

**LANCASHIRE
COUNCIL OF MOSQUES
&
PAN-LANCASHIRE LSCBs**

SAFEGUARDING OUR CHILDREN

Foreword



In The Name Of Allah, The Most Beneficent, The Most Merciful

**‘The best of you are those who learn and teach the Qur’an’
(Prophet Muhammed peace be on him)**

Safeguarding and promoting the welfare of children and young people is everyone’s responsibility. This is especially true for those who provide services to children and young people and those in positions of trust. Our Mosques and Madaris should therefore have arrangements in place to protect and safeguard all. This template policy makes the important link with the religious teaching and the safeguarding children framework.

Our Mosque and Madaris play a leading and very responsible role in the education of our future generations to prepare them for the complex and demanding life ahead. The 21st century challenges facing Muslims in society are very complex and place a responsibility on us all to play our part in bringing out our true Islamic values. The role of our Mosques and Madaris and the Islamic teaching aim to prepare and lead our youngsters in becoming good citizens where peace, justice, harmony, respect and tolerance for each other, are the essential pre-requisites for a harmonious life.

The aim of this document is to make sure that the teaching environment is conducive for their learning and assures optimum safety for children whilst in that environment.

We are sure the management committees and administrators of all our Mosques, Madaris and indeed parents will join us in welcoming this document and make any necessary changes to implement the recommendations of this document in our everyday dealings with children and young people. We have every reason to be optimistic that this will go a long way in reassuring parents of the safety of their children.

Lancashire Council of Mosques has worked closely with the Local Safeguarding Children Board’s across Blackburn with Darwen and Lancashire, to safeguard and protect children and promoting their welfare.

This policy and procedure will be continually reviewed and any suggestions or feedback will be welcomed to improve, enhance and further share good practices.

Chair, Lancashire Council of Mosques

Introduction

Children are a gift from Allah (S.W.T) to their parents and wider society and with this gift comes a huge responsibility. Islam does not only speak about the responsibility of parents and guardians towards their children but it also gives ample guidance about the responsibilities of parents and society as a whole towards all children. All sectors of society are working diligently in partnership in order to safeguard children from harm and in order for this to happen children's rights must be recognised and maintained.

Many children and young people attend Mosques and Madaris in both Blackburn with Darwen and throughout Lancashire during the week and on weekends for guidance and support in understanding and applying Islamic principles in everyday life. It is of the utmost importance that children who attend their local Mosques and Madaris are kept safe and are provided with appropriate care and supervision that will enable them to learn and develop in all aspects of life including their spirituality.

As members of society, we all have a duty to protect children and young people from harm. Prophet Muhammed, (peace be upon him) said:

“Allah (S.W.T) will (on the Day of Reckoning) question each person in a position of responsibility about what he (she) was responsible for (in this life)”.

[Reported by Al-Tirmidhi in his Sunan; Kitab Al-Jihad]

This safeguarding policy builds on the good work that the Lancashire Council of Mosques has been involved in for a number of years in protecting children. This demonstrates our commitment to work in partnership with all agencies to protect children and young people in our care.

This document is not meant to be read on it's own but in conjunction with both local LSCB procedures, and any national guidance on safeguarding. Where appropriate, reference is made to local procedures and protocols. The LSCB policies and procedures can be found at <http://www.lscb.org.uk/policies-strategies>

The LSCB's website also has a further template for developing your own safeguarding policy and can be accessed from:
<http://www.lscb.org.uk/assets/files/Community%20and%20Voluntary%20Services%20Safeguarding%20Policy.pdf>

Lancashire Council of Mosques

Lancashire Council of Mosques was established in 1989 as an umbrella organisation representing the Mosques and religious teaching institutions in Lancashire. The initial establishment was fuelled by a desire to provide a united and uniform platform in order to promote the needs and aspirations of the county's Muslim community.

LCM has, through the support of its affiliated Mosque organisations, Blackburn with Darwen Borough Council and Lancashire County Council, endeavoured since its inception to place the individual and collective needs of the Asian heritage community firmly on the agenda of all service providers within the county. The scope of LCM activities covers the varied areas of parenting, education, health, substance abuse, media representation and social issues.

