



A WISE Madrassah
Child Protection Policy

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1. CONTACTS

1.1 Madrassah contacts:

- **Designated Person for Child Protection:**

Abu Rumasah – WISE Chairperson

Tel No: 01494 259194

- **Other staff with child protection responsibilities:**

Amjad Iqbal – WISE Secretary

Deputy Designated Person for Child Protection

Tel No: 01494 259194

1.2 Contacts in County

- Safeguarding in Education Team 01296 382070
- Local Authority Designated Officer (LADO) 01296 382070
- Social Care - Aylesbury 01296 387957
- Social Care - High Wycombe 01494 475037
- Social Care - Out of Hours 01494 675802
- Thames Valley Police
(Child Abuse Investigation Unit) 08458 505505
- Local Safeguarding Children Board www.bucks-lscb.org.uk
- Local Guidance www.bucks-lscb.org.uk/EducationStaff.htm

1.3 Other contacts:

- Crimestoppers 0800 555 111
- NSPCC 0800 800500
- Childline 0800 111111
- Kidscape Bullying Helpline 0207 730 3300
- Samaritans 0845 790 9090
- Foreign and Commonwealth Office
(Forced Marriages Section) 0207 008 8706

2. INTRODUCTION

2.1 This policy has been developed in accordance with the principles established by the Children Act 1989; and in line with the following:

“Working Together to Safeguard Children” 2006

“Framework for the Assessment of Children in Need and their Families” 2000

“What to do if you are worried a Child is being Abused” 2006 ¹

Safeguarding Children and Safer Recruitment in Education 2006

Buckinghamshire Safeguarding Children Board Multi-Agency Child Protection Code of Practice 2006

2.2 **Wycombe Islamic Society (WISE)** takes seriously its responsibility under section 175 of the Education Act 2002 to safeguard ² and promote the welfare of children; and to work together with other agencies to ensure adequate arrangements within our Madrassah to identify, assess, and support those children who are suffering harm.

2.3 We recognise that all staff³ have a full and active part to play in protecting our pupils from harm, and that the child’s welfare is our paramount concern.

2.4 All staff believe that our Madrassah should provide a safe, caring, positive and stimulating environment that promotes the social, physical and moral development of the individual child.

2.5 The aims of this policy are:

2.5.1 To support the child’s development in ways that will foster security, confidence and resilience.

2.5.2 To provide an environment in which children and young people feel safe, secure, valued and respected, feel confident and know how to approach adults if they are in difficulties.

2.5.3 To raise the awareness of all teaching and non-teaching staff of the need to safeguard children and of their responsibilities in identifying and reporting possible cases of abuse.

2.5.4 To provide a systematic means of monitoring children known or thought to be at risk of harm, and ensure we, the Madrassah, contribute to assessments of need and support plans for those children.

2.5.5 To acknowledge the need for effective and appropriate communication between all members of staff in relation to safeguarding pupils.

¹ What To Do If You Are Worried A Child is being Abused <http://www.dcsf.gov.uk/everychildmatters/resources-and-practice/IG00182/>

² Safeguarding (as defined in the Joint Inspector’s Safeguarding report is taken to mean “All agencies working with children, young people and their families take all reasonable measures to ensure that the risk of harm to children’s welfare are minimised” and “where there are concerns about children and young people’s welfare, all agencies take all appropriate actions to address those concerns, working to agree local policies and procedures in full partnership with other agencies”

³ “Staff” covers ALL adult staff on site, including temporary, supply and ancillary staff, and volunteers working with children

2.5.6 To develop a structured procedure within the Madrassah; this will be followed by all members of the Madrassah community in cases of suspected abuse.

2.5.7 To develop effective working relationships with all other agencies involved in safeguarding children.

2.5.8 To ensure that all adults within our Madrassah who have access to children have been checked as to their suitability. This includes other community users of our facilities.

3. RESPONSIBILITIES

3.1 We understand that our responsibility to safeguard children requires that we all appropriately share any concerns that we may have about children.

3.1.1 The Trustees understand and fulfil their safeguarding responsibilities.

3.1.2 The Trustees of our Masjid are responsible for ensuring the annual review of this policy, and for reporting back to the Local Authority.

