



Policy on Child Protection

*"There is a house in paradise that is called the house of happiness.
Only those people will enter it who keep their children happy."
"Love the children and be merciful and kind towards them."
- The Prophet Muhammad (pbuh)*

1. Policy statement

Every pupil should feel safe and protected from any form of abuse which, in this policy, means any kind of neglect, non-accidental physical injury, sexual exploitation or emotional ill-treatment.

2. Our commitment at Jamia Al-Karam is to take all reasonable measures to safeguard and promote the welfare of each pupil in our care and:

- a. to ensure that we practise safe recruitment in checking the suitability of staff and volunteers to work with children and young people.
- b. to protect each pupil from any form of abuse, whether from an adult or another pupil.
- c. to deal appropriately with every suspicion or complaint of abuse.
- d. to design and operate procedures which promote this policy and which, so far as possible, ensure that teachers and others who are innocent are not prejudiced by false allegations.
- e. to operate robust and sensible health and safety procedures.
- f. to take all practicable steps to ensure that school premises are as secure as circumstances permit.
- g. to establish and maintain an ethos where students feel secure and are encouraged to talk and are listened to.
- h. to ensure students know that there are adults in Jamia Al-Karam whom they can approach if they are worried or in difficulty.
- i. to uphold and develop each student's self-esteem, security, confidence, assertiveness, independence and personal safety skills.
- j. to help students to acquire skills and attitudes to stand against abuse in their own lives and to prepare them for responsibilities, including parenthood, in their adult lives.
- k. to encourage all students towards a positive self-image.

- l. to help students to make reasoned, informed choices, judgements and decisions.
 - m. to provide guidelines for all Jamia Al-Karam staff in cases of suspected or disclosed abuse.
3. Every complaint or suspicion of an abuse from within or outside Jamia Al-Karam will be investigated and in all proper circumstances will be referred to an external agency such as the social services department of the local authority (SSD), the child protection unit of the police (CPU) or the NSPCC in accordance with the procedures set by the Nottinghamshire Safeguarding Children Board (NSCB). An anonymous report will be acted upon in the same manner as any other report but this fact will be kept in mind when considering the context of allegation.

4. **The Child Protection Coordinator**

Jamia Al-Karam has appointed a senior member of staff ("Child Protection Coordinator") to be responsible for matters relating to child protection and welfare. The main responsibilities of the Child Protection Coordinator are:

- a. to be the point of contact for parents, pupils, teaching and support staff, external agencies and any other in all matters of child protection.
 - b. to ensure all staff are aware of the need to be alert to signs of abuse and know how to respond to a student who may tell of abuse.
 - c. to coordinate the child protection procedures in Jamia Al-Karam.
 - d. to ensure that there is an ongoing training programme for all employees.
 - e. to monitor the keeping, confidentiality and storage of records in relation to child protection.
 - f. to liaise with the child protection officer appointed by the SSD.
 - g. to ensure that all students are encouraged to talk and that students know whom to approach with any concerns.
 - h. to ensure that the duty of care towards pupils and staff is promoted by raising awareness of illegal, unsafe and unwise behaviour and assist staff to monitor their own standards and practice.
5. The Child Protection Coordinator at the present moment is the Vice Principal, Bakhtyar H Pirzada, who can be contacted on 01777 706 441.
6. Each student has the right:
- a. to be free from any abuse.
 - b. to have staff in Jamia Al-Karam with whom they can feel confident to discuss any concerns regarding child protection.
 - c. to have their self esteem and self confidence nurtured at all times.
 - d. to be educated in personal safety skills, the responsibilities of parenthood and how to become a responsible citizen, free from discrimination on the grounds of gender, disability, sexual orientation, race, creed or background.

7. Signs of abuse

Possible signs of abuse include (but are not limited to):

- a. the pupil says he has been abused or asks a question which gives rise to that inference.
- b. there is no reasonable or consistent explanation for a pupil's injury; the injury is unusual in kind or location; there have been a number of injuries; there is a pattern to the injuries.
- c. the pupil's behaviour stands out from the group as either being extreme model behaviour or extremely challenging behaviour; or there is a sudden change in the pupil's behaviour.
- d. the pupil's development is delayed.
- e. the pupil loses or gains weight.
- f. the pupil is reluctant to go home, or has been openly rejected by his parents or carers.

8. Duty of Jamia Al-Karam

Jamia Al-Karam has the responsibility to:

- a. provide an environment free from any abuse or discrimination.
- b. provide a designated teacher for child protection.
- c. respect each student's rights to privacy regarding abuse but within the requirements of this policy.
- d. train all staff to be aware of the possibility of abuse and potential signs to observe.
- e. nurture each student's self esteem and confidence at all times.
- f. educate students to respect everyone, to develop personal safety skills and to become well rounded members of society.
- g. liaise with social services if abuse requiring a referral is suspected.
- h. implement and monitor an anti-bullying policy.
- i. implement a policy on physical intervention.

9. Duty of employees

Every employee of Jamia Al-Karam is under a general duty:

- a. to protect children from abuse.
- b. to be aware of Jamia Al-Karam's child protection procedures and to follow them.
- c. to keep a sufficient record of any significant complaint, conversation or event.
- d. to report any matters of concern to the Child Protection Coordinator.

- e. to undertake appropriate training including refresher training at three-yearly intervals.

