

# Lewisham Islamic Centre

## Safeguarding Policy & Procedures

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2.0	10/09/19	Notes amended			

**The latest version of this policy will always be on the intranet.**

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## **SAFEGUARDING POLICY**

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## 1. LIC's Safeguarding Statement of Commitment

- 1.1. **Lewisham Islamic Centre (LIC)** recognises that safeguarding the welfare and interests of children under the age of 18 and vulnerable adults to that which is not in their best interest is paramount in all circumstances regardless of gender, ability, race or socio-economic background.
- 1.2. To discharge its legal duty of care, **LIC** shall act prudently by, abiding to UK laws and guidance; setting highest standards and procedures of safeguarding children and vulnerable adults; deploying safer and stringent recruitment practices; implementing thorough risk assessments; exercising meticulous supervision; through quality assurance measures; carrying out mandatory training and building constructive links with the relevant Statutory Authorities.
- 1.3. We will challenge any abuse of power by anyone in a position of trust, taking all reasonable steps within our power to set things right by ensuring that everyone works within the agreed procedures of our safeguarding policy. Whether you are **a trustee, departmental head, staff, contractor or a volunteer**, we want you to be aware of this policy.
- 1.4. The contractual legal duty to perform your work with proper care and competence is crucial as; everyone has a responsibility to safeguard children and vulnerable adults. We recognise and are indebted for the time and devotion given by anyone carrying out this role diligently.
- 1.5. To conform with good practice guidelines in safeguarding children and vulnerable adults and ensuring this policy is fit for purpose; **LIC** shall keep abreast with national and local developments relating to safeguarding by updating and reviewing this policy annually.
- 1.6. It is therefore our intention to ensure that safeguarding is fully supported and maintained through the development of sound policies and procedures that are, accessible and understood by all those that have a legitimate interest; in the welfare of our children and vulnerable adults.
- 1.7. We believe that children and vulnerable adults deserve the best possible care that **LIC** can provide and we will remain firmly committed to the safeguarding of children and vulnerable adults; carefully monitoring and promoting their well-being whilst accessing our services.

## 2. LIC's Commitment & Values

- 2.1. In fulfilling our **commitment and values** envisioned in our **Code of Conduct**, we have always welcomed children and vulnerable adults at **LIC**, doing our utmost best in ensuring that our premises are accessible to them and organisations that safeguard their welfare.
- 2.2. **LIC** shall continue to adopt a sound code of behaviour for all who are appointed to work with/around children and vulnerable adults, so that everyone receives the acknowledgement and respect that is due to them.
- 2.3. By all means, everyone should foster an atmosphere of mutual accountability, holding each other to the highest standards of safeguarding practices and principles.
- 2.4. As part of our safeguarding initiative, **LIC** shall promote and prioritise the safety and wellbeing of children and vulnerable adults by, ensuring appropriate action is taken in the event of incidents/concerns of abuse and supporting individual/s who raise or disclose the concern.
- 2.5. We will ensure everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and vulnerable adults.
- 2.6. **LIC** shall ensure that confidential, detailed and accurate records of all safeguarding concerns are professionally maintained and securely stored securely; sharing concerns and relevant information with statutory agencies, parents and carers appropriately
- 2.7. **LIC** is committed to providing an environment that is as safe as possible for children and vulnerable adults and will adopt robust ways of working with them that promote their well-being.
- 2.8. **LIC** will seek to ensure that the behaviour of any individual who may pose a risk to children and vulnerable adults in its premises are prevented from employment.
- 2.9. We will seek to keep children and vulnerable adults safe by appointing a **Designated Safeguarding Person (DSP)**, **Deputy Designated Safeguarding Person (DDSP)** and a **Safeguarding Trustee**.

- 2.10.** Every effort shall be taken at **LIC** in, the usage of appropriate language and suitable vocabulary, enabling the greatest level of inclusivity and accessibility; establishing and maintaining an anti-bullying environment coupled with effective complaints and whistleblowing measures and procedures.
- 2.11.** **LIC** seeks to discharge its functions in a manner which safeguards children and vulnerable adults' welfare wherever appropriate and recognises that working in partnership with other organisations (as appropriate) will facilitate this.
- 2.12.** **LIC** strongly acknowledges that children and adults at risk can be particularly vulnerable to abuse and accepts the responsibility to take reasonable and appropriate steps to ensure their welfare.
- 2.13.** In the, management of **LIC's** service-users/community, discharge of **LIC's** functions, and implementation of this policy and procedure, **LIC** will remain mindful of **its duty of care** and **legal obligations**, such as those it owes under;
- a. Charities Act 2011**
  - b. The Health and Safety at Work Act 1974**
  - c. General Data Protection Regulation (GDPR),2018**
  - d. The Safeguarding Vulnerable Groups Act 2006**
  - e. Equality Act 2010 and the Protection of Freedoms Act 2012.**
  - f. Children Act 2004**
  - g. Sexual Offences Act 2003**
  - h. Protection of Freedoms Act 2012**
  - i. Children and Families Act 2014**
  - j. Information sharing: Advice for practitioners providing safeguarding services to children, young people, parents, and carers; HM Government 2015**
  - k. Working together to safeguard children: a guide to inter-agency working to safeguard and promote the welfare of children; HM Government 2015**

1. **Special educational needs and disability (SEND) code of practice: 0 to 25 years – Statutory guidance for organisations which work with and support children and young people who have special educational needs or disabilities; HM Government 2014**

### **3. Purpose of the Policy**

- 3.1. This safeguarding policy has been designed to assist **LIC** in seeking to achieve the **commitments** set out above and to take reasonable steps to safeguard children and vulnerable adults who access our services.
- 3.2. The policy will draw attention to the clear guidelines and procedures for identifying abuse or neglect, reporting concerns and seeking appropriate actions.