A secondary task has been to promote the awareness of the faith of Islam among the indigenous population, with the aim of fostering understanding and better community relations. The underlying ethos of all activities of LCM has been and will continue to be shared vision of future community relations within the Lancashire region.

There is an appreciation that the issues of common concern within the community have to be tackled in a partnership, community led approach. LCM believes it has made outstanding progress in the achievement of its broad objectives and will continue to pursue the challenges of the future.

The Responsibilities of Mosque Committees, and the Role of Madaris

It is imperative that faith organisations such as Mosques and Madaris are equipped with the knowledge and awareness that will enable them to detect the abuse and ill treatment of children. An authentic Hadith states that:

“seeking knowledge is incumbent upon every Muslim”
[Sunan Ibn Majah, Vol.1, #224]

For all organisations involved in working with children, it is important for management committees and administrators to make sure that they respond to the requirements and expectations of society and the law. Mosque committees need to ensure that they have policies and procedures in place that look at the roles and responsibilities of people working with children, how to promote children’s welfare, protect them from harm, respond to concerns and report to the statutory authorities in line with statutory responsibilities.

The Mosque Committees and home Madrasah teachers will follow local LSCB procedures appropriate to the location of the Mosques, Madrasah or home location of any specific child. Some of the ways in which Mosque Committees achieve this will be through:

- Developing a clear framework for behaviour management in the Madrasah and regularly training all Madrasah staff (including non teaching staff and volunteers);
- Appoint a Designated Child Welfare Officer in all Madaris;
- By providing written guidance for all those working with children about their responsibilities, the standard of care expected of them, including behaviour management in the Madrasah, and appropriate codes of practice;
- Ensuring that everyone understands the Madrasah safeguarding policy and good practice guidelines through written procedures and training;
- Ensuring that teachers are able to recognise the signs and symptoms of abuse, and that they know what to do about these concerns;
- Providing information to all those working with children about child protection procedures to follow if someone raises a concern, or makes an allegation against a member of the teaching or non-teaching staff about their conduct or abuse of any child;
- Having a procedure for checking that volunteers, staff and committee members have no recorded incident which deems them unfit to work with children. A safe recruitment process includes; Imams, teachers and volunteers completing application forms, Mosques obtaining satisfactory references before commencement of employment/volunteering, and obtaining Criminal Records Bureau (CRB) disclosures.

The safety and welfare of children is paramount.

NB: A child is anyone who has not yet reached their 18th birthday. Children therefore means ‘children and young people’ throughout this document.

Safeguarding

The 2005 publication by UNICEF and the Al-Azhar Islamic Centre for Population Studies and Research, *Children in Islam, Their Care, Development and Protection* highlights how Shariah (Islamic Law) stresses the need to secure a wholesome psychological environment for children. This enables them to develop by learning about the world and everything around them. Islam acknowledges the caring role of society and the state to support families who are not able to provide appropriate care for their children. It also affirms a child's right to:

- Sound health and life;
- A family, siblings, name, property and inheritance;
- Healthcare and proper nutrition and food;
- Education and the acquisition of talents;
- Live in security and peace, and enjoy human dignity and protection under the responsibility of parents and carers.

Working Together to Safeguard Children (2010) guidance under paragraph 1.20 defines safeguarding and promoting the welfare of the child as:

- Protecting children from maltreatment;
- Preventing impairment of children's health or development;
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care; and
- Undertaking that role so as to enable those children to have optimum life chances and to enter adulthood successfully.

Chapter 1 of the guidance outlines the different types of abuse and neglect that are considered as maltreatment:

- Physical abuse
- Emotional abuse
- Sexual abuse; and
- Neglect.

The guidance provides more detailed definition of each of the above, including specific circumstances where a child's welfare can be affected. The guidance has been incorporated into the Pan-Lancashire LSCB policies and procedures and can be found at: <http://panlancashirescb.proceduresonline.com/index.htm>

LCM recognises the importance of safeguarding our children and young people and has worked with Blackburn with Darwen LSCB to develop this policy template, and will continue to work with every Mosque and Madrasah in promoting the welfare and safeguarding of all children.

