



Jamiah Farooqiah Bradford

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Safeguarding Policies and Guidelines

Form JFB001

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Introduction

This document describes policies and guidelines for employees and volunteers associated with the charity Jamiah Farooqiah Bradford.

Madrassah Jamiah Farooqiah, Madressah Jamiah Farooqiah, Masjid Jamiah Farooqiah and Musallah Jamiah Farooqiah are all trading names for Jamiah Farooqiah Bradford.

JFB002 CHILD PROTECTION POLICY STATEMENT

Rights of all children in Madrasah Farooqiah

- To grow up in a safe, secure and caring environment.
- To be protected from all kinds of harm, neglect, abuse and exploitation.
- To be listened to and heard.
- To uphold children's culture, background and experience, valued and respected
- All children are individuals with specific needs, and will be given opportunities to reach their full potential.

Staff members rolls and responsibility in Madrasah Farooqiah

- To ensure that children are protected
- To provide a safe, secure and loving environment
- To provide support, encouragement and stimulation to enable each child to reach his/her full potential.

What is CHILD ABUSE?

Neglect means that there is continuous failure to meet a child's basic needs for example, for food, warm clothing, leaving children alone or unsupervised, and failing to give love and affection.

Physical abuse includes such things as hitting with the hand, fist, or implement, shading, slapping, squeezing, burning, biting, giving children alcohol, inappropriate drugs or poison, attempting to suffocate or drown.

Sexual abuse can be defined as the use of children by adults to meet their own sexual needs and where children do not have the power or understanding to agree/consent to what happens to them. It may include sexual intercourse, masturbation, oral sex, anal intercourse, touching inappropriately, as well showing children pornographic and inappropriate videos and magazines.

Emotional abuse occurs when a child is subjected to a persistent lack of affection, warmth or praise, where children are taunted, threatened or scapegoated.

Children require appropriate love, care, praises and affection from adults, for their wellbeing and future development.

Broad Guidelines

- If any member of the Madrasah team suspects any form of abuse is taking place they should immediately report it to the Head teacher or the Child Protection designated person.
- All concerns must be recorded in the Child Protection Book and signed and dated by witness/s
- Head teacher or designated person will follow Bradford Council Child Protection Policy.

What action is required to protect all children in our care?

- We will ensure all adults working with children or accompanying them will have DBS checks.
- We will immediately contact parents if a child was to soil themselves. It is the parent's responsibility to cleanse the child's (*staff will not be permitted to carry out cleansing duties with regards to any children*).
- All adults working with children or accompanying them will be expected to attend mandatory child protection course.
- All staff/volunteer will have read and sign Madrasah's Safeguarding Policies and Procedures.
- We will ensure all staff members will attend relevant course, staff meeting and individual staff supervision.
- **CCTV** system will operate in and around the **Madrasah** premises and monitored on a daily bases.

JFB003 Anti-Bullying Policy

Madrassah Farooqiah finds all forms of bullying unacceptable

Bullying can take on many forms:

- Physical - hitting, kicking, taking other people's belongings
- Verbal – name calling, insulting, threatening, nasty remarks, racists
- Indirect - spreading nasty rumours, excluding someone from social groups.

We are aware of the impact bullying can have on children's emotional, physical and psychological and on their long term health as well as on learning. All Bullying incidents will be treated very seriously and is acted upon in accordance with our Bullying and disciplinary policy.

All staff members and children will be educated on bullying issues. All children will be encouraged to report any form of bullying to the Madrassas children's safeguarding officer.

We recognise that parents are often the first to be confided in by a child. We therefore encourage parents to discuss any worries about their children with the Madrasah in order that we can support the child. We recognise that it is the responsibility of all members of our Madrasah team to ensure that bullying in any form does not take place in our Madrasah.

All incidents will be recorded and any serious crime will be reported to the police or Children Services

The madrassa will not tolerate any forms of abuse, inside or outside of the of the Madrassah

JFB004 Child Protection Officer

The child protection officer (CPO) will promote all aspects of safe guarding and will actively work with all statutory agencies. The CPO will oversee all relevant training for staff members.