### **4. Scope**

- 4.1. This policy applies to **everyone employed at LIC whether paid or on a voluntary role.**
- 4.2. Its application extends to all **LIC's activities, Departmental services and their activities** and **other activities affiliated with LIC whether social, educational or physical.**

### **5. LIC's Safeguarding Policy Drills**

- 5.1. A copy of the **safeguarding policy statement of commitment** will be displayed permanently on **LIC's noticeboards, offices** and **website.**
- 5.2. Each staff working with/in contact with children and/vulnerable adults will have full access to the safeguarding policy and will be asked to sign and confirm that they will abide by its guidelines, a copy of which, will be retained for our records.
- 5.3. A full copy of the policy and procedures will be made available on our website
- 5.4. The policy will be monitored and reviewed annually, and any necessary revisions adopted and implemented through our procedures.
- 5.5. The **policy's statement of commitment** will be read annually at **LIC's AGMs**, together with a report on the outcome of **our annual safeguarding review.**

- 5.6.** The **Designated Safeguarding Persons (DSP)** or **Deputy Designated Safeguarding Persons (DDSP)** or **Safeguarding Trustee** will record any incidents relating to safeguarding concerns reporting them in **an anonymised form to the LIC's AGMs** on a yearly basis. Any concerns or patterns of abuse or gross negligence that emerge will be dealt with appropriately.
- 5.7.** Each **trustee or departmental head** needs to be familiar with safeguarding procedures. We strongly recommend that those in leadership roles to equip themselves with knowledge and confidence needed when dealing with safeguarding issues by, accomplishing both **Levels 2** and **3** of **The Safeguarding Training**.
- 5.8.** Each **staff, contractor or volunteer** who work with/around children and/or vulnerable adults must complete **Level 2** in Safeguarding training before working without supervision.
- 5.9.** Each **departmental head** or **activity leader** under the proprietorship of **LIC** acts as a first point of contact for those who have safeguarding concerns; receiving and recording concerns and **monitoring** the implementation of this policy in their **relevant departments** or **activities**.

## **6. LIC's Safeguarding Procedures**

### **6.1. Procedure for Recognising Abuse/Neglect**

- 6.1.1.** We all have a part to play in following the best possible practice when caring for those who have experienced abuse or neglect.
- 6.1.2.** Abuse and neglect are forms of maltreatment of a child or vulnerable adult. Somebody may abuse or neglect a child or a vulnerable adult by inflicting harm or by failing to act to prevent harm.
- 6.1.3.** Various ways of **recognising abuse or neglect** are as follows,
- If the behaviour of a child or vulnerable adult gives any cause for concern;
  - If an allegation of harm is made in any context about a child or vulnerable adult;
  - If the behaviour of any person towards a child or vulnerable adult is worrying;

