

# *Safeguarding*

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**SEE IT! STOP IT!**



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## SAFEGUARDING STATEMENT:

The Care Act 2014 defines safeguarding as “protecting an adult’s (or child’s) right to live in safety, free from abuse and neglect.” This means the term, safeguarding is to protect vulnerable adults and children from abuse and neglect.

The KSIMC of London makes a positive contribution to a strong and safe community and recognises the right of every individual to stay safe. It acknowledges its duty of care to promote the welfare and safeguard vulnerable adults and children.

The KSIMC of London is committed to ensuring that safeguarding practice reflects statutory responsibilities, government guidance and local Authority processes.

This policy recognises that the welfare of vulnerable adults and children are paramount and seeks to ensure that The KSIMC of London fully undertakes its responsibilities with regard to protection of children and / or vulnerable adults, and responds to concerns appropriately.

It draws on the commitment from Bodies under the Jamath umbrella (BUJUs) within The KSIMC of London to work together to protect vulnerable adults and children.

## INTRODUCTION:

The KSIMC of London comes into contact with children and / or vulnerable adults through activities which are carried out under the following services under the Jamath umbrella (BUJUs):

- BSL Classes
- Daily Qur'an Classes
- Darul Qur'an: New Classes
- English Listening Centre
- HQC: Hujjat Qur'an Classes
- Hujjat Bookshop
- Hujjat Daily Qur'an Classes (HDQC)
- Hujjat Saturday Workshop
- Inspirational Minds
- Hujjat Tuition Centre
- Ladies Committee
- Seniors of The KSIMC of London
- The Islamic Montessori School
- The Shia Ithna'asheri Madressa (SIM)
- Youth Azadari Drive [YAD]
- (Stanmore Jaffery's)
- Al Haadi Youth
- Burial Committee

The types of interactions these organisations have with children and / or vulnerable adults are detailed within the accompanying procedure documents.

This policy outlines the roles and responsibilities of the different BUJUs within The KSIMC of London. It takes into account the responsibilities of Local Authorities and aims to be consistent with them.

This policy is steered by the personalization of adults and children through the safeguarding process, by developing a personalised approach in supporting children and vulnerable adults who may be, or are, at risk of abuse and neglect.

It is pertinent that BUJUs /staff / volunteers /members of the community /The executive committee and the Trustees should ensure that all decisions and actions are taken in line with the requirements of this policy.

## PREVENTING ABUSE:

The KSIMC of London is committed to putting in place safeguards and measures to reduce the likelihood of abuse taking place within the services it offers and that all those involved within The KSIMC of London will be treated with respect.

Therefore, this policy needs to be read in conjunction with the following policies:

- Equal Rights and Diversity
- Volunteers
- Complaints
- Whistle Blowing
- Confidentiality
- Disciplinary and Grievance
- Data Protection
- Recruitment and Selection
- Any other policies which are relevant that the organisation has in place (e.g. Challenging Behaviour, Handling Money)

## RECOGNISING THE SIGNS AND SYMPTOMS OF ABUSE:

The KSIMC of London is committed to ensuring that all staff, the management committee, trustees and volunteers undertake training to gain a basic awareness of signs and symptoms of abuse. The KSIMC of London will ensure that the Designated Named Person and other members of staff, trustees and volunteers have access to training around Safeguarding Adults.

## SAFEGUARDING RELATED DEFINITIONS:

### SAFEGUARDING ACCORDING TO CQC:

“**Safeguarding** means protecting people's health, wellbeing and human rights, and enabling them to live free from harm, abuse and neglect.”

The term “**safeguarding**” is outlined as putting in place “arrangements to take all reasonable measures to ensure that risks of harm to children’s welfare are minimized.”

In relation to The KSIMC of London, **Safeguarding** is about embedding practices throughout the organisation to ensure the protection of children and / or vulnerable adults wherever possible. Child and adult protection, on the other hand, is about responding to circumstances that arise.

