



## Safeguarding Updates for 2018!

### Staff use of Personal Devices

#### Staff are kindly requested not to:

- Share their personal contact details to students
- Create whatsapp or e-mail groups with students via their personal numbers or personal e-mail addresses.
- Take photos of students activities or trips on their personal devices. A madrasah photographer has been designated to take photographs of students, work, activities & trips. Please request their services by e-mailing [muhammadimadrasah@ksmnet.org](mailto:muhammadimadrasah@ksmnet.org) or asking Admin team.

## Contact Information

Our Designated Safeguarding Lead

Anam Panjwani

For safeguarding advice or to report concerns and allegations please see our DSL in person or contact at:

[Safeguarding@madrasah.ksmnet.org](mailto:Safeguarding@madrasah.ksmnet.org)

### Muhammadi Madrasah

17 Clifton Road

Birmingham

B12 8SX

[www.ksmnet.org/sub-committee/muhammadi-madrasah-menu](http://www.ksmnet.org/sub-committee/muhammadi-madrasah-menu)

**Leaflet created on January 12<sup>th</sup> 2018. Please see our website for current contacts and updated policies.**

## Muhammadi Madrasah Safeguarding Guide

We are committed to safeguarding & promoting the welfare of children. We expect all staff and volunteers to share this commitment.

This leaflet contains an introduction to safeguarding, safeguarding updates for 2018 and useful contacts.

Child abuse can occur to any child regardless of gender, culture, religion, social background, ability or disability.

If you feel a child may be at risk but are not sure, inform the Designated Safeguarding Lead (DSL) immediately. They will offer advice and take appropriate action.

Our safeguarding policy can be found on the Madrasah's website and a copy will be kept in the office.

## Types of Harm

We all have a responsibility to keep children (under the age of 18) safe. Harm is identified in the following four ways:

- **Physical**- when a child is deliberately hurt or injured.
- **Sexual**- when a child is influenced or forced to take part in sexual activity. This can be a physical or non-contact activity, for e.g. being made to look at an inappropriate image.
- **Emotional**- when a child is made to feel frightened, worthless or unloved. It can be by shouting, using threats or making fun. It can also occur when children see their parents/guardians at home fighting or using violence.
- **Neglect**- when a child is not being taken care of by their parent/guardian. It can be poor hygiene; poor diet, not keeping appointments, not attending school/madrasah or being left home alone.



### Keeping Yourself Safe

- **Be professional and sensible. Be careful how you speak to or interact with a child, they may interpret it differently.**
- **Avoid physical contact with children unless you are preventing them from harming themselves or others.**
- **Avoid being on your own with a child, always ensure the door is open and you are visible to others.**
- **Its best not do anything for a child that he or she can do himself or herself. Always tell someone if a child touches you or speaks to you inappropriately. Log the incident, time and date it and pass it to the DSL.**

### Staff Conduct

**If you are concerned about the conduct of a member of staff, following an observation or disclosure, immediately inform your head of department and DSL.**

**Remember.... If in Doubt.... Ask**

### If a child discloses they might be subject to abuse:

1. React Calmly
2. Listen carefully to the child, particularly when it is said spontaneously.
3. Do not promise confidentiality. Explain to the child that you must pass on the information If you are worried about their safety
4. Do not ask leading questions, probe or make judgments. Clarify and check your concern if you feel you are not sure, by using the following terms, "tell, explain, describe or outline" but as soon as you believe that there might be a genuine issue, ask no further questions. This could compromise further enquires. Only trained investigators should question a child.
5. Reassure the child that they are doing the right thing
6. Record carefully what the child says in their own words including how and when the account was given. Date and time your log and complete a concern form. Pass this onto the DSL immediately.
7. Do not discuss the concern with others, remember confidentiality is key.