Safeguarding Standards

LCM recognises that Mosques and Madaris will be at different stages in relation to having effective safeguarding policies and procedures. LCM wishes to support all Mosque Committees in their endeavour to ensure that children, young people and staff are kept safe from harm. Safeguarding legislation can appear overwhelming so in order to assist Mosques and Madaris we have adopted the standards set out by two key religious organisations. These standards have built on those issued in **Safe from Harm** (HM Government, 1993) and **Working Together to Safeguard Children** (2010) and specifically cover religious communities.

These standards meet legislative requirements, and expected good practice from both national and local government and agencies. Where appropriate all of your policies and procedures should reference these standards to local LSCB procedures.

The Churches Child Protection Advisory Service (CCPAS) has adopted ten safeguarding standards and these are listed in the table below with a brief outline of what each standard entails.

The ten standards in summary are:

<i>Standard 1: Safeguarding Policy</i>	<i>Organisations should adopt a formal, working safeguarding policy.</i>
<i>Standard 2: Safeguarding Awareness Training</i>	<i>Organisations must develop safeguarding awareness and provide training.</i>
<i>Standard 3: Safe Recruitment</i>	<i>Organisations should adopt a formal recruitment policy for both paid and voluntary workers.</i>
<i>Standard 4: Management of Workers</i>	<i>Workers, paid and voluntary, should be appropriately managed, supervised and supported.</i>
<i>Standard 5: Working Safely</i>	<i>Organisations must ensure they adopt safe working practice with appropriate codes of conduct for all staff.</i>
<i>Standard 6: Communicating Effectively</i>	<i>Organisations should ensure that workers know how to talk with, listen and relate to children with whom they come into contact.</i>
<i>Standard 7: Responding to Concerns</i>	<i>Organisations should ensure all staff develop awareness of the issues surrounding abuse, be able to recognise possible signs and symptoms and know the process to follow to report concerns</i>
<i>Standard 8: Pastoral Care</i>	<i>Organisations should ensure pastoral care and support is available to all those affected by abuse.</i>
<i>Standard 9: Managing those who Pose a Risk</i>	<i>Organisations must supervise and manage those who pose a risk to children.</i>
<i>Standard 10: Working In Partnership</i>	<i>Organisations working in specialised areas, culturally diverse settings or through partner organisations and agencies must ensure appropriate safeguarding policies and procedures are in place that allows effective partnership work and appropriate information sharing.</i>

MINAB Standards

The Mosque and Imans National Advisory Board (MINAB) is an advisory and facilitatory body. It facilitates self-regulation through consensus from members to develop quality standards, to which members aspire towards. Its advisory role is to provide guidance and build capacity of members to move towards achievement of the standards.

LCM follows these aims in promoting safeguarding standards.

The MINAB Standard 7 states:

Members protect children by following national child protection guidelines within their own activities and in their dealings with other organisations.

The three elements of the standard are:

- Element 1 - Members have effective processes for identifying, reporting and taking action on child protection issues, in accordance with the Children Act 1999, the Children Act 2004 and Working Together to Safeguard Children;
- Element 2 - Members work with all relevant partners and communities to protect children, in accordance with Working Together to Safeguard Children;
- Element 3 - Criminal Records Bureau (CRB) checks are conducted for all volunteers and staff with access to members of the community in the normal course of their duties.

In addition to these standards, Chapter 2 of Working Together to Safeguard Children (2010) requires all agencies in the statutory and non statutory sector to abide by a number of infrastructure and governance responsibilities. Nearly all of these are already covered in the CCPAS and MINAB standards and listed below are the additional requirements your policy should include:

- A clear senior management commitment to safeguarding including a strategy on safeguarding;
- The need to identify and train a designated child protection or safeguarding officer;
- A culture of listening to children's views to improve services, including safeguarding arrangements;
- A clear understanding of safe online practice; and
- A culture and procedure for appropriate whistle blowing.

LCM with the relevant LSCBs will continue to develop policies and procedures, and provide training to Mosque and Madaris' staff in child protection and safeguarding. The appendices in this document contain various forms which can be used by Mosque and Madaris staff to meet the requirements of the standards and statutory duties outlined above.