### ABUSE

“Abuse is a violation of an individual's human and civil rights by any other person or persons”  
(No Secrets: Department of Health, 2000)

**Abuse** is defined as any action that intentionally harms or injures another person. **Abuse** is also mistreatment by any other person or persons that violates a person's human and civil rights. The abuse can vary from treating someone with disrespect in a way which significantly affects the person's quality of life, to causing actual physical suffering. It can take a number of forms, including the following:

- Physical abuse
- Sexual abuse
- Psychological/Emotional abuse
- Neglect
- Financial (or material) abuse
- Bullying

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## PHYSICAL ABUSE:

Actual or likely physical injury, or failure to prevent physical injury or suffering, and/or domestic violence. Physical abuse can include hitting, slapping, pushing, kicking, shaking, scalding, dragging, pinching and hair-pulling. Rough or inappropriate handling can include careless/rough handling, force-feeding, inappropriate application of physical techniques such as manual handling, restraint or physical intervention, and involuntary isolation or confinement.

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## SEXUAL ABUSE:

Is the direct or indirect involvement in any sexual activity to which an adult does not give or lacks the mental capacity to give consent. Or a child lacks Gillick Competence or does not give consent. A person cannot give valid consent when they lack capacity / or competence to make a decision, or if they are coerced into an activity because the other person is in a position of authority, trust or power.

- *Non-contact abuse*: Indecent exposure, inappropriate looking, photography, harassment, serious teasing or innuendo, pornography
- *Contact Abuse*: Rape or sexual assault, masturbation (of either or both persons), inappropriate touching of breast, genitals, anus, mouth etc.

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## PSYCHOLOGICAL/ EMOTIONAL ABUSE:

Severe adverse effect on the emotional and behavioral development of a child or vulnerable adult caused by persistent or severe emotional ill-treatment or rejection. This could be by the use of threats, humiliation, bullying, other verbal conduct or any other form of mental cruelty that results in mental or physical distress.

- **NEGLECT**: The persistent or severe neglect of a child or vulnerable adult, or the failure to protect a child or vulnerable adult from exposure to any kind of danger, including cold and starvation or extreme failure to carry out important aspects of care, resulting in the significant impairment of health or development, including non-organic failure to thrive. This can include poor personal hygiene or mouth care, malnutrition and / or dehydration and weight loss, severe issues with constipation, hypothermia, inappropriate and / or dirty clothing. Neglect is degrading and undignified, and can endanger life.



- **FINANCIAL ABUSE:** Is the unauthorized and improper use of funds, property or any resources belonging to an individual. Financial abuse can lead to deprivation, humiliation and severe financial hardship.
- **INSTITUTIONAL ABUSE:** Institutional abuse can occur as a result of Organisational or institutional culture, it can also be prevalent as a result of strong imbedded unsafe practices within a community. **This** Can include issues around Rituals and routines that can be detrimental to the wellbeing and safety of a vulnerable adult or child. Lack of stimulation within a residential, care or educational setting, Or Inequality within the Organisation can also contribute to institutional abuse, in addition to Use of restraint, Use of power/control.
- **DISCRIMINATORY ABUSE:** Is the harassment, unfair treatment, exploitation or denial of mainstream opportunities and services to individuals because of their race, religion, culture, gender, age, sexuality or disability. Discrimination can be a motivating factor in other forms of abuse.
- **BULLYING:** is unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

#### EVERY CHILD MATTERS:

This is an agenda which aims to ensure that every child attains their full potential. Safeguarding children from harm plays an important part in meeting this goal. Safeguarding is also relevant to meeting any duty of care that the institution may owe towards children (i.e. those aged under 18) with whom it has contact.

#### DEFINITION OF A CHILD:

The United Nations Convention of human rights (Article 1) defines a 'child' as “a person below the age of 18, unless the laws of a particular country set the legal age for adulthood younger.”

