

Worcester Muslim Welfare Association (WMWA)

SAFEGUARDING POLICY

JANUARY 2018

Review Date: 05/06/2018
Next review : September 2019

1. SAFEGUARDING STATEMENT

WMWA are fully committed to safeguarding the welfare of all vulnerable people by taking all reasonable steps to protect them from physical, emotional or sexual abuse and neglect. This includes all with whom we work, regardless of their gender, sexual orientation, disability, race, nationality or country of origin.

Workers, including volunteers and our trustees, will at all times, show respect and understanding for the rights, safety and welfare of the children, young people and vulnerable adults involved with WMWA and the organisations with whom we work.

This will be done by:

- Ensuring that all our paid staff and volunteers are carefully selected, trained and supervised;
- Carefully assessing the risks that children, young people and vulnerable adults may encounter and taking all necessary steps to minimise and manage them;
- Letting member organisations, parents, carers, children, young people and vulnerable adults know how to voice concerns or complaints about anything that they may not be happy with through our Quality Service Charter and website; and
- Giving member organisations, parents, carers, children, young people, vulnerable adults and workers information about what we do and what can be expected from us.

To this end WMWA has in place:

- Child Protection Policy
- Vulnerable Adults Policy (separate document)
- Health and Safety Policy (including Risk Assessments)*
- Disciplinary Policy*
- Complaints Procedure*
- Quality Service Charter
- Recruitment and Selection Procedure
- Whistle Blowing Policy
- Confidentiality Policy*

(* details contained in the staff handbook)

We will ensure that staff, volunteers and trustees know how to recognise and respond to concerns that a child, young person or vulnerable adult may be abused or neglected.

The Trustees have appointed, from within its membership, a Champion for Safeguarding. He/she will report annually to the Executive on any safeguarding and/or child protection and/or vulnerable adult issues which may have arisen over the previous twelve months. They will ensure that safeguarding policies and procedures are in place, adhered to and reviewed annually; they will also ensure safe recruitment policies and procedures for handling allegations against paid staff and volunteers are in place.

2. CHILD PROTECTION STATEMENT

We believe that it is always unacceptable for a child or young person to experience abuse of any kind. We recognize our responsibility to safeguard the welfare of all children and young people. We will be alert to indications of neglect, physical, emotional or sexual abuse in the children and young people with whom we work and will respond to their needs.

We value and respect every child and young person and will endeavour always to listen to them. This applies to all children and young people with whom we work regardless of their gender, sexual orientation, disability, race, nationality or country of origin.

We will provide staff and volunteers with a copy of our safeguarding policy and any updates, and we expect them to follow the procedures when they suspect a child or young person may be experiencing or at risk of harm.

We will adhere rigorously to our procedures and Code of Conduct.

The Designated Child Protection Person is Muhammad Amin – WMWA Trustee

When there is a concern about a child or young person, every adult in our organisation/group is expected to share those concerns with the designated Child Protection Person. The Designated Person will pass on any relevant or necessary information to external agencies in order to keep the child or young person safe.

The legislation that shapes WMWA Safeguarding Policy is:

- The Children Act 1989 s 47
- The Protection of Children Act 1999
- Data Protection of Data Act 1998
- The Children Act 2004 (Every Child Matters)

The next review of our policies and procedures will be held in December 2019.

3. CHILD PROTECTION POLICY AND PRACTICE

STATUTORY FRAMEWORK

Section 47 Children Act 1989 states that a local authority has a duty to make enquiries when there is 'reasonable cause to suspect that a child who lives, or is found, in their area is suffering, or is likely to suffer, significant harm.' It must make such enquiries as it considers necessary in order to decide whether any action is needed to safeguard or promote the child's welfare.

Significant harm is defined in section 31(9) of 1989 Act and is identified in Working Together to Safeguard Children (DoH, HO, DfE,2015) as resulting from physical abuse, emotional abuse, sexual abuse and neglect. For the purpose of this policy the term 'significant harm' is

used to refer to all child protection concerns. Further information is contained in the Guidance Document.