The following sections provide more detailed information of some of the systems and procedures Mosques and Madaris should have in place and can be used with local LSCB arrangements to create a Madrasah safeguarding policy

Designated Child Welfare Officer

All Mosques and Madaris must have a designated child welfare officer who has some expertise and knowledge in safeguarding and child protection, who will act on behalf of the staff, volunteers and senior management when there is a suspicion or allegation of abuse. However, if the designated child welfare officer does not have previous experience or knowledge in this area, specialist training is available from the LSCBs and/or local authority Children's Services. For Blackburn with Darwen training can be sourced by visiting their website: <http://www.lscb.org.uk/learning-development>

The name of the designated child welfare officer should be displayed prominently in the Mosque so that everyone, including parents and carers, is aware of who they should talk to if they are concerned about a child. The designated child welfare officer should be selected by the Mosque's management committee or by the Madrasah principle and should update their training for the role every two years.

The role of the nominated child welfare officer is to:

- Ensure that all workers, paid and volunteers, within the Madrasah have a basic knowledge of safeguarding and child protection and receive induction training appropriate to their role;
- Promote the needs of children in the Madrasah and keep everyone informed of good practice – act as a source support, advice and expertise on safeguarding and child protection;
- Ensure that the Mosque and Madrasah safeguarding policy is developed with the senior management and committee members and is reviewed regularly;
- Ensure that records are kept and retained securely of any concerns about a child, adult or staff member and of any conversation or referrals to statutory agencies;
- Report any concerns to Children's Social Care (CSC), the Local Authority Designated Officer (LADO) and the Police where necessary. The nominated child welfare officer may contact LCM prior to a referral to seek advice, but will ensure there is no delay in contacting the statutory authorities;
- Liaise and work with other agencies in the investigation and response to concerns and allegations; work with other agencies in providing and reviewing services to promote the welfare of children;
- Liaise with and inform the Mosque Committee and Madrasah Principle on ongoing issues and investigations;
- To have a working knowledge of the various multi-agency meetings that are used to monitor safeguarding children in the local area and be able to attend and contribute to these meetings – these involve both child protection and professional strategy meetings;
- Advise senior managers and Madrasah Principles on safe recruitment of staff and volunteers;
- Raise awareness with parents of the Mosque/Madrasah safeguarding policy.

In circumstances where a designated child welfare officer is not available, or an allegation has been made against the designated officer, contact must be made with the chair of the management committee who will act as the nominated child welfare officer.

Mosque Staff and Child Protection

The following specific procedures should be included in the Mosque/Madrasah safeguarding policy and all staff made aware of the procedures for specific circumstances. These procedures are designed to promote the effectiveness of the Mosque and Madrasah to protect both children and workers. Further information on other specific child safeguarding circumstances can be found at:

<http://panlancashirescb.proceduresonline.com/chapters/contents.html#specific>

Appointment of Workers

The appointment of all prospective workers should include:

- The completion of an application form requesting basic details, experience of working with children;
- Two professional and personal referees from people not directly involved in the work of the Mosque/Madrasah, family members or close relatives;
- Details of any criminal charges and convictions (disclosure of a criminal record may not in itself prevent appointments as the nature of any offence is considered);
- A Criminal Records Bureau (CRB) disclosure check to be carried out on all those appointed to work with children in the Mosque or Madrasah. LCM are an Umbrella Body of the Criminal Records Bureau and follows their code of practice and can provide CRB checks at discounted rates;
- The Mosque/Madrasah may take up telephone references. When this is the case the contents of that telephone reference will be recorded and kept on file but must be followed up with a written reference before commencement of any paid or volunteer post. The name, address and telephone number of the person providing the reference will also be kept on file.

Appointment of Personnel from Abroad

There may be occasions where the Mosque Committee/ Madrasah Management wish to appoint someone from abroad. This will mean that a CRB disclosure may not be able undertaken. Nevertheless, a 'fit person' check may be available from the country the person is moving from. Mosque Committees/Madrasah management will have to ensure that additional references are undertaken on any personnel from abroad. Under these circumstances the individual should not have contact with children until such references are obtained and the Committee and/or Madrasah senior management are satisfied the person satisfies the 'fit person' criteria. In addition to the above, once an individual has been in the UK for six months, it is possible to undertake a CRB check but this will only give details for the time they have been in this country.