#### BEST INTERESTS OF THE CHILD:

The United Nations Convention of human rights (Article 3) states, “The best interests of children must be the primary concern in making decisions that may affect them. All adults should do what is best for children. When adults make decisions, they should think about how their decisions will affect children.”

## DEFINITION OF VULNERABLE ADULTS:

A vulnerable adult is a person aged 18 years or over who may be unable to take care of themselves or protect themselves from harm or from being exploited.

This may include a person who:

- Is elderly and frail
- Has a mental illness including dementia
- Has a physical or sensory disability
- Has a learning disability
- Has a severe physical illness
- Is a substance misuser
- Is homeless

A REPRESENTATIVE of The KSIMC of London is used to describe: employees or workers, whether full or part-time, permanent or on an ad hoc/ self-employed basis (inclusive of but not limited to pre-school, administrative functions, Madressa and all other capacities), volunteers (to include any individual volunteering to partake in activities that come under the center such as Youth, SJ, ELC, Tableegh etc.). This list is not exhaustive, but simply intended to highlight some of the groups that this policy will apply to. Indeed, it applies to all active members of the community that are involved in any volunteer work, managing committees, trustees, holding trustees etc.

REGULATED ACTIVITY IS DEFINED AS: Any activity which involves close and sometimes unsupervised contact with children and or vulnerable adults or groups. This could be teaching within schools, Madrassa, children's evening and afternoon classes as well as Quran classes and more. It can also be activities such as transport for children or vulnerable adults, Old people's events and weekly day center. These regulated activities would usually take place within a specific place and at specific times. The activities can also be frequently intensive or take place overnight. These activities should not be undertaken by a person who is on the Disclosure and Barring Service's Barred list

In child settings: **frequent** means a regular, repetitive activity once a week or more; **intensive** means four or more days in any one 30-day period (e.g. sport camps / trips);

## LEGISLATION:

The principal pieces of legislation governing this policy are:

- Rehabilitation of Offenders Act 1974
- Mental Health Act 1983
- The Children Act 1989
- NHS and Community Care Act 1990
- The Police Act – CRB 1997
- Public Interest Disclosure Act 1998
- Care Standards Act 2000
- No Secrets, Department of Health, 2000
- The Adoption and Children Act 2002:
- The Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Working together to safeguard Children 2010
- Working together to safeguard Children statutory guidance 2013
- The London child protection procedures 2014
- The care act 2014
- London Multi agency Adult Safeguarding Policy and Procedures 2015

## THE CHILDREN'S ACT 2004:

This gives a holistic approach to children's services, through inter-professional working to improve a child's wellbeing.

- **Sec 1-9:** Safeguarding children's (vulnerable young adults) rights and interests.
- **Sec 10-11:** There is a duty of inter-professional working
- **Sec 11:** To work in partnership with the child and family in order to exercise normal function.
- **Sec 17:** Inter-professional working in order to plan services

## THE CHILDREN'S ACT 1989:

The child's welfare is paramount.

- **Sec 17:** Looks at children in need. A child in need is unlikely to achieve or maintain a reasonable standard of health and development without services.
- **Sec 22:** Ascertaining wishes and feelings of the child, parent, person whom is not parent but has parental responsibility. (Local Authority (LA) to consider child's religious and cultural issues.)
- **Sec 47:** Looks at Child protection. Protecting the child from a significant risk of harm.

## EVERY CHILD MATTERS 2003 GREEN PAPER:

This was set out in response to the Lord Laming report to improve and reform child care. It has the following actions and outcomes.

- To support parents and carers
- Early intervention and effective protection through inter agency working.
- Accountability and integration to be improved.
- Being healthy
- Staying safe
- Enjoying and achieving
- Making a positive contribution (behaviour)
- Achieve economic wellbeing.

## RESPONDING TO PEOPLE WHO HAVE EXPERIENCED OR ARE EXPERIENCING ABUSE:

The KSIMC of London (specifically the safeguarding team) recognises that it has a duty to act on reports, or suspicions of abuse or neglect. It also acknowledges that taking action in cases of adult abuse / child abuse is never easy.