The Children Act imposes a duty on statutory agencies to assist the local authority with its enquiries where called upon to do so although they are not obliged to do so 'where it would be unreasonable in all the circumstances of the case'.

Working Together 2015 states that voluntary organisations play an important role in delivering services to children. They should have the arrangements in place in the same way as organisations in the public sector, and need to work effectively with the LSCB. Paid and volunteer staff need to be aware of their responsibilities for safeguarding and promoting the welfare of children, how they should respond to child protection concerns and make a referral to local authority children's social care or the police if necessary

Unresolved concerns about harm to a child may lead to their becoming subject to child protection procedures (see "Working Together"). This may lead to an initial child protection conference and a child protection plan will be drawn up involving relevant agencies, the family and the child or young person. Substantiated concerns may lead to the court making a care order as a result of an application made under section 31 of the Children Act.

The response of WMWA to child protection concerns will be determined in accordance with the policy set out below. Developed with reference to the Thresholds Guidance for Practitioners: responding to the needs of children and young people in Worcestershire produced by Worcestershire Safeguarding Children Board 2014

Identification of abuse

There are different types of abuse, which may include:

Physical abuse

Actual or risk of physical injury to a child or young person or failure to prevent physical injury to a child including deliberate poisoning or suffocation.

Neglect

The persistent or severe neglect of a young person, or the failure to protect a child or young person from exposure to any kind of danger, including cold, resulting in the significant impairment of the young person's health or development, including non-organic failure to thrive (i.e. not due to illness).

Sexual abuse

Actual or risk of sexual exploitation of a child or young person.

Emotional abuse

Actual or risk of severe adverse effect on the emotional and behavioural development of a young person caused by persistent or severe emotional ill treatment.

Signs and symptoms

There is no clear dividing line between one type of abuse and another.

The following section is divided into four areas to help categorise what may be seen or heard. Children and young people may show symptoms from one or all of the categories.

This should not be used as a checklist: WMWA staff and volunteers should be aware of anything unusual displayed by the young person.

PHYSICAL ABUSE

- Bruises in places that are not usually harmed in normal play
- Bruise or marks consistent with either straps or slaps
- Undue fear of adults
- Aggression towards others
- Unexplained injuries or burns – particularly if they are recurrent

PHYSICAL NEGLECT

- Exposure to danger/lack of supervision
- Inadequate/inappropriate clothing
- Constant hunger
- Poor standard of hygiene
- Untreated illnesses

EMOTIONAL ABUSE

- Overly withdrawn child or young person
- Overly aggressive child or young person
- Constant wetting or soiling
- Frequent vomiting
- Persistent rocking movement
- Very poor language development
- Inability to relate to peers or adults
- FMG

SEXUAL ABUSE

- Language and drawing inappropriate for their age
- Sexual knowledge inappropriate for their age
- Wariness on being approached
- Soreness in the genital area
- Unexplained rashes or marks in the genital areas
- Pain on urination
- Difficulty in walking or sitting
- Stained or bloody underclothes
- Recurrent tummy pains or headaches
- Bruises on inner thigh or buttocks

Remember

Signs and symptoms often appear in a cluster, but also many of the indicators above may be caused by other factors

4. VULNERABLE ADULTS

DEFINITION: Vulnerable adults are people who are over 18 years of age and are getting or may need help and services to live in the community. Vulnerable adults may be unable to take care of themselves and unable to protect themselves from harm or exploitation by other people.

The majority of WMWA work and that of the organisations with whom we work is with children and young people. This document predominantly covers this group, although much of the information can be applied to vulnerable adults as well. For specific safeguarding information relating to vulnerable adults, see our Vulnerable Adults Policy.