Criteria for Not Appointing Workers

The Mosque/Madrasah's responsibilities towards those it works with means that on occasions it will exclude people from working with children and young people. An applicant should **never** be appointed where it is known that they have a criminal record for offences relating to children or sexual or violent behaviour. Even when real changes have taken place in the life of the individual it would be unwise to place

an individual in a position of temptation, and refusal would be for the benefit of the individual concerned as well as for the children.

Applicants should not be appointed where an unsatisfactory reference is received. Where a criminal record is disclosed relating to other types of offences, this should be brought before the management committee of the Mosque, in confidence, together with other relevant background information, for a decision to be made as to whether to appoint or not. The Mosque will follow the CRB code of practice in relation to the handling of disclosure information.

CRB Disclosures and the Charity Commission

The Charity Commission expect CRB disclosures to be undertaken on all trustees and all those who work with children and young people. They also expect CRB disclosures to be renewed every three years. As part of the annual charity return, the Charity Commission ask if a charity has a child protection policy and has undertaken CRB checks.

Further information on expected local standards in recruiting staff working with children can be found at:

http://panlancashire.scb.proceduresonline.com/chapters/p_safe_recruitment.html

Appendix 1 contains some useful templates for Mosques/Madaris to use in the process of recruiting staff and volunteers.

If you Suspect Abuse – Procedures for Responding to Safeguarding and Child Protection Concerns

Very few adults hurt children deliberately and usually it is a sign that families need help and support. Children's Social Care (CSC) teams get involved with families where children may be at risk, first to investigate the allegations and then to look at what could be done to support and assist the family. It is rare for children to be removed from their family but CSC will undertake a range of assessments before any decisions are made to remove children from their parents/carers.

If a Mosque/Madrasah teacher suspects that a child attending their establishment has been hurt in any way, either by their family or another person within the Mosque/Madrasah, they have a statutory responsibility to ensure that action is taken to protect that child. The teacher must pass this information /concern to the Mosque/Madrasah designated child welfare officer.

Section 47 of the Children Act 1989 places a duty on the local authority to investigate any allegation of abuse against a child. If a crime appears to have been committed then the police also have a duty to investigate.

Allegations of Physical Abuse, Neglect or Emotional Abuse

If a child attends the Mosque or Madrasah and has a serious physical injury, or symptoms of neglect or emotional abuse the designated child welfare officer should be informed. The parents/carers of the child should normally be contacted and informed of the concerns raised, unless by doing so the child would be placed in further danger. If this is the case, the local CSC team or Police Child Protection Team should be contacted for advice and assistance.

The designated child welfare officer should:

- Where a child needs emergency medical attention ensure this is provided (all efforts must be made to contact the child's parents/carers prior to treatment, but the health and safety of the child must come first);
- The designated child welfare officer should inform the doctor of any suspicions of abuse;
- Where there are concerns about the immediate safety of a child, the matter must be referred to CSC;
- If the designated child welfare officer is unsure whether or not to refer a case to CSC then she/he can always contact them for advice or to discuss the case.

Allegations of Sexual Abuse

In the event of allegations or suspicions of sexual abuse, the designated child welfare officer should:

- Contact CSC or the Police Child Protection Team directly. The designated child welfare officer will not speak to the parent or anyone else directly, as there is always a possibility that they could be involved. If named people are innocent, talking to them before contacting the authorities may make it harder for them to be cleared;
- If sexual abuse has occurred very recently, the designated child protection officer should contact the police urgently so that any physical evidence is preserved. Do not interfere with any evidence such as stained clothing. If the allegations concern events more than a week old, then there is less urgency to preserve evidence but as much urgency to protect the child from further harm and either the CSC or Police must be informed immediately;
- Under no circumstances must the designated child welfare officer or any Mosque/Madrasah worker attempt to carry out any investigation into allegations or suspicions of sexual abuse. The important thing is to collect and clarify the precise details of the allegation or suspicion and to provide this information to CSC and the Police. CSC will then investigate the matter under section 47 of the Children Act 1989 and the Police investigate the matter as a potential crime;
- Whilst allegations or suspicions of sexual abuse will normally be reported to the nominated child welfare officer, the absence of such an officer should not delay referral to the CSC or the Police;
- There may be disagreement between the person in receipt of the allegation or suspicion and the designated child welfare officer or deputy as to the appropriateness of the referral to CSC. If so, the person who heard the