## 6.2. Measures taken if Abuse or Neglect is suspected or disclosed,

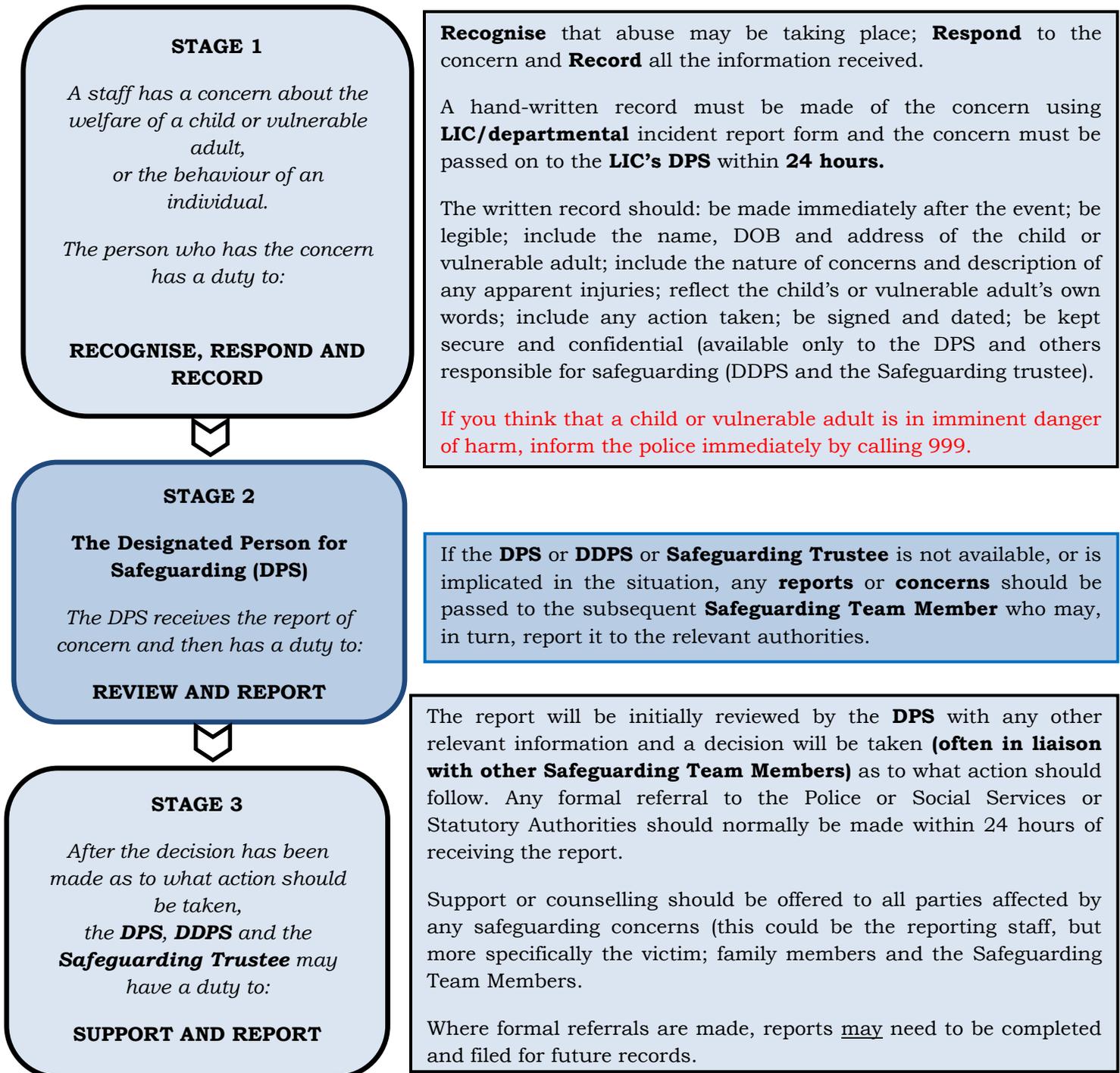
- ✓ Take prompt action by sharing your concerns with the **DPS** even without consent;
- ✓ Pay attention and acknowledge what is being said;
- ✓ Try to be reassuring & calm as possible explaining clearly your next course of action;
- ✓ Give a timescale of when and how you or the **designated persons** will contact them;
- ✓ Be supportive and reassure them that it is not their fault and that with their permission, you would like to pass the information on to the appropriate person;
- ✓ Commend them for speaking out and demonstrate high levels of dependability by letting them know that you believe them;
- ✓ Provide them with relevant contact details to report any further details or make enquiries.

## 6.3. Measures to be avoided if Abuse or Neglect is suspected or disclosed,

- ✗ Do not delay or ignore contacting the **DPS**.
- ✗ Do not promise confidentiality or secrecy.
- ✗ Do not display disbelief, shock, doubt, displeasure, blame, condemn, make judgements or assumptions.
- ✗ Do not make promises you can't keep or make light of what is being said.
- ✗ Do not ask probing/leading questions, push for more information or offer false reassurance.
- ✗ Do not contact the alleged abuser or investigate the incident any further on your own accord.
- ✗ Do not leave a child or vulnerable adult uninformed of your next course of action and the **DPS's** timescale of contact.
- ✗ Do not divulge information to whom it might not concern; not even your work colleagues.
- ✗ Remember it is not your responsibility to decide whether a child or vulnerable adult has been abused or harmed; it is the remit of Social Services and/or the Police.

## 6.4. Procedures for Responding to Concerns

When there are concerns that a child or vulnerable adult is being abused or neglected, the following procedures must be followed.



If you do not have the consent to share information, ensure that the **DPS** is aware as this does not preclude the sharing of information with relevant professionals in order to; assess the risk of harm, check the safety and validity of the decision made, verify that the adult is not being unduly influenced, coerced or intimidated and is aware of all options. It is good practice to inform the adult that this action is being taken unless doing so would increase the risk of harm". (The Care Act 2014)

## **6.5. Allegations Made Against a child or vulnerable adult**

**6.5.1.** Where a child introduces another child to age-inappropriate activity, such situations must be taken as seriously as if an adult was involved because; the effects on the child can be as great.

**6.5.2.** When such an instance occurs, they are investigated by the statutory authorities in the same way as if an adult was involved. Allegations against vulnerable adults will be investigated by the statutory authorities as well.

**6.5.3.** When an allegation is made against a child or vulnerable adult the following procedure should be followed:

- a. Do not approach the alleged person, their parents or carers
- b. Follow **LIC's** safeguarding procedure: **Recognise, Respond, Record, Report**
- c. Seek advice from the **DPS**, who will speak to the police or social services about when to inform a parent. The **DPS** will also seek advice about what steps need to be taken to ensure the needs of both the victim and alleged perpetrator are met
- d. Counselling and after care support should be put in place for the child or vulnerable adult throughout the process involved. Signposting individuals to specialist care is recommended.