5. SAFE RECRUITMENT

- WMWA manager will present a job description and person specification to the Chairman that includes skills and necessary to carry out the tasks;
- The job descriptions will include reference to WMWA safeguarding policy for children / young people and the protection procedures;
- There will be mention within any adverts, conversations or documents used for recruitment and selection that working at WMWA will be subject to a disclosure and barring check;
- All candidates including volunteers, will complete an application form.
- There will always be two representatives of the trustees or their appointees to interview the candidates, this includes volunteers;
- The interview will be used to explore the career history, including the reasons for any gaps in their career;
- A request will be made to candidates at interview, including volunteers, to bring a form of photographic identification with them;
- It will be explained to applicants or volunteers that before they start work at WMWA they must produce two satisfactory references and complete a DBS application. They should not start work with WMWA until the DBS certificate has been shown to the manager or in the case of appointing the manager the chairman;
- WMWA will always conduct its own DBS checks – certificates from elsewhere may not be accepted unless as part of the DBS Update Service;
- It will be necessary for a reference to be from someone who knows the candidate (in a professional capacity) and be able to comment on their suitability of working with children and young people – reference will not be acceptable from friends, neighbours or family members;
- WMWA has a probation period which allows a period of time to see if the person is suitable to work in the organisation;
- All staff will receive a copy of the safeguarding policy and will sign to say they have received this document;
- All staff will complete the induction / universal safeguarding training and will receive induction that includes safeguarding;
- All WMWA staff will undertake a revised DBS check every three years.

6. SAFEGUARDING CHILDREN & YOUNG PEOPLE PROCEDURE

WMWA staff must explain on first contact with the child or young person that they cannot give guarantees about maintaining confidentiality if there are issues relating to safeguarding their welfare or the welfare of other children. WMWA staff will need to refer to WMWA Confidentiality Policy.

WMWA confidentiality policy can be found in its staff handbook, but essentially WMWA believe that the legal principle that the welfare of the child is paramount. This means that the considerations of confidentiality which might apply to other situations in the organisation should not be allowed to override the right of children to be protected from harm. However, every effort should be made to ensure that confidentiality is maintained for all concerned particularly when a disclosure or an allegation has been made and is being investigated.

It is the responsibility of all WMWA staff to be alert to the possibility of child protection and children in need issues and to know the signs to look for. If significant harm is suspected the concern should be recorded, discussed and reported to the worker's Line Manager immediately. It will be the decision of the manager or in his or her absence, the Chairman of WMWA whether to make a referral to Children's Social Care. Advice may be sought from the

Access Centre Children's Services on 01905 768053. Such decisions must be clearly recorded.

Children and young people with a disability may attend a WMWA member organisation/group or may be involved in a WMWA project. Staff have to be aware that some children and young people, because of their learning or physical disability, are vulnerable and may find it more difficult to recognise and report abuse. Their disability may mean that:

- Their life experiences are limited, creating difficulty recognising inappropriate behaviour.
- They are afraid of challenging people, concerned that they will anger an authority figure or get into trouble.
- Communication difficulties make it hard to report abuse.
- They may not be able physically to leave an abusive situation.
- They receive intimate physical care and, therefore, the abuse may seem 'normal'.
- Their self-esteem and self-image are poor.
- They might not be aware to whom they can report abuse.
- Authority figures are unwilling to believe that anyone would abuse a disabled child or young person.

WMWA staff must take particular care, therefore, when working with children and young people with disabilities.

If a child protection allegation is made against a WMWA staff or trustee it should be reported immediately to the WMWA manager or to the WMWA Chair if the allegation is against the manager. He or she will act in accordance with WMWA disciplinary procedures found in the staff handbook and the Worcestershire Safeguarding Children's Board child protection procedures.

WMWA complaints procedure can be invoked if a child, young person, parent / carer or some other involved person wishes to make a complaint about the behaviour, language or actions of a member of WMWA staff or board of trustees. WMWA complaints procedure can be found in its staff handbook.

If a child or young person makes any child protection disclosure to a WMWA' staff member, he/she must always be informed that WMWA is passing information to the appropriate authority.