3.1.3 We have a Designated Member of the Trustees who has undertaken appropriate training for the role, as recommended by the LA, within the past two years. Our Designated Person will update their training with LA approved training every two years.

3.1.4 We have a member of staff who will act in the Designated Persons absence who has also received training for the role of Designated Person, and who will have been briefed in the role. In the absence of an appropriately trained member of staff, the Head of Madrassah Education, or whoever is deputising, will assume this role.

3.1.5 All adults, (including temporary teachers and volunteers) new to our Madrassah will be made aware of the Madrassah's policy and procedures for child protection, the name and contact details of the Designated Person and the booklet "What to do if You're Worried a Child is Being Abused" (<http://www.dcsf.gov.uk/everychildmatters/resources-and-practice/IG00182/>), and have these explained, as part of their induction into the Madrassah.

3.1.6 All members of staff and volunteers are provided with opportunities at least every three years to receive training arranged or delivered by the Designated Person in order to develop their understanding of the signs and indicators of abuse, how to respond to a pupil who discloses abuse and the procedure to be followed in appropriately sharing a concern of possible abuse or a disclosure of abuse.

3.1.7 All parents/carers are made aware of the Madrassah's responsibilities in regard to child protection procedures through publication of the Madrassah's Child Protection Policy, and reference to it in our prospectus/brochure and also available on the Madrassah's website <http://www.wise-web.org/index.php>

3.1.8 Our lettings policy will seek to ensure the suitability of adults working with children on Madrassah sites at any time.

3.1.9 Community users organising activities for children are aware of and understand the need for compliance with the Madrassah's child protection guidelines and procedures.

3.1.10 The Madrassah operates Safe Recruitment practices including all checks on staff and regular volunteers' suitability ascertained through Criminal Records Bureau checks as recommended by the LA and in accordance with current legislation and the appropriate use and checks of references.

3.2 We have a Designated Person who is responsible for:

3.2.1 Ensuring that all Madrassah staff are aware of the Madrassah's CP policy and procedures, and know how to recognise and refer any concerns.

3.2.2 Referring a child if there are concerns about a child's welfare, possible abuse or neglect to Social Care. A written referral using the Common Referral Form will be faxed/posted/e-mailed to Social Care as soon as possible within the Madrassah session.

3.2.3 Ensuring that detailed and accurate written records of concerns about a child are kept even if there is no need to make an immediate referral.

3.2.4 Ensuring that all such records are kept confidentially and securely and are separate from pupil records, with a front sheet listing dates and brief entry to provide a chronology. Where children leave the establishment, ensure their child protection file is copied for the new establishment. This should be transferred separately from the main pupil information and addressed to the Designated Person for child protection in the new establishment marked private and confidential. Originals should be stored securely for 50 years.

3.2.5 Ensuring that an indication of further record-keeping is marked on the pupil records.

3.2.6 Acts as a source of support, advice and expertise for staff with concerns and liaising with other agencies and professionals.

3.2.7 Ensuring that either they or another appropriately informed member of staff attends case conferences, family support meetings, core groups or other multi-agency planning meetings, provides a report which has been shared with the parents and contributes to assessments within Social Care or Local Delivery Team processes.

3.2.8 Providing, with the Head of Madrassah Education, an annual report for the Trustees, detailing any changes to the policy and procedures; training undertaken by the Designated Person and by all staff; number and type of incidents/cases, and number of children referred to Children's Social Care and subject to Child Protection Plans (anonymised). The Trustees will use this report to fulfil its responsibility to provide the LA with information about their Safeguarding policies and procedures.

3.2.9 Keeping themselves up to date with knowledge to enable them to fulfil their role, including attending relevant training, at least every two years, provided by the Buckinghamshire Safeguarding Children Board, or the Safeguarding in Education Team.

3.2.10 Be familiar with any updates to the BSCB procedures.

3.2.11 Ensure that relevant staff are aware that these procedures are also available on the BSCB website: (www.bucks-lscb)

3.3 **All** staff share the responsibility for safeguarding children and young people, protecting them from harm and promoting their welfare and are aware of and follow this policy.