## **6.6. Allegations Against a trustee, departmental head, staff, contractor or a volunteer,**

**6.6.1.** Relationships between children or vulnerable adults and the aforementioned must be based on mutual trust and respect due to their educational role, provision of activities or services.

**6.6.2.** It is against **LIC's Code of Conduct** for anyone to form a relationship with a child or vulnerable adult outside their realm.

**6.6.3.** By all means, everyone should foster an atmosphere of mutual accountability, holding each other to the highest standards of safeguarding practices and principles.

**6.6.4.** If anyone witnesses a colleague acting in ways which, raise concerns or may be misconstrued, they must speak to the **DPS** straightaway who will then report to the **Local Authority Designated Officer (LADO)** or equivalent. The **LADO** is located within Children's Services and should be alerted to all cases in which it is alleged that a person who works

with children has behaved in a way that has harmed, or may have harmed, a child. This includes the actions or behaviours of those in leadership position.

**6.6.5. The following procedure must be followed:**

- a. Do not approach the alleged perpetrator about it
- b. Follow the usual safeguarding procedure: **Recognise, Respond, Record, Report**
- c. Once the allegation has been reported to the **DPS**, they can liaise with **safeguarding team members** and the **relevant statutory authority**
- d. Whilst waiting for an outcome from the statutory authorities, the alleged person must be supervised as closely as possible, without raising suspicion
- e. Once the statutory authorities are involved, **LIC** shall follow their directives regarding the next steps to take
- f. A written record of all discussions with statutory authorities or other parties should be maintained by the **DPS** and stored securely and confidentially, where only those directly involved in safeguarding (**DPS, DDPS and the Safeguarding Trustee**) can access them.
- g. No information about the allegation will be shared with people at **LIC** other than those directly involved in safeguarding; not even for sermon purposes.

**6.6.6.** The suspension of a person following an allegation will be impartial as our priority as an Islamic Centre is to protect children and vulnerable adult from possible further abuse or from being influenced in any way by the alleged perpetrator.

**6.6.7.** It may be necessary, for the sake of the child / vulnerable adult to satisfy the needs of an investigation, for the alleged perpetrator to worship elsewhere.

**6.7. Allegations Against LIC's DPS, DDPS or Safeguarding Trustee**

**6.7.1.** Any safeguarding concerns involving the **DPS** or **DDPS** or **Safeguarding Trustee** should be raised with the **Subsequent Safeguarding Team member**.

**6.7.2.** Do not tell the **Safeguarding team member** that a concern has been raised about them.

## 7. Safer Recruitment Procedures

- 7.1.** LIC has processes in place to check the suitability of staff whose duties and responsibilities involve regular contact or supervision of children or vulnerable adults.
- 7.2.** LIC remains firmly committed to safer recruitment practices when recruiting both paid and volunteer staff. Our recruitment procedure is as follows,
- a.** Our initial stage of recruitment entails a clear role profile subject to DBS check, person specification and application form that includes two referees (professional and one personal).
  - b.** Shortlisting and interviewing of applicants are normally carried out by at least 3 people (the HR, Imam/Safeguarding Trustee and the departmental head or group leader directly overseeing the role being recruited).
  - c.** Referencing, self-disclosure form and an enhanced DBS check must be completed satisfactorily before the appointed person begins their role.
  - d.** In addition to the above checks for both paid and volunteer staff, an applicant's UK residency status and/ or right to work in the UK is normally checked when recruiting for a paid role.
  - e.** LIC's safeguarding policy and other contractual policies will be customarily discussed with the applicant as they will be required to sign their agreement in reflection to conformity.
  - f.** All staff (paid or voluntary) will have a role description and clear lines of accountability to their departmental head or group leader.
  - g.** Paid workers will also have an assigned supervisor whom they will meet with regularly to discuss work and address any issues or areas of concern.
  - h.** There will be a probationary period of Three months before the contract is finalised.
  - i.** Regular team meetings to review procedures, share concerns and identify other matters that may need clarification and guidance is habitual.
  - j.** A section under **the Criminal Justice and Court Services Act, 2000** stating that,
    - It is a criminal offence for anyone disqualified from working with children or vulnerable adults at risk to knowingly apply, accept or offer to work with children or vulnerable adults;

- It is also a criminal offence to knowingly offer work with children or vulnerable adults to an individual who is so disqualified or to knowingly allow such an individual to continue to work with children or vulnerable adults **shall be highlighted in our application forms.**

## 8. Ratios for working with children

When working with children the following recommended minimum ratios of staff to children must be applied at LIC. **Please note that, this does not take into account special circumstances such as behavioural issues, developmental issues, disability and so on, which may mean an increase to the recommended ratios. In calculating the ratios of workers to children; young/peer leaders who are under the age of 18 should be counted as one of the children, not one of the staff.**