7. Prevent

The National Prevent Strategy

The National Prevent Strategy (2011) is part of the Government's Counter Terrorism Strategy called CONTEST. The aim of the Prevent Strategy within CONTEST is to reduce the threat to the UK from terrorism by stopping people becoming terrorists or

supporting terrorism. Prevent is one of the four elements of 'CONTEST', the government's counter-terrorism strategy. These are:

- Pursue is about detecting and disrupting threats of terrorism. It is targeted at those who have committed or who are planning to commit a crime
- Protect is concerned with strengthening the country's infrastructure from an attack
- Prepare focuses on areas of the infrastructure where an attack cannot be stopped and the aim is to reduce the impact of an attack by preparing to respond effectively
- Prevent is an early intervention process and operates in the "pre-criminal space" It aims to stop people becoming terrorists or supporting terrorism.

The basis of Prevent is simple: it is about keeping our communities safe from extremists. It does not carry a pre-conceived idea of who the extremists are, or their message. However it has to be responsive to the prevailing national and international situation.

The Prevent Duty Section 26 of the Counter-Terrorism and Security Act 2015 (the Act) places a duty on certain bodies ("specified authorities" listed in Schedule 6 to the Act), in the exercise of their functions, to have "due regard to the need to prevent people from being drawn into terrorism". The duty does not confer new functions on any specified authority. The term "due regard" means that the authorities should place an appropriate amount of weight on the need to prevent people being drawn into terrorism when they consider all the other factors relevant to how they carry out their usual functions.

Source: GOV.UK – Prevent Duty Guidance

Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism, there is no single way of identifying an individual who is likely to be susceptible to an extremist ideology.

- Staff should have a general understanding of how to identify a child who may be at risk of radicalisation
- Staff should be alert to changes in children's behaviour which could indicate that they may be in need of help or protection.
- Staff should use professional judgement in identifying children who might be at risk of radicalisation and act proportionately
- Staff will undertake training appropriate to their role
- Madrasah technology will ensure the safety of children by ensuring they cannot access terrorist and extremist material when using the internet and that suitable filtering software is in place
- Staff must speak to the DSL if they have concerns (**DSL is Mohammed Iqbal email: worcestermosque@gmail.com**)
- The DSL must follow WSCB (local safeguarding children board) procedures in relation to obtaining advice and/or making a referral to Channel

Recognising extremism and radicalisation

The following guidance is written with regard to the Home Office guidance “Channel:

Protecting Vulnerable People from Being Drawn into Terrorism” and “Channel: Vulnerability Assessment Framework”.

Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism leading to terrorism.

Extremism is defined by the Government as:

- Vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs.
- We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas.

Extremism is defined by the Crown Prosecution Service as:

The demonstration of unacceptable behaviour by using any means or medium to express views which:

- Encourage, justify or glorify terrorist violence in furtherance of particular beliefs;
- Seek to provoke others to terrorist acts;
- Encourage other serious criminal activity or seek to provoke others to serious criminal acts; or
- Foster hatred which might lead to inter-community violence in the UK.

There is no such thing as a “typical extremist”: those who become involved in extremist actions come from a range of backgrounds and experiences, and most individuals, even those who hold radical views, do not become involved in violent extremist activity.

Pupils may become susceptible to radicalisation through a range of social, personal and environmental factors - it is known that violent extremists exploit vulnerabilities in individuals to drive a wedge between them and their families and communities. It is vital that Madrasah staff are able to recognise those vulnerabilities.

Staff should be alert to look out for signs and triggers when considering the risks of potential safeguarding concerns such as travelling to conflict zones, FGM and forced marriage.