4. PROCEDURES

4.1 Our Madrassah procedures for safeguarding children are in line with Buckinghamshire Local Authority (the LA) and Buckinghamshire Safeguarding Children Board Child Protection Procedures, "Working Together to Safeguard Children 2006" and "Safeguarding Children and Safer Recruitment in Education". We will ensure that:

4.1.1 We will monitor and evaluate our procedures for effectiveness and to ensure we are satisfied that they are being complied with. This policy and our procedures will be reviewed annually by the Trustees, up-dated and published for the whole Madrassah community.

4.1.2 The name of the Designated Person will be clearly shown in the Madrassah, with a statement explaining the Madrassah's role in referring and monitoring cases of suspected abuse.

4.1.3 Our Designated Person undertakes training every two years and the whole Madrassah is trained every three years.

4.1.4 All staff will follow the advice given in the booklet "What to do if You're Worried a Child is Being Abused" (<http://www.dcsf.gov.uk/everychildmatters/resources-and-practice/IG00182/>).

4.1.5 In the event that a member of staff becomes worried that a child is being abused they should report their concern to the Designated Person who will follow appropriate procedures. Staff should follow appropriate procedures for recording any disclosures given by a child and ensure that this is passed to the Designated Person.

5. CONFIDENTIALITY

5.1 We recognise that all matters relating to child protection are confidential.

5.2 The Head of the Madrassah Education or Designated Person will disclose personal information about a pupil to other members of staff on a need to know basis only.

5.3 However, all staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children.

5.4 All staff must be aware that they cannot promise a child to keep secrets which might compromise the child's safety or well-being or that of another.

5.5 We will always undertake to share our intention to refer a child to Social Care with their parents /carers unless to do so could put the child at greater risk of harm, or impede a criminal investigation. If in doubt, we will consult with the Safeguarding in Education Team or Social Care on this point.

6. DIVERSITY ISSUES

6.1 Although no culture sanctions extreme harm to a child, cultural variations in child rearing patterns do exist. A balanced assessment must incorporate a cultural perspective but guard against being over-sensitive to cultural issues at the expense of promoting the safety and well-being of the child.

6.1.1 Fear of being accused of racism can stop people acting when they otherwise would. Fear of being thought unsympathetic to someone of the same race can change responses.

Every organisation concerned with the welfare and protection of children should have mechanisms in place to ensure equal access to services of the same quality, and that each child, irrespective of colour or background, should be treated as an individual requiring appropriate care.

(Victoria Climbié Inquiry Report)

6.2 Research also tells us that children with special needs are at an increased risk of abuse. There are fewer signs and indicators and more possible explanations. Children with communication difficulties may be especially vulnerable.

7. SUPPORTING CHILDREN/YOUNG PEOPLE

7.1 We recognise that a child or young person who is abused, who witnesses violence or who lives in a violent environment may feel helpless and humiliated, may blame him/herself, and find it difficult to develop and maintain a sense of self worth.

7.2 We recognise that the Madrassah may provide the only stability in the lives of children and young people who have been abused or who are at risk of harm. We recognise that there may be other groups of children and young people who are particularly vulnerable, e.g. those with disabilities, young carers and children living with substance abuse.

7.3 We accept that research shows that the behaviour of a child or young person in these circumstances may range from that which is perceived to be normal to aggressive or withdrawn.

7.4 Our Madrassah will support all pupils by:

7.4.1 Encouraging the development of self-esteem and resilience in every aspect of Madrassah life including through the Islamic curriculum.

7.4.2 Promoting a caring, safe and positive environment within the Madrassah.

7.4.3 Liaising and working together with all other support services and those agencies involved in the safeguarding of children and young people.

7.4.4 Notifying Social Care as soon as there is a significant concern.

7.4.5 Ensuring that a named teacher is designated for Looked After Children (LAC) and that an up to date list of children who are subject to a Care Order or are accommodated by the Local Authority is regularly reviewed and updated. The Education of Children in Public Care (ECPC) Team must be made aware of all LAC in the Madrassah.

