

## 1.3 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 Birmingham Safeguarding Children Partnership (BSCP).

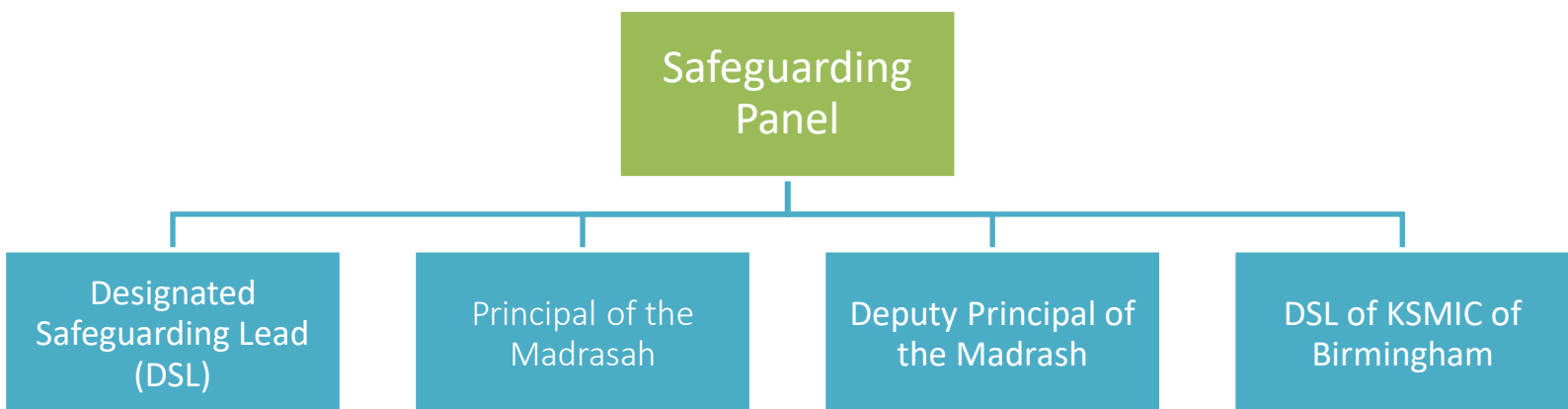
- Maintaining confidential records of safeguarding concerns, any reported child abuse cases and action taken.

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.

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.



## 1.4 Safeguarding Definitions

Safeguarding of children is everyone’s responsibility. It is defined as:

- Protecting children from maltreatment
- Preventing impairment of a child’s health or development
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care.
- Taking action to enable all children to have the best life chances.

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 18<sup>th</sup> 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.

## 1.5 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.

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.

## **1.7 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.
- 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.

## 1.8 Site Security

The Madrasah likes to have visitors come and meet its staff, students and to see its operations. However, visitors are requested to make prior arrangements with the Administrator so that they can be properly received and shown around. Any visitors to Madrasah should report to the Madrasah Reception first.

The Madrasah also has the following arrangements to ensure the safety of its students and staff:

- CCTV feed to monitor activity around the premises
- Security guard, employed by the KSIMC of Birmingham
- Main gates of the premises, which are locked at 10:20 and opened 15 minutes prior to the

start of the daily congregational prayer

- Identification badges for students and staff

## 1.9 Safer Recruitment

All staff entrusted with the care of children must be subject to the full range of pre employment checks.

Staff recruitment procedures apply to volunteers who have regular contact with children in the course of his/her duties. In order to be fully inducted as a member of Muhammadi Madrasah the following steps must be completed for all posts including those of teachers, teaching assistants, administration staff and management staff of the madrasah:

1. Volunteer Form
2. Proof of eligibility to live and work in the United Kingdom
3. DBS Check
4. Training

## 1.10 Vetting

The disclosure and barring service provide checks on individuals to identify any criminal convictions or barring functions in relation to them.

All staff must undertake the DBS check before commencing their role within the madrasah. The focus for DBS checks will be on those who work with children on regular unsupervised activities.