allegation has a responsibility as a member of the public to report such serious matters to CSC or the Police , and should do so without hesitation;

- If the allegations or suspicions involve the designated child welfare officer, then a report should be made to the chair of the Mosque committee who will contact CSC for advice;

Further information about contacting CSC and Police can be found at:

http://panlancashirescb.proceduresonline.com/chapters/p_referral_social_care.htm

If a Child tells you about Abuse

- Listen attentively and let them know that they were right to tell someone about their worries;
- Stay calm and reassure the child that they are not to blame;
- Explain that you will have to tell someone else about the abuse;
- Make a note of what the child said and the date and time of the conversation;
- Talk to the designated child welfare officer who will take appropriate action;
- If the need arises, the designated child welfare officer will speak to the parents/carers;
- DO NOT investigate but speak to the designated child welfare officer;
- If you cannot contact the designated child welfare officer, or deputy (or chair of the Mosque committee) then contact LCM. If none of these staff are available, contact your local CSC office or Police for advice and guidance.

Allegations against Adults - Allegations against Mosque/Madrasah Personnel

If an allegation is made against a worker (whether a paid or voluntary member of staff) two procedures must be followed, one to investigate the abuse of the child (procedure as outlined above), and the second to investigate the actions of the worker. This section outlines the procedure to follow when an allegation against a member of staff is made.

All allegations about staff members as perpetrators of abuse or neglect of children **must** be reported to the Local Authority Designated Officer (LADO). Each LSCB area will have its own LADO and the appropriate officer must be contacted with details of the allegation. The LADO will provide advice and assistance on the appropriateness of the referral and the process to follow.

If an allegation in any way implicates the designated child welfare officer, then a report should be made to the chair of the Mosque management committee. If an allegation implicates both the designated child welfare officer and the chair, then a report should be made to the LADO directly. If the allegation is one of abuse or neglect by a member (s) of the management committee of the Mosque then the matter must be referred directly to the LADO.

Appendix 3 outlines the process the LADO will use to investigate any allegations and further information on the process of investigation can be found at: http://panlancashirescb.proceduresonline.com/chapters/p_allegations.html

During the process of investigating the allegation there will be a number of parallel investigations involving CSC, Police and other agencies. Mosques/Madaris will normally be advised to suspend workers until the outcome of the investigations are known. This advice must be followed to ensure the safety of children and to maintain the reputation of organisations that work in accordance to statutory guidance.

After the investigation is concluded, if the allegation has been upheld, the Mosque will need to ensure (this can be in discussion with the LADO) that the processes to notify the Independent Safeguarding Authority are followed. If the Mosque is a registered charity, the Charities Commission must also be notified of the findings of the investigation using their procedures.

Working with Known Offenders

Where someone attending the Mosque is known to have abused children, or is a registered sexual or violent offender the Mosque Committee should ensure that the individual is supervised. Arrangements should be made by the committee to ensure the rights of the individual to pray within the Mosque and attend any classes (child or adult classes) and receive any pastoral care should be balanced against the safety and protection of the children attending the Madrasah. The commitment to the protection of children will set boundaries for that person, which Mosque committees will be expected to keep and will liaise with the individual's probation or supervising officer, should they have one.