7.4.6 Notifying Social Care when a child or young person attending the Madrassah is privately fostered.

7.4.7 Providing continuing support to a pupil (about whom there have been concerns) who leaves the Madrassah by ensuring that such concerns and Madrassah medical records are forwarded under confidential cover to the Designated Person at the pupil's new Madrassah as a matter of urgency. The original copy of significant documents will be retained at our Madrassah, and photocopies forwarded as above.

7.5 Complaints or Concerns Expressed by Pupils

7.5.1 This Madrassah recognises that listening to children/young people is an important and essential part of safeguarding them against abuse and neglect. Children and young people may disclose abuse or make an allegation. We will take these matters seriously and ensure that the appropriate next steps are taken and endeavour to keep the child/young person regularly informed as to the progress of his/her complaint.

8. SUPPORTING STAFF

8.1 We recognise that staff working in the Madrassah who have become involved with a child who has suffered harm, or appears to be likely to suffer harm may find the situation stressful and upsetting.

8.2 We will support such staff by providing an opportunity to talk through their anxieties with the Designated Person and to seek further support. This could be provided by the Head of Madrassah Education or another trusted colleague, Occupational Health, and/or a representative of a professional body or trade union, as appropriate.

8.3 In consultation with all staff, we adhere to safe working practices and have a code of conduct for staff at our Madrassah (produced with regard to <http://www.dcsf.gov.uk/everychildmatters/resources-and-practice/IG00311/>). This forms part of staff induction and is in the staff handbook. We understand that staff should have access to advice on the boundaries of appropriate behaviour and be confident to challenge colleagues when necessary.

8.4 We recognise that our Designated Person(s) should have access to support (as in 8.2 above) and appropriate workshops, courses or meetings as organised by the LA.

9. ALLEGATIONS AGAINST STAFF

9.1 All Madrassah staff should take care not to place themselves in a vulnerable position with a child. It is always advisable for interviews or work with individual children or parents to be conducted in view of other adults. (See also 8.3 above)

9.2 All staff should be aware of the Madrassah's behaviour/discipline policy. This can be found in the policy folder and Madrassah brochure.

9.3 We understand that a pupil may make an allegation against a member of staff. If such an allegation is made, the member of staff receiving the allegation will immediately inform the Head of Madrassah Education or the most senior teacher if the Head of Madrassah Education is not present.

9.3.1 The Head of Madrassah Education/senior teacher on all such occasions will discuss the content of the allegation with the Safeguarding in Education Team Manager who is the Local Authority Designated Officer (LADO) for education.

9.3.2 If the allegation made to a member of staff concerns the Head of Madrassah Education, the person receiving the allegation will immediately inform the Chair of Trustees who will consult as in 9.3.1 above, without notifying the Head of Madrassah Education first.

9.3.3 The Madrassah will follow the LA procedures for managing allegations against staff, a copy of which can be found on:

www.bucks-lscb.org.uk/EducationStaff.htm.

9.3.4 Our lettings agreement for other users requires that the organiser will follow LA procedures for managing allegations against staff and, where necessary, the suspension of adults from Madrassah premises.

9.3.5 We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so.

9.3.6 All staff should be aware of their duty to raise concerns about the attitude or actions of colleagues. If necessary, they should speak to the delegated 'whistle blowing' Governor or the Safeguarding in Education Team Manager who is the Local Authority Designated Officer (LADO) for education.

9.3.7 The name of any member of staff considered not suitable to work with children will be notified to the Independent Safeguarding Authority (<http://www.isa-gov.org.uk/>), with the advice and support of Human Resources.

10. RECRUITMENT AND SELECTION OF STAFF

10.1 Safer recruitment procedures will be followed (http://www.bucks-lscb.org.uk/safer_employment.htm). All staff and volunteers will be carefully selected and vetted to try to ensure they do not pose a risk to children. All references will be checked and verified. Those staff and volunteers having contact with children will be checked through the Criminal Records Bureau at the appropriate level. All staff and volunteers will receive information and basic training in safe conduct and what to do if they have concerns about a child. This will include information on recognising where there are concerns about a child, where to get advice and what to do if no one seems to have taken their concerns seriously.