PROCEDURES

10. Initial complaint

A member of staff suspecting or hearing a complaint of abuse must not investigate it beyond the point at which it is clear that there is an allegation. In particular, the member of staff:

- a. must listen carefully to the child and keep an open mind. Staff should not take a decision as to whether or not the abuse has taken place.
- b. must not ask leading questions, that is, a question which suggests its own answer.
- c. must reassure the child but not give a guarantee of absolute confidentiality and explain the need to pass the information to the Child Protection Coordinator who will ensure that the correct action is taken.
- d. must keep a sufficient written record of the conversation. The record should include the date, time and place of the conversation, that a complaint has been made, and the essence of what was said and done by whom and in whose presence. The record should be signed by the person making it and should use names, not initials. The record must be kept securely and handed to the Child Protection Coordinator.

11. Preserving evidence

All evidence, (for example, scribbled notes, mobile phones containing text messages, clothing, computers, etc), must be safeguarded and preserved.

12. Reporting

All suspicion or complaints of abuse must be reported to the Child Protection Coordinator, or if the complaint involves the Child Protection Coordinator, to the Principal or his deputy.

13. Action by the Child Protection Coordinator

The action to be taken will take into account:

- a. the procedures set by the Nottinghamshire Safeguarding Children Board (NSCB).
- b. the nature and seriousness of the suspicion or complaint. A complaint involving a serious criminal offence will always be referred to the SSD or the police without further investigation within Jamia Al-Karam.
- c. the wishes of the pupil, who has complained, provided that the pupil is of sufficient understanding and maturity and properly informed. However, there may be times when the situation is so serious that decisions need to be taken, after all appropriate consultation, that override a pupil's wishes.
- d. the wishes of the complainant's parents provided they have no interest which is in conflict with the pupil's best interests and that they are properly informed. Again, it may be necessary, after all appropriate consultation, to override parental wishes in some

circumstances. If the Child Protection Coordinator is concerned that disclosing information to parents would put a child at risk, he will take further advice from the relevant professionals before making a decision to disclose.

- e. duties of confidentiality, so far as applicable.
- f. the lawful rights and interests of the school community as a whole including its employees and its insurers.
- g. if there is room for doubt as to whether a referral should be made, the Child Protection Coordinator may consult with SSD or other appropriate professionals on a no names basis without identifying the family. However, as soon as sufficient concern exists that a child may be at risk of significant harm, a referral will be made without delay. If the initial referral is made by telephone, the Child Protection Coordinator will confirm the referral in writing to SSD within 24 hours. If no response or acknowledgment is received within three working days, the Child Protection Coordinator will contact Social Services again.

14. **Referral guidelines**

A referral to the SSD or police will not normally be made where:

- a. the complaint does not involve a serious criminal offence; and
- b. a referral would be contrary to the wishes of a pupil complainant who is of sufficient maturity and understanding and properly informed, and contrary also to the wishes of the complainant's parents; and
- c. the case is one that can be satisfactorily investigated and dealt with under Jamia Al-Karam's internal procedures, the parents being kept fully informed, as appropriate.

If, however, during the course of the internal procedures it appears that the situation is more serious, the Child Protection Coordinator will again consider whether a referral should be made in accordance with section 13 above.

When making a referral of a case of suspected or alleged abuse, the Child Protection Coordinator will ask to be informed of the timing of the strategy discussion between the statutory agencies which will decide whether and how to investigate. The Child Protection Coordinator will clarify with the investigating agencies when, how and by whom the parents and the student will be told that a referral has been made.

A member of staff, either the Child Protection Coordinator or the member of staff who knows the student best, (house tutor, form tutor, etc.) will be prepared to contribute to the strategy discussion.

15. **External agencies**

Whether or not Jamia Al-Karam decides to refer a particular complaint to the SSD or the police, the complainant (in the case of a pupil this means the pupil and his parents) will be informed in writing of their right to make their own complaint or referral to the Social Services Department or the Child Protection Unit of the police and will be provided with contact names, addresses and telephone numbers, as appropriate.

16. Allegations against staff

Jamia Al-Karam has procedures for dealing with allegations against staff (and volunteers who work with children) that aim to strike a balance between the need to protect children from abuse and the need to protect staff and volunteers from false or unfounded allegations. A school employee who is the subject of an allegation of abuse may be asked to take leave of absence or may be suspended pending the outcome of the investigation. This is decided by the Panel (Vice Principal, Head Teacher and Head of Boarding). The Panel will need to take into account the seriousness and plausibility of the allegation, the risk of harm to the student concerned or to other students, and the possibility that evidence has been tampered with, as well as the interests of the person concerned and Jamia Al-Karam. Suspension would be a neutral act, not a disciplinary sanction.

Suspension will not be an automatic response to an allegation. Full consideration will be given to all the options, subject to the need to ensure:

- the safety and welfare of the pupils or pupil concerned; and
- the need for a full and fair investigation.

Jamia Al-Karam staff follow a strict code of no-touch policy when dealing with pupils or in disciplinary procedures. A member of staff cannot enter a bedroom and have the door closed in any circumstance. Staff are instructed not to place themselves in a situation where an allegation may be brought forward against them. In any such circumstance, the senior member of staff is called in to assist in any banned item search, or to stop harm to the student or to others, etc.

17. Allegations against pupils or students

A pupil or student against whom an allegation of abuse has been made may be suspended from Jamia Al-Karam during the investigation and Jamia Al-Karam's policy on behaviour, discipline and sanctions will apply.

18. Suspected harm from outside Jamia Al-Karam

A member of staff who suspects that a pupil is suffering harm from outside Jamia Al-Karam should seek information from the child with tact and sympathy using "open" and not leading questions. A sufficient record should be made of the conversation and if the member of staff continues to be concerned he should refer the matter to the Child Protection Coordinator.

19. Monitoring

The Child Protection Coordinator will monitor the operation of this policy and its procedures. The policy will be reviewed on an annual basis and as and when deemed necessary.

FURTHER INFORMATION

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This policy is to be reviewed annually or as and when deemed necessary.

Next review date: March 2012.