It is a mandatory duty for all Members of staff (paid and unpaid) to report any suspicious activities, or disclosures to the named person below as first point of contact on issues relating to all child Protection matters.

Name

Mobile Number

Roles and responsibilities

- All staff should be aware who to approach if they have any concerns relating to a child/young person.
- Ensure any concerns about a child/young person are acted upon quickly; all incidents should be recorded immediately. Always follow it up to ensure the pending issues have been addressed.
- The first witness will record the incidents in the presences of the CPO; all data must be kept confidential and in a secure place.
- Senior staff will keep staff members well informed and provide, support, guidance and advice on child protection matters including child protection training.
- Chair and/or Secretary of the Mosque/Madrassa should always be informed of **all** incidents or any action taken or any further action that is required. Failure to do so can be deemed as gross misconduct.
- To follow agreed madrassa procedures and liaise with Children's Services and other statutory agencies as appropriate

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JFB005 Stages to follow for Child Protection

Stage 1:

- Initially TALK to the child/young person about what you are observing. It is okay to ask questions, for example: "I've noticed that you don't appear yourself today, is everything ok?" But NEVER ask leading questions.
- LISTEN carefully to what the child/young person is saying – take it seriously and try not to make any judgement.
- NEVER investigate or take a sole responsibility for a situation where a child/young person makes a disclosure.
- Always explain to the child/young person
- Be sensitive, be supportive – advise that you will try and support but that you must pass the information on in the interests of the child/young person.
- Notify the faith setting's NAMED PERSON for child protection.
- RECORD what was said as soon as possible after any disclosure. Write down exactly what you have heard, while it is still fresh in your mind, including the date and time of your conversation and details of the incident disclosed. Use the child's own words where possible.
- The person who receives the disclosure or has the concern should COMPLETE THE RELEVANT FORM and date and sign it.
- FORWARD THE INFORMATION to your line manager or Named Person immediately.
- Respect CONFIDENTIALITY and file documents securely.

Stage 2:

- The NAMED PERSON will take immediate action if there is a suspicion that a child/young person has been or is likely to be abused.
- In this situation the Named Person will contact the police or Bradford's local authority Children's Social Care as necessary.
- If a referral is made direct to the Bradford's Children's Social Care, this must be followed up in writing.

Recording child protection concerns

This form must be completed by any worker who receives an allegation/disclosure of abuse from a child/young person OR who has concerns about a child/young person. Fill in the information given to you or write down your concerns. Do not try to establish further details, or ask investigating questions.

Name of young person

DOB

Address

Contact Number

Who has Parental Responsibility?

Name:

Address:

Name & address of other significant adults:

Name	Relationship	Address	Date of Birth

Details of siblings:

Name	Address	Date of Birth/Age

Name of any professionals that you are aware of that are currently in contact with the child/young person, e.g. teacher, youth worker, social worker, health visitor, doctor etc

Name	Agency	Address	Contact Number

Please record the details of what information was given/shared with you by the child/young person, you must use their words. Alternatively please record in detail your concerns about the child/young person.

Please read the above and ensure that it contains fact and not workers opinion.

State date & time of the above statements

Date...../...../..... Time..... Venue.....

JFB006 Record of Complainant and Complaint Form

Some issues can be resolved easily and quickly by speaking directly to a staff member at the Madrassah.

However if the answer is unsatisfactory the complaint can be presented to the head teacher.

If the complaint remains unresolved, a further Complaint Form JFB010 needs to be filed by the complainant as soon as possible.

If the complaint is not resolved within seven days a final a decision will be made by the Chairperson or custodians of Madrassa Farooqiah within seven days of receiving the complaint form JFB010.

Jamiah Farooqiah encourages feedback because it is used to improve services.

JFB006_1 Record of Complainant and Complaint Form

Date of Complaint

Status

Complaint

How can it be put right or expected outcome

Name of complainant

Address

City

Phone

Email

Recording Staff

Resolution

Form JFB001

JFB007 Staff Records

Record of staff and volunteers working with children and young people

All staff, volunteers and others with access to children and young people on a regular basis should be listed.

A copy should be lodged with the Named Person and Management Committee.