<b>Age range</b>	<b>Recommended minimum ratio for INDOOR activities</b>	<b>Recommended minimum ratio for OUTDOOR activities</b>
<b>0 – 2 years</b>	1:3 (minimum 2)	1:3 (minimum 2)
<b>3 years</b>	1:4 (minimum 2)	1:4 (minimum 2)
<b>4 – 7 years</b>	1:8 (minimum 2)	1:6 (minimum 2)
<b>8 – 12 years</b>	1 for the first 8, then one for every additional ten children (preferably one of each gender) with an extra adult for every 10 additional children	2 adults for up to 15 children (preferably one of each gender) with an extra adult for every 8 additional children
<b>13 years and over</b>	2 adults for up to 20 children (preferably one of each gender) with an extra adult for every 10 additional children	2 adults for up to 20 children (preferably one of each gender) with an extra adult for every 10 additional children

## 9. Health and Safety

- 9.1. All services and activities for children and vulnerable adults must comply with the **LIC's** current health and safety policy.
- 9.2. Anyone that handles food during **LIC** public events must comply with The Food Safety (General Food Hygiene) Regulations 1995 by possessing, the Basic Food Hygiene Certificate and be aware of food safety (preparation, handling, storage, disposal of waste, etc).
- 9.3. **LIC** shall ensure that it is accessible as possible to all people and any restrictions to; access, toilet facilities, lighting or heating shall be addressed wherever possible, and where necessary; aids and adaptations put into place.
- 9.4. Buildings being used for children and vulnerable adults will be properly maintained and closely monitored where appropriate via **CCTV**.
- 9.5. **LIC** shall ensure that its building is thoroughly maintained and is in compliance with the fire regulations.
- 9.6. We will take reasonable steps to safeguard children and vulnerable adults following any specific safeguarding requirements as laid out by our insurance company.
- 9.7. It is the responsibility of all departmental heads, activity leaders and all responsible persons within **LIC** to ensure the safety of themselves and those who are in their care.
- 9.8. Departmental heads or organisers of activities will be obligated to take part in annual health and safety review in order to consider all aspects of safety for everyone involved in using **LIC premises**.
- 9.9. In addition, it is a legal requirement that all departmental heads, activity leaders and all responsible persons are familiar with the emergency procedures in the event of a fire.
- 9.10. The event leader must have a fire safety procedure in place, which will include the following:
  - a. A fire drill (to be practised on the day of activity).
  - b. Warnings about the danger of fire
  - c. Information about fire exits and ensuring everyone is aware of them in case of an overnight event at **LIC** like sleepovers.

- 9.11.** All **LIC** youth club activities will be overseen by named adults who have been selected in accordance with safer recruitment procedures.
- 9.12.** Before undertaking any activity (outings or overnight events) with children or vulnerable adults, the responsible staff must ensure that a risk assessment is carried out beforehand. It is advisable to appoint someone specifically for this task.
- 9.13.** All departments and activity groups must have first aid kits (one for adults and one for under 18s) as well as an incident reporting book, which must be completed in the event of any accidents, injuries or incidents.
- 9.14.** There must also be an additional first aid kit for external events. **A nominated individual** will ensure that the contents of the first aid kits are checked on a regular basis. Completed accident forms should be passed on to the nominated individual.
- 9.15.** **LIC** has a number of **trained First Aiders** and there is a list showing who they are on the noticeboards.
- 9.16.** All departments and activities conducted at **LIC** must have sufficient trained first aiders on their regular team, so that there is always a first aider present during events and activities.
- 9.17.** When giving first aid (or applying sun cream, etc), staff should encourage the child to do what they can manage themselves. Staff should always consider the child's best interests giving appropriate help where necessary; whilst upholding privacy and personal dignity.
- 9.18.** Team members should monitor one another in the area of physical contact, helping each other by constructively challenging anything which could be misunderstood or misconstrued.
- 9.19.** Staff must customarily keep everything public around children as a hug within a group context, is construed different from one behind closed doors.
- 9.20.** The departmental head or the activity leader shall ensure that staff engaged in such activities are properly trained and qualified, and that, **the correct ratio of staff to children is met.**
- 9.21.** Although it is accepted that groups aged 16+ may benefit from being led and run by peers, adult leaders should still contribute to programme planning and reviews and, always be present to oversee any peer-led activities taking place.
- 9.22.** Sleeping arrangements for overnight events at **LIC** like sleepovers must be carefully considered as arrangements should be age-appropriate and secure for everyone involved.

- 9.23.** Staff must not share sleeping accommodation with fewer than three children and the event leader should ensure that parents understand the arrangements and are happy with them
- 9.24.** The person responsible for any activity at **LIC** must sign in at the start and end of that activity so that it is apparent who the 'responsible person' for that activity is – even if they were already in the building or are staying on afterwards. They will also need to make sure that they keep a register so that they know who is at the area where the activity is taking place.
- 9.25.** It is the responsibility of the staff to always know the whereabouts of every child, in their department, participating in day or overnight activities.

## **10. Consent, Record Keeping & Communication Methods**

- 10.1.** Under the **GDPR 2018**, it is essential that we have **accurate records** of **parental consents** of all children under the age of 16 involved in our services and activities.
- 10.2.** Similar accurate records will be gathered for vulnerable adults because in some cases we may need to involve others in decision making. Always seek advice from the **DPS** with regard to who should be involved.
- 10.3.** No child shall be allowed to participate in adventurous activities without the written consent of the parent /carer.
- 10.4.** When children turn up to join in LIC activities without the knowledge of their parents/carers, the following procedures shall be followed;
- a.** Welcome the child and establish their name, age, address and telephone number recording their visit in a register.
  - b.** Where possible, phone and make contact with the parent/carers to make them aware of the situation.
  - c.** Without interrogating the child, ascertain whether they have any specific needs in order to respond appropriately in case of an emergency.
  - d.** Give the child a consent form and explain it needs to be filled in by the parent and brought back next time.