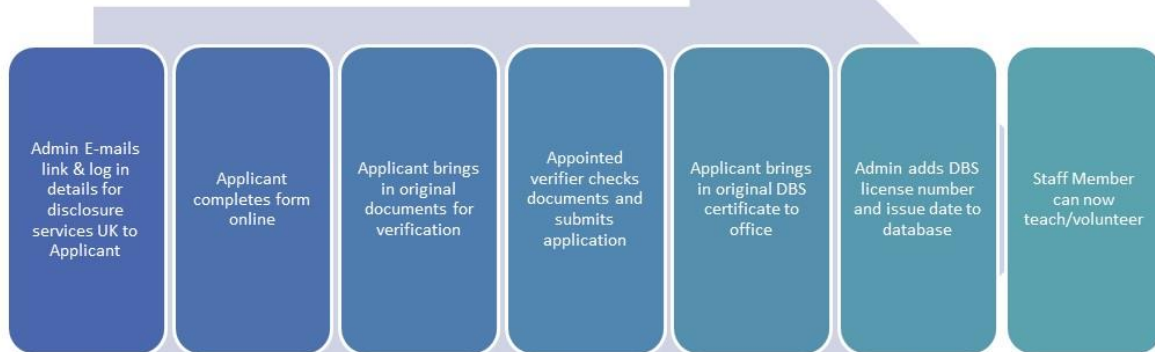
Where previous convictions are identified, further discussion on whether this will impact the suitability of the individual in undertaking their role will be conducted by the DSL and a decision made by the Madrasah safeguarding panel.

All DBS checks conducted by the KSIMC of Birmingham (including those of Muhammadi Madrasah) are done so through the COEJ – Disclosure and Barring Service account.

In line with the arrangement between COEJ and the Disclosure and Barring Service, all DBS checks for volunteers of the KSIMC of Birmingham must be renewed three years from their date of issue.

The diagram below outlines the DBS procedure followed by the Madrasah.

**KSIMC Birmingham Muhammadi Madrasah**  
**DBS Procedure**



**NOTES:**

- KSIMC of Birmingham DBS valid for 3 years from Issue date
- All madrasah staff must have valid DBS
- Volunteers aged 16+ can apply for DBS
- Volunteers aged 16-18 Yrs legally considered children

Appointed Verifier -Anam Panjwani  
(January 2017- Present)

Process revised as of Jan 2019

## Staff Training

To ensure all staff understand the nature of the Madrasah and the relevant procedures a specific induction process will be included for all new starters. As part of this induction pack, safeguarding, will be included to ensure all staff are aware of the implications. (See section 14 on Training & Development in the wider Policy & Procedures document).

### 1.11 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.

## 1.12 Trips, Visits & Sporting Events

It is best practice to carry out risk assessments when planning trips and sporting events; to ensure any steps required to ensure the safety and wellbeing of students are taken into account. Risk assessments can be carried out by management, teaching or administrative staff. Consent must be obtained by parents/guardians of all students attending the excursion.

## 1.13 Staffing Ratios

Staff ratios vary according to the activity, age, group, location and efficient use of resources. In class ratios are dependent on the classroom size set by management, who are reminded that smaller class sizes; have a positive impact on learning, reduce teacher workload and help keep learners and staff safe.

The Madrasah sets the following staff to pupil ratios for visits to local historical sites, museums or local walks, in normal circumstances.

| <b>Class</b>  | <b>Maximum no. of pupils to ONE adult</b> |
|---------------|---|
| <b>P1-P3</b>  | 6   |
| <b>P4-P6</b>  | 8   |
| <b>P7- S4</b> | 10  |

Staff ratios for trips may differ slightly depending on the following factors:

- Students special educational or medical needs
- Degree of responsibility and discipline shown by the group
- Type of visit and nature of activities
- Level of risk
- Location and travel arrangements

Group leaders should assess the risks and consider the appropriate staff supervision level for their particular group. There should be a minimum of one teacher in charge on the excursion. In addition to the teacher in charge there should be enough supervision to cope effectively with an emergency. When visits are to remote areas, or involve hazardous activities, the risks may be greater and supervision levels should be set accordingly.