Name	Role & Date Started	DBS DBS ID No. & date	Self declaration form signed	Safeguarding Training accessed & dates	Date of Review of Toolkit and Presented at AGM

JFB008 Staff Grievance Policy

Any grievance should be made to the Imam/ Head Teacher and, if not resolved, can be taken to the Chairman and Committee.

JFB009 Disciplinary Procedure

Classroom

Discipline is vital in the classroom, and must be taken very seriously.

Any form of disruption can disrupt the day to day running of the classroom. It also can have an effect on other pupils learning.

The following disciplinary procedure will be implemented at the Madrasah.

Stage 1: Verbal Warning

Stage 2: Second Verbal Warning.

Stage 3: Classroom disciplinary action e.g. standing up for 5 to 10 minutes.

Stage 4: Pupil sent out of the classroom.

Stage 5: Phone call to parent or guardian.

Stage 6: Pupil will be put on report for a week to monitor behaviour and progress. Parents will be expected to check and sign it every day.

Stage 7: Meeting with parents.

Stage 8: Suspension for 3 days.

Stage 9: Expulsion. In extreme cases, pupils can be suspended or expelled without having to follow any disciplinary procedure.

Staff, Teachers and volunteers

Jamiah Farooqiah's aim is to encourage improvement in individual conduct and performance. This procedure sets out the action which will be taken when Jamiah Farooqiah policies are breached by members.

The procedure is designed to establish the facts quickly and to deal consistently with disciplinary issues.

- No disciplinary action will be taken until the matter has been fully investigated.
- At every stage you will be advised of the nature of the complaint, be given the opportunity to state your case, and be represented or accompanied by a colleague of your choice.

While the alleged incident is being investigated, you may be suspended to protect you and the alleged victim. Suspension is **not** to be regarded as a form of disciplinary action but all investigation will be conducted within a said short period.

A final decision will be made only after the outcome of a full investigation. If you are found to have committed gross misconduct you will be dismissed without notice or payment in lieu.

- Gross misconduct is an instant dismissal such as –
 - theft, fraud, deliberate falsification of company documents
 - fighting, assault on another person
 - deliberate damage to company property
 - sexual or racial or any other forms of harassment
 - being unfit for work through alcohol or illegal drugs
 - gross negligence
 - gross insubordination

JFB0010 Confidentiality Procedure and Guidelines

Adults may have access to confidential information about children and young people in order to undertake their responsibilities. In some circumstances they may have access to highly sensitive or private information. These details must always be kept confidential at all times and only shared in the best interests of the child. Such information must not be used to intimidate, humiliate, or embarrass the child / young person concerned or families.

- If an adult who works with children is in any doubt about whether to share information or keep it confidential he or she should seek guidance from a senior member of staff or nominated child protection person. Any actions should be in line with locally agreed information sharing protocols.
- The storing and processing of personal information about children and young people is governed by the Data Protection Act 1998. Employers should provide clear advice to adults about their responsibilities under this legislation.
- Adults need to be aware of the need to listen and support children and young people; they must also understand the importance of not promising to keep secrets. Neither should they request this of a child young person under any circumstances.
- Additionally, concerns and allegations about adults should be treated as confidential and passed to a senior manager without delay.

Confidentiality Guidelines

Those responsible for confidential information must ensure:

- That information is effectively protected against access by unauthorised third parties.
- The prevention of improper disclosure of information when stored, transmitted, received, or in its disposal.

Other recommendations

- Staff should not discuss details of individual cases arising in staff meetings or through other discussions with any person without a direct professional connection to, and interest in, the welfare and education of the individual concerned.
- No member of staff should discuss personal, disciplinary or educational matters relating to an individual child in the presence of another child.
- Staff should not enter into detailed discussions about personal, disciplinary or educational matters relating to an individual child with other children or their parents.
- Any person in Discipline Committees, should not divulge details about individuals (be they staff, families or individual children) to any person outside of the committee.
- All volunteers should report cases of poor behaviour or pupil indiscipline to the child's teacher and not to other people in the Mosque. This allows the teachers to deal with such matters in line with the Mosque behaviour policy and on occasions allows children to put the matter right without the direct involvement of other people or parents.
- All matters such as pupil exclusion, personnel issues and personal details of any member of the Mosque community should be dealt confidentially and brought to the attention at the senior management/trustees meetings. The mentioned problems should not be an open knowledge to person/s outside of the madrassa. For confidentially reasons all subjects have minutes separately.
- It is important that class teachers and support staff are aware of some confidential matters in order to support individuals. They should respect the sensitivity of such cases and not divulge information to people unconnected professionally with the individual concerned.