- 10.5. LIC** also requires all departments and activity groups to obtain parental permission, via the consent forms, of children who will appear on their own in a photograph or video before the **photograph** is taken, footage recorded or displayed on **LIC** or **departmental websites**.
- 10.6.** It is equally important to recognise that consent from a vulnerable adult for their inclusion in **photographs or videos** may also be required.
- 10.7. Staff involved with children or vulnerable adults** should not take **photos** of them unless permission is sought in advance **or store their photos on personal phones**.
- 10.8.** If images are being taken at public events at the Centre, Eid in the park or Fundays, this is regarded as a **public area** and **permission from a crowd is normally not necessary**. When using photographs of children and young people, **LIC** will preferably use group pictures.
- 10.9.** Communicating using **Instant Messaging (e.g. Snapchat, WhatsApp, Instagram)** should be kept to an absolute minimum. In addition to adhering to **LIC's Media Policy**, staff should also follow these procedures,
- a.** On the general consent form, parents/carers must sign to agree that the young person can receive communications about events electronically.
  - b.** Avoid the usage of these communication methods with children aged 11 years and younger.
  - c. Email** on the other hand should be limited to sharing generic information, for example, to remind young people about meetings.
  - d.** Young people need to be aware of the protocols that staff follow in relation to electronic communications.
  - e.** Staff should use clear and unambiguous language to reduce the risk of misinterpretation, for example, avoiding inappropriate terms and abbreviations like 'lol' which could mean 'laugh out loud' or 'lots of love'.
  - f.** Staff should save significant conversations and keep a log stating with whom and when they communicated.
  - g.** Staff should be cautious when using mobile phones to communicate with young people as their use should primarily be for the purposes of information sharing.

- h.** Any texts or conversations that raise concerns should be passed on to the staff's line manager.
- i.** Staff should have a site totally separate from their own personal site that is used solely for children/ youth work communications. This is to ensure that all communication with children and young people is kept within public domains.
- j.** Staff should not send private messages to children on social networks and ensure that all communications are transparent and open to scrutiny.
- k.** Staff should not accept 'friend' or 'following' requests from children on their personal site, nor seek to be 'friends' or a 'follower' of any child known to them at **LIC or relevant departments.**

## **11. LIC's Safeguarding Team**

**11.1.** Where possible, **LIC Safeguarding Team** will work together if and when issues arise. However, each person has a responsibility to report allegations of abuse as soon as they are raised.

**LIC's DESIGNATED PERSON FOR SAFEGUARDING (DPS):- Br Zillu Rahman** will advise LIC on any matters related to the safeguarding of children and vulnerable adults taking appropriate action when abuse is disclosed, discovered or suspected. Email address:

**LIC's DESIGNATED PERSON FOR SAFEGUARDING (DPS): - \_\_\_\_\_** will advise LIC on any matters related to the safeguarding of children and vulnerable adults taking appropriate action when abuse is disclosed, discovered or suspected. Email address:

**LIC's SAFEGUARDING TRUSTEE: - \_\_\_\_\_** will raise the profile of safeguarding within **LIC's Trustees & AGMs**, oversee and monitor the implementation of the safeguarding policy and procedures on behalf of LIC trustees. Email address:

## 12. DECLARATION

The **Safeguarding policy** and its **procedures** will be widely promoted and are mandatory for everyone involved in **Lewisham Islamic Centre**. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from **LIC**.

Everyone will certify their acceptance of the **Safeguarding Policy** by signing the **Declaration** that they have read and will abide by this **Safeguarding Policy**.

**LIC urges you to review the Safeguarding Policy thoroughly, discuss any concerns with your line managers or head of departments who will then forward your concerns to the LIC's DPS.**

### **Safeguarding declaration**

I, (Employee/Volunteer \_\_\_\_\_), have read, understood and agree to abide by the Safeguarding Policy of **LIC** and I understand that such adherence is a condition of my employment, contract or volunteer work. I understand that a violation of the **Safeguarding Policy** may be grounds for termination as a volunteer or in the case of an employee immediate dismissal for just cause without notice or pay in lieu of notice.

Signed this **Day** \_\_\_\_\_, **Month** \_\_\_\_\_, **Year** \_\_\_\_\_.