11. OTHER RELEVANT POLICIES

11.1 Our policy on physical intervention/positive handling by staff is set out separately, as part of our Behaviour Policy. It complies with LA Guidance, 'The Use of Force to Control or Restrain Pupils' November 2007. This policy states that staff should only ever use physical intervention to stop a child or young person committing a criminal offence, injuring themselves or others, damaging property or acting in a way that is counter to maintaining good order and discipline at the Madrassah and that at all times it must be the minimal force necessary.

11.1.1 Such events should be recorded and signed by a witness.

11.1.2 Staff who are likely to need to use physical intervention should be appropriately trained.

11.1.3 We understand that physical intervention of a nature which causes injury or distress to a child, may be considered under child protection or disciplinary procedures.

11.2 Our policy on the prevention and management of bullying is set out in a separate policy and acknowledges that to allow or condone bullying may lead to consideration under child protection procedures.

11.3 Our policy on racist incidents is set out in a separate policy and acknowledges that repeated racist incidents or a single serious incident may lead to consideration under child protection procedures.

11.4 We recognise that the Madrassah plays a significant part in the prevention of harm to our pupils by providing pupils with effective lines of communication with trusted adults, supportive friends and an ethos of protection. The Madrassah community will therefore:

11.4.1 Establish and maintain an ethos, which is understood by all staff, which enables children to feel secure and encourages them to talk knowing that they will be listened to.

11.4.2 Ensure that all children know there is an adult in the Madrassah whom they can approach if they are worried or in difficulty.

11.4.3 Provide, across the Islamic curriculum, opportunities which equip children with the skills they need to stay safe from harm and to know to whom they should turn for help.

11.5 Our Health & Safety policy, set out in a separate document, reflects the consideration we give to the protection of our children both physically within the Madrassah environment and, for example, in relation to internet use, and when away from the Madrassah when undertaking Madrassah trips and visits.