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- Volunteers working in the madrassa should not discuss educational matters outside of the classroom.
- Volunteers should read and adhere to all Madrassa policies before starting employment at the madrassa.

JFB0013 Risk Assessment Statement

Jamiah Farooqiah Bradford are committed to uphold its “duty of care” as it relates to the workplace, staff, volunteers, children, young people and, anybody who is connected to the activities that Madrassah Jamiah Farooqiah carries out.

Madrassah Jamiah Farooqiah will address health and safety issues as a process of continual development and management to ensure that safe and healthy working practices are embedded into the everyday work that we do.

The Management of Health and Safety at Work Regulations 1999, state that all places of work carry out Risk Assessments to measure the risks to all employees and those connected with the work of the organisation. All staff and volunteers will work together to carry out risk assessments and implement the appropriate control measures to minimise risks at all times.

Risk Assessments must cover the following areas:

- Building
- Working Environment
- Equipment
- Individual Tasks
- Lone Working
- Fire Safety Practices
- On Site/Off Site Activities

Risk Assessment/Management underpins all the work/activities that take place within Name of Madrassah and can be referred to under the relevant Health and Safety Sections of our Policies and Procedures. All staff/volunteers will follow the Five Step Model for undertaking Risk Assessments as outlined in the Health & Safety Executive booklet 2006. This booklet will provide useful supplementary advice and guidance for staff on undertaking risk assessments and can be accessed through the following link: <http://www.hse.gov.uk/pubns/indg163.pdf>

The Five Steps of a Risk Assessment are:

- 1) Look for the hazards
- 2) Decide who might be harmed and how
- 3) Evaluate the risks and decide whether existing precautions are adequate or whether more should be done. If more needs to be done, decide on and implement further precautions.
- 4) Record findings, store locally and keep all assessments for five years.
- 5) Review assessment and revise if necessary.

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Fire, health and safety

These are general guidelines and approaches for managing health and safety in the Madrassah.

First Aider

First aider must have Paediatric first aid knowledge and is available to take charge in an emergency.

First aid box- at all times must contain:

Bandages, Triangular bandages, Sterile wound dressings, sterile wipes and a leaflet on basic first aid. First Aid box must be checked on a daily basis for its contents. Any items used out of the First Aid box must be restocked immediately.

Notice on wall to show location of first aid box / first aid book

Children affected by severe medical condition should have their photo, list of ailments and emergency action plan stuck to the office wall as a reminder for all staff members.

Parents **must** inform the Madrassa of any medical conditions with regards to their child/s health. Madrassa **must** be notified if a child is carrying any medication on their possession.

Employee and public liability insurance

Both insurance are a legal requirement and essential for safeguarding Jamiah Farooqiah charity and for service users.

Fire, health and safety includes fire marshals, fire tests & drills

Clear guidelines are to be given to staff, volunteers and pupils about what to do in the event of a fire. Everyone must know:

- Where the nearest fire exit is,
- Where to assemble, (assembly point)
- Fire warden will ensure walkie talkies are in working order and must carry the two way radios at all times.
- Fire Marshall/s will guide everyone out of the building and take the register
- Fire wardens will make sure the building is completely empty to ensure no one is left behind. i.e. toilets etc.
- Fire wardens will identify themselves by wearing name badges and wearing of high visibility vests.
- Bi - Monthly fire drills and weekly fire tests will be carried out

Road safety

Parents should escort their children to and from the madrassa; our advice is always cross in a designated, well-lit and not in an overly congested areas. Please park cars considerately

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It is the parents/guardians/carer duty to ensure your child/ren arrives and is collected safely and on time from inside of the madrassa.