Local Contacts

Local Safeguarding Children Boards

The Blackburn with Darwen LSCB website can be accessed on the address below and contains relevant contact numbers for the local CSC team:

<http://www.lscb.org.uk/>

Further information about making referrals can also be accessed through the BwD LSCB website at:

http://panlancashirescb.proceduresonline.com/chapters/p_making_referral_fc.html

The Blackpool LSCB website can be accessed on the address below and contains relevant contact number for the local CSC team:

<http://www.blackpollscb.org.uk/>

Further information about making referrals can also be accessed through:

http://panlancashirescb.proceduresonline.com/chapters/p_referral_social_care.html

Lancashire LSCB website and relevant contact number for CSC can be found at:

<http://www.lancashire.gov.uk/corporate/web/view.asp?siteid=3829&pageid=20739&e=e>

Appendix 1

The following pages contain various forms; these can be adapted by Madaris.

SAFEGUARDING POLICY DECLARATION

1. Our Madresah [*name of Madresah*] believes that children must be protected from harm at all times and fully recognises the contribution it can make to protect children and support pupils in the Madresah.
2. We believe every child should be valued, safe and happy. We want to make sure that children we have contact with know this and are empowered to tell us if they are suffering harm.
3. We want children who use or have contact with our Mosque and Madresah to enjoy our service and to be safe at all times.
4. We want parents and carers who use or attend our Mosque to be supported to care for their children in a way that promotes their child's health and well-being and keeps them safe.
5. We will achieve this by having an effective child protection procedure and following national and local guidance.
6. If we discover or suspect a child is suffering harm we will follow this procedure and other guidance such as the Working Together document to ensure that we safeguard all children from harm.
7. All teachers and volunteers at our Madresah have a duty to report any abuse discovered or suspected. This must immediately be reported to the Madresah Designated Child Welfare Officer [*name of individual*].
8. This safeguarding policy and procedures will apply to all staff, volunteers, those attending the Mosque and anyone carrying out any work for us or using our premises.
9. We will review our safeguarding policy and procedures at least every two years to make sure they are still relevant and effective.

The Name of the Designated Child Welfare Officer is:

Contact Details:

Signed: _____ Date: _____

Chairman of Mosque Committee

Checklist for recruitment of Imams / teachers / volunteers

Madresah name
Name of Imam / teacher / volunteer

This checklist must be completed for every worker in your Madresah who is expected to work with children.

1.	Does the application form:	Yes	No
	Indicate the person's interests and involvement in other voluntary activities?		
	Provide their national insurance number?		
	Provide the names of two referees, who are not family members, closely related to the applicant or on the Mosque Committee?		
	Declare any past convictions or pending cases? (A past conviction may not necessarily debar a person from working with children).		
2.	Have you explained the need for vetting?		
3.	Have you carried out appropriate vetting, including CRB checks?		
4.	Has the worker completed the Declaration Form?		
5.	Have you taken up two written references?		
6.	Are you satisfied about the suitability of this worker? (After undertaking all the checks above)		
7.	Have you given the person the opportunity to read and discuss LCM's safeguarding children policy?		
8.	Is the Management Committee willing to approve this person as a worker for the Madresah?		

Signed:		Your Position:	
Your Name:		Date:	

Imams / teachers / volunteer Reference form Template

PRIVATE & CONFIDENTIAL

Date:
Address

Dear

Re: Reference in Respect of

The above named person has offered to be an Imam / teacher / volunteer with our Madrasah and to work with the children / young people in the Mosque / Madrasah.

Before we can accept anyone to work with our children and young people, whether on a voluntary or paid basis, we must be sure that they are suitable. She/he has given your name as a referee.

I would be grateful if you could give your opinion of the person's suitability for the post by completing the enclosed form, which will be treated in the strictest confidence.

Should you require any further information do not hesitate to contact me.