## 1.14 Medication

Medication required during any trips should be carried by the child, if this is normal practice. If not, a trained member of staff or the parent/guardian of the child should be present, either of whom can carry and administer the medication as necessary.

Each parent/guardian must complete a consent form for their child to attend the trip or event, disclosing details of any medication required.

It is essential for the Madrasah Administration to inform staff involved with excursions and events of the need for medication for specific students and what to do in the event of medical emergency.

## 1.15 Photography

Members of staff are not permitted to take or store, photos or videos of students with their personal electronic devices. The Madrasah has a dedicated photographer who can be booked by staff to photograph students and their activities. These photos/videos will be kept on the Madrasah SD card and only content of those children with parental consent will be shared via authorised channels on occasion.

Teachers should e-mail [muhammadimadrasah@ksmnet.org](mailto:muhammadimadrasah@ksmnet.org) request the services of the designated photographer.

## 1.16 E-Safety

Students are not permitted to use mobile phones during madrasah hours. If seen with their phones, appropriate action will be taken. Staff are requested to support this and not use their mobile phones in class unless there is a need to.

### **Parent-Teacher Communication Via the Madrasah Office 365 Online System**

Created to open a secure channel of communication between teachers, parents and students; allowing teachers share information, view attendance and conduct registration.

Teachers will have limited access as per necessary and are reminded to adhere to their confidentiality agreement with the madrasah, where any data/information available via madrasah log ins and not generally known to the public must be kept confidential and not shared with anyone.

Personal concerns are to be shared offline, as formal meetings.

Under no circumstances are staff to create e- groups with students. Nor are staff permitted to contact students via their personal phone or e-mail address.

## 1.17 Restraining/Court Orders

It is parental responsibility to inform the Madrasah where individuals within a child's circle have court or restraining orders on them. The parent or guardian of the student in question is obliged to provide details of the individual, including his/her name and photograph for ease of identification.

The Madrasah will hold knowledge of such sensitive information securely and confidentiality will be maintained as much as possible. Access to this information will be restricted to the; head of admin, principal, deputy principal, security guard and the class teachers of the associated student.

All efforts will be made by the Madrasah to keep the student(s) safe and the madrasah personnel mentioned will be vigilant/keep a look out. If the individual in question is seen on Madrasah premises, the police will be called.

## 1.18 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

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 awaiting confirmations of the concerns.

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

## 1.19 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 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 West Midlands 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 or KSIMC of Birmingham DSL, they should contact the Children's Advice and Support Service (CASS).

## 1.20 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 the President of the KSIMC of Birmingham, who will consult with the Chair of the Madrasah Board to take the necessary action.

The Chair of the Madrasah Board and the President of KSIMC of Birmingham 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.

## 1.21 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 Birmingham Safeguarding Children Partnership (BSCP).

## 1.22 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 channelled via the safeguarding lead.

## 1.23 Whistleblowing

Muhammadi Madrasah adopts the KSIMC of Birmingham whistleblowing policy. Please see [www.ksmnet.org](http://www.ksmnet.org) for details.

## 1.24 Safeguarding Contacts

Birmingham Safeguarding Children  
Partnership (BSCP)

0121 464 2612

[www.lscpbirmingham.org.uk](http://www.lscpbirmingham.org.uk)

Children's Advice and Support Service (CASS)

0121 303 1888

[CASS@birminghamchildrenstrust.co.uk](mailto:CASS@birminghamchildrenstrust.co.uk)

NSPCC 24 Hour Helpline

8080 800 5000

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

The Safe Network

NSPCC National Training Centre

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

Safeguarding Policy created: November 2018

Policy Reviewed: November 2019

Policy Reviewed: August 2020

Policy will be reviewed annually and necessary adjustments made.

References:

[Working Together to Safeguard Children 2018](#)

[Keeping Children Safe in Education 2019](#)