Indicators of vulnerability include:

- Identity Crisis – the pupil is distanced from their cultural / religious heritage and experiences discomfort about their place in society;
- Personal Crisis – the pupil may be experiencing family tensions; a sense of isolation; and low self-esteem; they may have dissociated from their existing friendship group and become involved with a new and different group of friends; they may be searching for answers to questions about identity, faith and belonging;
- Personal Circumstances – migration; local community tensions; and events affecting the pupil’s country or region of origin may contribute to a sense of grievance that is

triggered by personal experience of racism or discrimination or aspects of Government policy;

- Unmet Aspirations – the pupil may have perceptions of injustice; a feeling of failure; rejection of civic life;
- Experiences of Criminality – which may include involvement with criminal groups, imprisonment, and poor resettlement / reintegration;
- Special Educational Need –pupils may experience difficulties with social interaction, empathy with others, understanding the consequences of their actions and awareness of the motivations of others.

However, this list is not exhaustive, nor does it mean that all young people experiencing the above are at risk of radicalisation for the purposes of violent extremism.

More critical risk factors could include:

- Being in contact with extremist recruiters;
- Accessing violent extremist websites, especially those with a social networking element;
- Possessing or accessing violent extremist literature;
- Using extremist narratives and a global ideology to explain personal disadvantage;
- Justifying the use of violence to solve societal issues;
- Joining or seeking to join extremist organisations; and
- Significant changes to appearance and / or behaviour;
- Experiencing a high level of social isolation resulting in issues of identity crisis and / or personal crisis.

8. WHISTLE-BLOWING POLICY

This policy has been developed for use by any member of staff who believes they are aware of serious malpractice within the organisation.

If a Trustee, employee or volunteer of WMWA becomes aware that an activity, practice or policy carried out by WMWA is illegal, contrary to WMWA policies or best practice, or otherwise gives cause for concern, they may 'whistle-blow' by informing the Trustees; the police or social services; or the Charity Commission.

The Trustees of WMWA are responsible for all activities, policies, procedures and practices of the organisation and its paid employees and volunteers acting on its behalf. In the event that acts which might give cause for concern are being carried out, the Trustees will always act in compliance with the law, with guidance from the Charity Commission and other statutory bodies, with best practice and with WMWA' own policies and procedures.

It is hoped that any Trustee, employee or volunteer of WMWA who discovers matters of concern will bring those matters to the attention the Trustees in the first place. No detriment will be suffered for bringing any such matter to the Trustees' attention. No Trustee, employee, volunteer or member of WMWA will undertake any act which might obstruct any investigation, either internal or by an external statutory agency, into any of WMWA' activities.

Trustees are fully aware of their responsibility under the law and they will respect the legal protection afforded to a whistleblower.

9. SAFEGUARDING PRACTICE FOR WMWA STAFF

Child protection issues must be addressed. If a worker suspects that a child (or young person) is suffering, or is at risk of suffering significant harm, or a child in need these concerns must be discussed with their line manager immediately. If she or he is unavailable the Chairman of WMWA must be contacted.

If a child raises issues which cause concern the worker should listen carefully, giving the child time and undivided attention. The responsibility for undertaking the investigation lies with Children's Social Care. **It is most important that WMWA staff do not ask questions of the child since this raises the risk of being called to give evidence of their involvement in any court proceedings.**

Staff should make clear WMWA' confidentiality policy at the first meeting with a child. Nevertheless some children will be fearful about the consequences of what they have said. They may need considerable help and reassurance to feel safe. If there is no immediate danger the worker may need to give time to enable the child or young person to disclose to the appropriate representative of the local authority. Such decisions should be made only by the manager or in his or her absence the Chair of WMWA.

Information concerning child protection concerns should be recorded immediately.

The record should include:

- The date and time of disclosure.
- The child or young person's account - in some circumstances the child / young person will be encouraged to write or dictate their own account and be given a copy;
- Any injuries noted;
- An assessment made by the worker concerned as to why the information given by the child/young person constitutes a child protection/child in need concern;
- Action taken by worker.

The record should be signed and dated. A copy should be sent to the line manager and Chairman immediately, but not later than 24 hours.

Any action to be taken will be determined by the urgency of the circumstances and the setting in which the child or young person is living.