\_\_\_\_\_  
(Volunteer/Employee - Signature)

\_\_\_\_\_  
Department

**(This page must be signed and handed over to the centre coordinator for filing records)**

**APPENDICES**

**APPENDIX 1: SAFEGUARDING INCIDENT FORM**

*This form should be completed by the Designated Person for Safeguarding*

<b>Name of Department</b>	
<b>Address of Department</b>	
<b>Contact of Department</b>	

<b>Name of Designated Person for Safeguarding (DPS)</b>	
<b>Contact details of Designated Person for Safeguarding</b>	

<b>Name of concerned person or to whom disclosure was given</b>	
<b>Contact details of concerned person or whom disclosure was given</b>	

**INDIVIDUAL OF CONCERN - CONTACT DETAILS**

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**Date of Birth** \_\_\_\_\_

**THE INCIDENT**

What happened? (Nature of concern / disclosure made - use the person's own words if known)

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When did it happen? Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Time \_\_\_\_\_

Where did it happen? (specific location) \_\_\_\_\_

Who was allegedly involved and in what way? (includes witnesses) \_\_\_\_\_

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**ANY ACTION THAT HAS BEEN TAKEN**

Have the carers or parents / guardians been informed?  
tick)

(Please

Yes	No	
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If so, when and by whom? \_\_\_\_/\_\_\_\_/\_\_\_\_ Whom \_\_\_\_\_

Have the statutory authorities been informed?

Yes	No	
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If so, when and by whom? Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Whom \_\_\_\_\_

If so, please complete the table:

Authority			
Name			
Position			
Email contact			
Phone contact			
Contacted by			
Date & time of contact			

**FUTURE ACTION TO BE TAKEN**

What action needs to be taken? \_\_\_\_\_

Who is responsible for this? \_\_\_\_\_

SIGNATURES \_\_\_\_\_

<b>Signature of Designated Safeguarding Person</b>		<b>Signature of Deputy Designated Safeguarding Person</b>		<b>Signature of Safeguarding Trustee</b>	
<b>Date</b>		<b>Date</b>		<b>Date</b>	
<b>Time</b>		<b>Time</b>		<b>Time</b>	

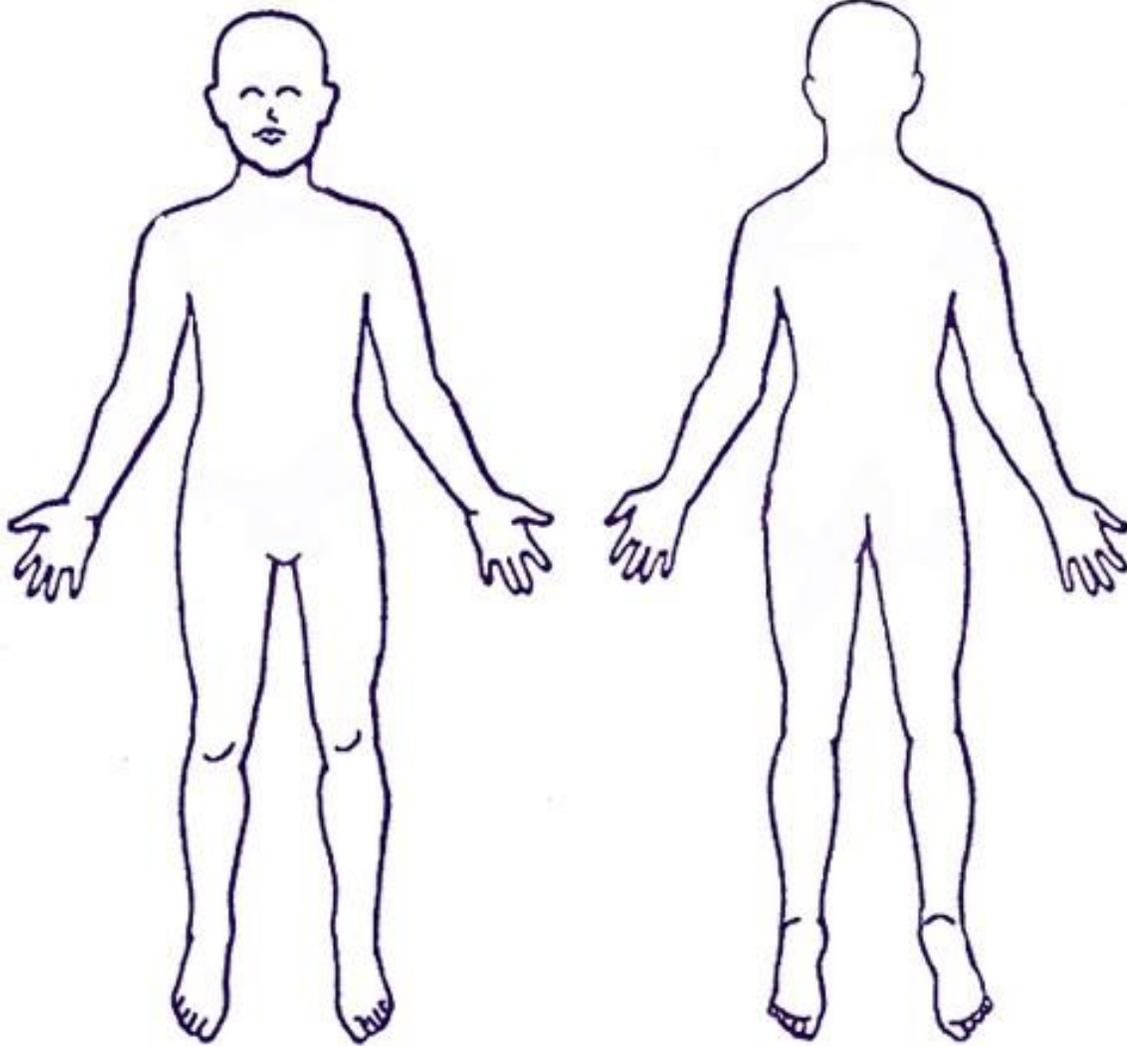
**Any records of safeguarding allegations, concerns or disclosures passed on to the DPS should be stored in a safe and secure manner for at least 75 years.**