Date: _____

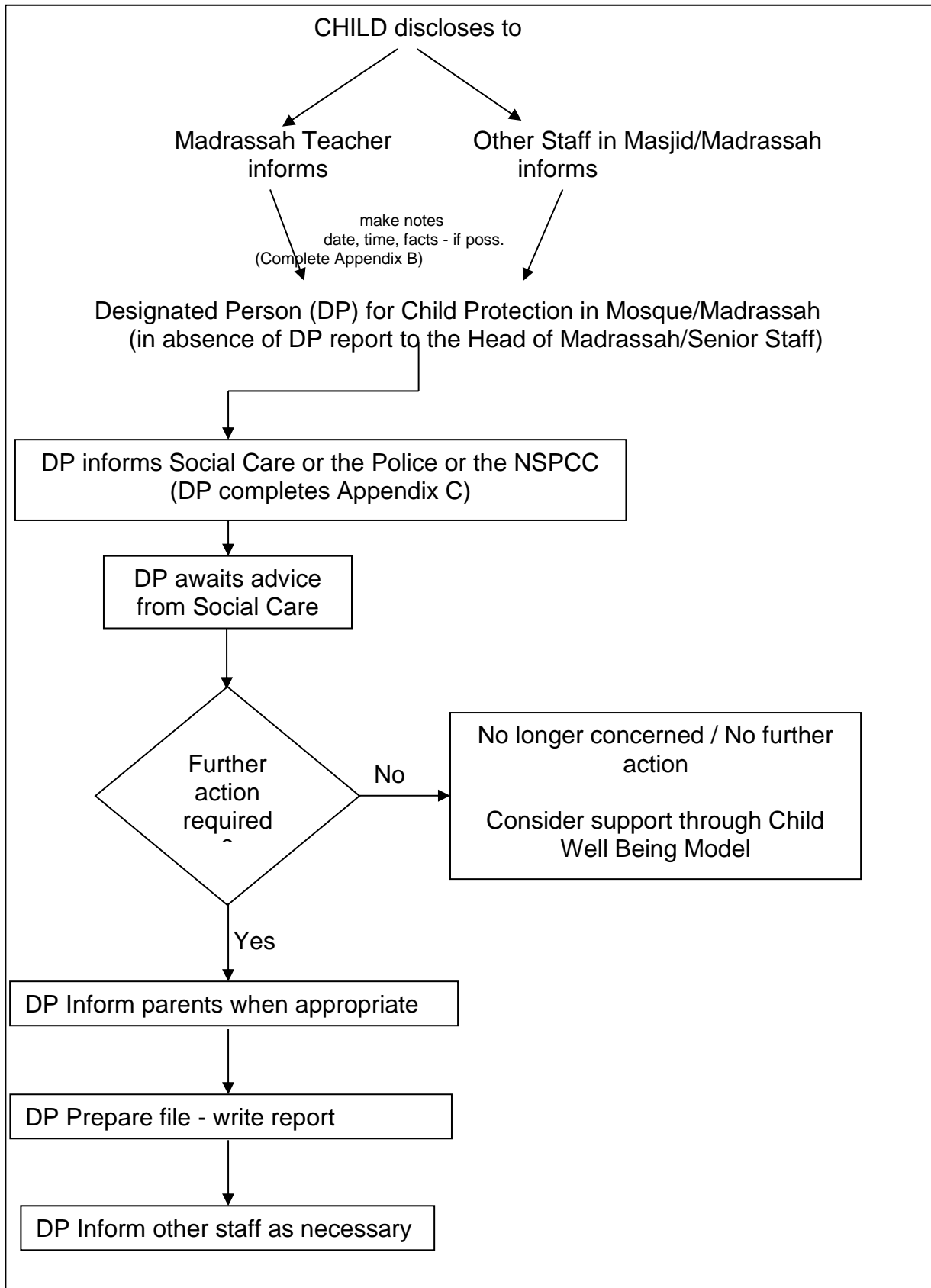
Name: _____

Designated Staff for Child Protection

This policy became operational from _____. The policy may be amended from time to time in accordance with Masjid development and any changes to legislation.

Next review: _____

APPENDIX A - CHILD PROTECTION PROCEDURE



If a child makes a disclosure to you, or if you suspect abuse then report it to

the Designated Person/Head of the Mosque IMMEDIATELY

In his/her absence report it to the Most Senior Staff

Remember
If in doubt.....REPORT

*If a child discloses to you, the important **do's** and **don'ts** are*

Do reassure the child

Don't question, just listen

Do accept the information freely

Don't look shocked

Do give the child space and time

Don't make judgements

Do tell the child that you must pass on the information you are given

Don't make promises

Do act quickly

Don't involve anyone else

The safety of the child is of paramount importance

APPENDIX B - CHILD PROTECTION INCIDENT FORM

(To be completed by the Madrassah teacher or other staff in the Masjid/Madrassah)

Name of child:	
Child's contact details: (Address and telephone number)	
Name of parent(s) / carer:	
Names of other children in the household:	
Names of other adults in the household:	
What has happened, or what was seen, or details of the concern? (Use the child's own words) Continue on a separate sheet of paper if required	
When did incident occur?	
Witnesses at the time of disclosure?	
What was said by those involved?	
Record evidence of possible harm (e.g. bruises, bleeding, changed behaviour)	
Who else has been informed about this incident?	
Who was involved in the incident? (If possible, record in what way)	
Name of person completing this form (Please print)	
Signature:	
Date and Time:	
Signature: (Designated Staff for Child Protection in Madrassah)	
Date and Time:	

APPENDIX C - CHILD PROTECTION REFERRAL FORM

(To be completed by the Designated Person for Child Protection in Masjid/Madrassah)

Name of person at the Children & Families Unit, the Child Protection Unit or the Emergency Duty Service case referred to:	
Date of referral:	
Time of referral:	
How was the case referred to the agency? Telephone? Fax? Email? Other, please state	<input checked="" type="checkbox"/> Telephone <input checked="" type="checkbox"/> Fax <input checked="" type="checkbox"/> Email <input checked="" type="checkbox"/> Other, please state _____
What advice was given by the agency?	
Have the parents of the child(ren) been informed?	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If the allegation is made against a member of staff, have they been informed?	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Has the Chair or Secretary of the Masjid been informed?	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Further action if any?	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If YES give further details below)
Action Taken (give details)	
Name: (Designated Staff for Child Protection in Madrassah)	
Signature: (Designated Staff for Child Protection in Madrassah)	
Date and Time:	