Guidelines for the public when using Madrasah Farooqiah facilities

For safety reasons, parents or public must NOT enter Madrasah classes during class times under any circumstances. All queries or appointments should be addressed to the head teacher ONLY including meeting with a particular teacher or discussing child's progress. Failure to follow this guideline will result in the strongest possible action.

If parents/guardians have any concerns with any student/s or staff member of the Madrasah, then these issues should be taken up with the head teacher ONLY. Under no circumstances, should the parents/guardians/student(s) pursue these issues directly with the child or other parents or staff members. Any breach in this regard will result in automatic suspension and if proven serious, Jamiah Farooqiah at its discretion may expel the child.

Staff/madrassa custodian meetings

Jamiah Farooqiah believes that we cannot succeed in our goals without a highly educated staff. For this reason we shall arrange Annual & Mid-Term Meetings for all staff involved in running. These meetings will give us the opportunity to discuss with the Safeguarding Policies and Guidelines developments, future goals, as well as our joint responsibilities towards the success of children.

JFB0013_1 Risk Assessment Form

Name of Person Undertaking Risk Assessment: Jk

Date: 8th Sept 2016

Venue:JFB

Likelihood to happen	Unlikely	Possible	Likely
	1	2	3
Level of Hazard	Low Risk	Medium Risk	High Risk
	1	2	3

Event/Activity	Risk	Who is at Risk?	Likelihood	S e v e r i t y	Total	Measures Taken	Likelihood	S e v e r i t y	Total
Children arriving/leaving Madrassah unassisted	Child getting lost/abducted/harmed crossing roads etc.	Children/young people	2	3	5	1) Advise children you use designated crossing. 2) Advise parent to bring and drop children	1	1	2
play fighting, personal injury, breakages to equipment and furniture and building such as windows	Children getting injured by others, or equipment	Children/young people	3	3	6	First Aid kit accessible for staff if need arises	2	1	3
Children misbehaving, swearing, shouting, disruptive and challenging	Children getting hurt/injured by others	Children/young people	3	2	5	Staff/volunteers use behaviour management procedures	2	1	3

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Event/Activity	Risk	Who is at Risk?	Likelihood	Severity	Total	Measures Taken	Likelihood	Severity	Total
Bullying	Children/Young People being harmed/injured	Children/young people	3	3	6	Staff to inform Named person to deal with this issue	1	1	2
Fire - either accidentally or intentionally started.	Children/young people; staff and visitors getting injured/burnt	Children/Young people, Staff and Visitors	3	3	6	1) No smoking in building will be enforced by staff. 2) A Fire drill will be conducted on a termly basis 3) Fire extinguishers installed throughout the building.	1	1	2

JFB0014 Fire Procedure

In the event of a fire, staff must take responsibility for the safety of the children.

The following procedure must be followed.

- a) The signal for the fire will be the continuous ringing of the fire bell.
- b) The person who discovers the fire will activate the fire alarm.
- c) Alarm call points are situated in each room.
- d) The classroom teacher will be responsible for summoning the Fire or other necessary services and inform the main school of an emergency.
- e) On hearing the signal for fire, staff will commence evacuation of the building in an orderly fashion, using the nearest available exit.
- f) Fire warden will be responsible for taking the registers to the assembly point.
- g) Fire warden will ensure that the main buildings are empty.
- h) Fire warden will take responsibility for taking a means of communicating (mobile phone).
- i) In general, all staff will meet at the assembly point, unless the source of the fire makes this impossible. In adverse weather conditions, the adjacent car park can be used as a safe area for assembly.
- j) Fire wardens will immediately carry out head count.
- k) Permission to re-enter the building will only be given by the Fire brigade.

JFB0015 Accident and Incident Record

No	Persons Name	Details of accident	Date & Time	Outcome	Signature

JFB016 Staff and Volunteers Declaration

Name

Position title:

Date of commencement:

I have read and understood the policies and procedures outlined and declare that the information provided is accurate at the date of signing this form. I will inform Jamiah Farooqiah Committee if there are any changes that may affect my role in the future.

I agree to abide by the rules set by Jamiah Farooqiah Bradford whilst at the madrassah and follow any instructions given. If I do not follow these rules and instructions I understand that I will subject to disciplinary procedures.

Signed: _____ Date: _____