## APPENDIX 2: Body Map

Name of Individual of Concern \_\_\_\_\_

Name of person completing this form \_\_\_\_\_

These diagrams are designed for the recording of any observable bodily injuries that may appear on the person. Where bruises, burns, cuts, or other injuries occur, shade and label them clearly on the diagram. **Remember it's not your job to investigate or to decide if an injury or mark is non-accidental. Listen, observe and pass it on.**



Front

Back

Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Time \_\_\_\_\_

### **APPENDIX 3: Abuse and Neglect**

#### **Indicators of Abuse and Neglect**

Whilst it is not possible to be prescriptive about the signs and symptoms of abuse and neglect, the following list sets out some of the indicators which might be suggestive of abuse:

- a.** unexplained injuries on areas of the body not usually prone to such injuries
- b.** an injury that has not been treated/received medical attention
- c.** an injury for which the explanation seems inconsistent
- d.** a child or adult at risk discloses behaviour that is harmful to them
- e.** unexplained changes in behaviour or mood (e.g. becoming very quiet, withdrawn or displaying sudden bursts of temper)
- f.** inappropriate sexual awareness in children
- g.** signs of neglect, such as under-nourished, untreated illnesses, inadequate care.

#### **Types of Abuse**

There are many different ways in which people suffer abuse. The list below is, sadly, not exhaustive.

<b>Type of abuse</b>	<b>Child</b>	<b>Vulnerable Adult</b>
<b><i>Physical</i></b>	Actual or likely physical injury to a child, or failure to prevent physical injury to a child.	To inflict pain, physical injury or suffering to an adult at risk.
<b><i>Emotional</i></b>	The persistent, emotional, ill treatment of a child that affects their emotional and behavioural development. It may involve conveying to the child that they are worthless and unloved, inadequate, or that they are given	The use of threats, fear or power gained by another adult's position, to invalidate the person's independent wishes. Such behaviour can create very real emotional and psychological distress. All forms of abuse have an emotional component.

	responsibilities beyond their years.	
<b>Sexual</b>	Involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. This includes non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.	Any non-consenting sexual act or behaviour.  No one should enter into a sexual relationship with someone for whom they have pastoral responsibility or hold a position of trust.
<b>Neglect</b>	Where adults fail to care for children and protect them from danger, seriously impairing health and development.	A person's wellbeing is impaired, and their care needs are not met. Neglect can be deliberate or can occur because of not understanding what someone's needs are.

<b>Types of Abuse</b>	Additional Definitions
<b>Financial</b>	The inappropriate use, misappropriation, embezzlement or theft of money, property or possessions.
<b>Spiritual</b>	The inappropriate use of religious belief or practice; coercion and control of one individual by another in a spiritual context; the abuse of trust by someone in a position of spiritual authority (e.g. minister). The person experiences spiritual abuse as a deeply emotional personal attack.
<b>Discrimination</b>	The inappropriate treatment of a person because of their age, gender, race,

	religion, cultural background, sexuality or disability.
<b><i>Institutional</i></b>	The mistreatment or abuse of a person by a regime or individuals within an institution. It can occur through repeated acts of poor or inadequate care and neglect, or poor professional practice or ill-treatment. The church as an institution is not exempt from perpetrating institutional abuse.
<b><i>Domestic Abuse</i></b>	Domestic abuse is any threatening behaviour, violence or abuse between adults who are or have been in a relationship, or between family members. It can affect anybody regardless of their age, gender, sexuality or social status.  Domestic abuse can be physical, sexual or psychological, and whatever form it takes, it is rarely a one-off incident. Usually there is a pattern of abusive and controlling behaviour where an abuser seeks to exert power over their family member or partner.
<b><i>Cyber Abuse</i></b>	The use of information technology (email, mobile phones, websites, social media, instant messaging, chatrooms, etc.) to repeatedly harm or harass other people in a deliberate manner.
<b><i>Self-harm</i></b>	Self-Harm is the intentional damage or injury to a person's own body. It is used as a way of coping with or expressing overwhelming emotional distress. An individual may also be neglecting themselves, which can result in harm to themselves.
<b><i>Mate crime</i></b>	'Mate crime' is when people (particularly those with learning disabilities) are befriended by members of the community, who go on to exploit and take advantage of them.
<b><i>Modern Slavery</i></b>	Modern slavery is the practice of treating people as property; it includes bonded labour, child labour, sex slavery and trafficking. It is illegal in every country of the world.

<b>Human Trafficking</b>	Human trafficking is when people are bought and sold for financial gain and/or abuse. Men, women and children can be trafficked, both within their own countries and over international borders. The traffickers will trick, coerce, lure or force these vulnerable individuals into sexual exploitation, forced labour, street crime, domestic servitude or even the sale of organs and human sacrifice.
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