If Children's Social Care does not consider the situation to merit further investigation, consideration may need to be given to referring the child/young person for legal advice. Such a referral to a solicitor for legal advice should be taken only by agreement with the WMWA Chair.

It is important to recognise the importance of giving feedback to the child or young person at the end of the process. This should include ensuring that they receive information from

Children's Social Care concerning the outcome of the enquiries and informing them of their right to make a complaint if not satisfied with how the investigation was handled.

10. SAFEGUARDING CODE OF CONDUCT

WMWA staff, volunteers and trustees always treat everyone with respect:

- Act as a good role model
- Provide opportunities and show understanding so that children, young people and vulnerable adults can talk about issues that are important to them
- Recognise a child/young person/vulnerable adult's right to privacy
- Respect an individual's faith and cultural traditions
- Risk assess situations to ensure potential dangers have been identified and the risk minimised
- Create an environment in which children, young people and vulnerable adults feel safe and deal with situations which might make the setting unsafe
- Ensure, whenever possible, that there is more than one adult present during an activity with children, young people and vulnerable adults or it takes place at least within the sight or hearing of others
- Avoid physical contact where possible, if it is needed, e.g. In demonstrating a skill or to assist a young person with a disability or, wanted by a child who is upset, use common sense, keep it impersonal and short

WMWA, volunteers and trustees should never:

- Permit or accept abuse or discriminatory behaviour e.g. bullying, taunting
- Engage in inappropriate behaviour, conduct or use inappropriate language
- Show favouritism for anyone
- Meet a child, young person or vulnerable adult away from the usual meeting place unless the parent/carer and WMWA office is aware of the arrangement
- Use alcohol or drugs when working or immediately prior to working
- Give personal money to anyone

**CHECKLIST FOR HANDLING AND RECORDING ALLEGATIONS OR COMPLAINTS
MADE AGAINST A WMWA STAFF MEMBER OR VOLUNTEER**

1. Name and position of worker/volunteer who is subject of allegation/complaint:
.....
2. Is the complaint written or verbal? (*Delete as necessary*).....
3. Complaint made by:
- Relationship to child:
4. Name of child/young person :
- Age and date of birth:
5. Parent's/Carer's name(s) and address:
.....
.....
.....
6. Date of alleged incident/s:
.....
7. Did the child/young person attend on this/these date/s:
.....
8. Nature of complaint: (*attach if received in writing*)
.....
.....
.....
.....
.....
.....
.....
.....
.....
9. Other relevant information (*continue on separate sheet if necessary*)
.....
.....

.....
.....
.....

10. Children's Services contacted: Date:

11. Further Actions advised by Children's Services Department:

.....
.....
.....
.....

Your name and position:

.....

Signature: **Today's date:**

GUIDANCE FOR COMPLETING THE CHECKLIST

1. Record the name and position of member of worker/volunteer against whom the allegation or complaint has been made.
2. Verbal complaints should be backed up in writing by the complainant if appropriate; some may require immediate action that does not allow time for this to happen.
3. It is important to identify who made the complaint and whether it was received first hand or is a concern that is being passed on from somebody else. If this is the case it is better that you receive the information first hand.

If a parent, carer or a member of staff in your setting makes a complaint against you or your organisation, it will probably be made directly to Children's Services or the Police, in which case they agency concerned will contact you directly.

4. Record the full name, age and date of birth of the child/young person.
5. The address recorded should be the address at which the child/young person lives with the main carer.
6. If there are one or more alleged incidents, be as specific as possible able the dates that they are alleged to have occurred.
7. Check your daily sheet/register to see if the child/young person and the worker/volunteer were present that day. This will help to confirm the likelihood of the incident having taken place.
8. Summarise the complaint on the form. It will be useful if you can confirm things such as the level of contact that the worker/volunteer has with the child and any other minor concerns that have been raised previously. **Do not attempt to investigate the complaint yourself.**
9. If an allegation of abuse is made in your group you should discuss this with Children's Services