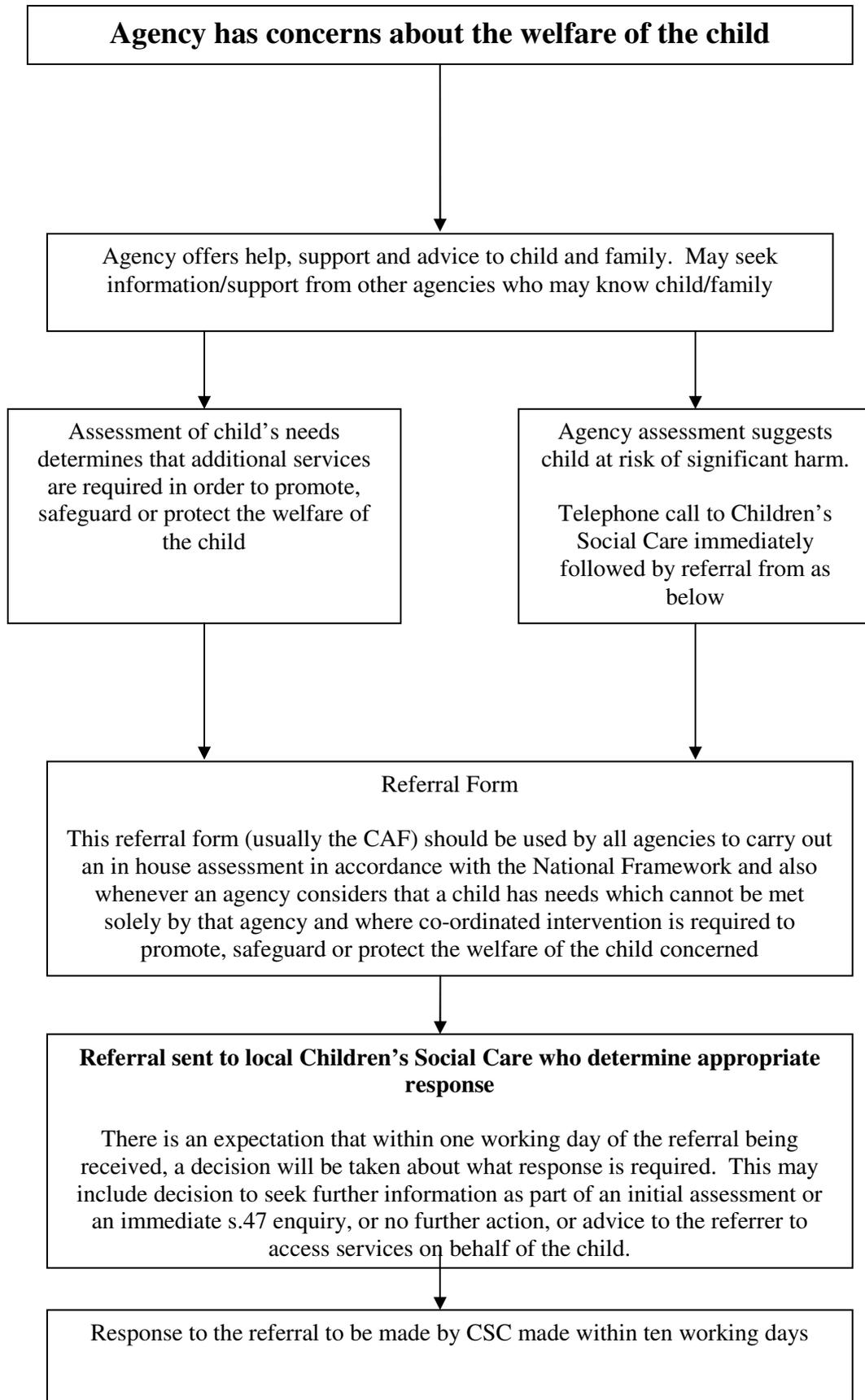
Yours sincerely,

Reference Request – PRIVATE & CONFIDENTIAL

Reference for [NAME]	
Imam / teacher / worker / volunteer:	
Your name:	
Your position / occupation:	
How long have you known this person?	
In what capacity?	
Comments on the persons suitability In considering whether the person is fit to work with children and young people please consider their:	
Previous experience of working with young children or young people in Madaris:	
Ability to relate to young people:	
Willingness to respect the background and culture of children:	
Commitment to treat all children and young people as individuals and with equal concern:	
Physical health, mental stability, integrity and flexibility:	
The position for which this person is being considered gives substantial access to children and young people. Is there any reason why this person should not be trusted with the care of children and young people? If so, please give details:	
Signed:	Date:
Please return this to:	
Thank you for your co-operation!	

Appendix 2

Process for Agency Referrals



Appendix 3 – Allegations Against Professions Flowchart