## HOW TO RESPOND IF YOU RECEIVE AN ALLEGATION:

- Reassure the person concerned
- Listen to what they are saying
- Record what you have been told/witnessed as soon as possible
- Remain calm and do not show shock or disbelief
- Tell them that the information will be treated seriously
- Don't start to investigate or ask detailed or probing questions
- Don't promise to keep it a secret

## IF YOU WITNESS ABUSE OR ABUSE HAS JUST TAKEN PLACE THE PRIORITIES WILL BE:

- To call an ambulance if required
- To call the police if a crime has been committed
- To preserve evidence
- To keep yourself, staff, volunteers and service user's safe
- To inform the Designated safeguarding officer
- To record what happened and to have it stored securely.

All situations of abuse or alleged abuse will be discussed with the Designated safeguarding officer or their deputy. If a member of the management committee, a trustee, staff member or volunteer feels unable to raise this concern with the Designated safeguarding officer or their deputy then concerns can be raised directly with Adult or children's Social Care services. The alleged victim will be told that this will happen. This stage is called the alert.

If it is appropriate and there is consent from the individual, or there is a good reason to override consent, such as risk to others, a referral (alert) will be made to Adult Social / children's social Care team.

If the individual experiencing abuse does not have capacity to consent a referral will be made without that person's consent, in their best interests.

The Designated safeguarding officer may take advice at the above stage from Adult / children's Social services and/or the Safeguarding Adults Unit and/or The child protection team or other advice-giving organisations such as Police.

## WHAT TO DO IF YOU SUSPECT THAT ABUSE MAY HAVE OCCURRED OR YOU ARE DEALING WITH A DISCLOSURE:

- Make sure the person is safe and the risk of any further abuse prevented.
- Give them information about the steps that will be taken
- Do not attempt to confront the alleged perpetrator (That is a task for the investigators)
- Call the DSO Farzana H Karawalli or the DDSO Shabir Merali. Both are contactable using the SAFEGUARDING confidential voicemail line on 0203 034 0982.
- If we are uncontactable and the issue is serious and of a criminal nature or the person has sustained serious injuries.... call 999 for emergency help if necessary
- Alternatively, you can call the Golden number which is the Harrow council designated child protection enquiries phone line.
- To deal with the disclosure in confidentiality the person / child needs to be taken away from a public area where they can be heard or seen.
- When in a confidential and secure place, record carefully what has happened or been said. (preferably within one hour of the child talking to you), writing down exactly what the child said and when s/he said it, what you said in reply and what was happening immediately beforehand (eg a description of the activity). Record dates and times of these events and when you made the record.
- Ensure all notes, even if subsequently typed are kept securely and shared only with the DSO, DDSO or upon Local authority or police investigations. This information will be bound by data protection laws.
- It is better to get the person / child to record the incident themselves or to draw a picture of what happened if it is appropriate to do so and is not causing undue stress. If the child or vulnerable person is able to then it would be good practice to get the person disclosing to endorse what they have recorded or reported with a signature if appropriate depending on age. Inform them that they will receive feedback as to the result of the concerns they have raised and from who.
- Give the family contact details if appropriate so that they can report any further issues or ask any questions that may arise
- You must ensure the safeguarding champion / representative within your team or the safeguarding designated officer has been notified. (This is to protect yourself)
- There should be the least amount of people involved within any safeguarding concern for reasons of protecting the victim and the investigation.

SAFEGUARDING CONFIDENTIAL VOICEMAIL LINE.

0203 034 0982

HARROW GOLDEN NUMBER

020 8901 2690

020 8424 0999 – OUT OF HOURS.

### MANAGING ALLEGATION MADE AGAINST MEMBER OF STAFF OR VOLUNTEER:

The KSIMC of London will ensure that any allegations made against members or member of staff will be dealt with swiftly.

Where a member of staff/volunteer is thought to have committed a criminal offence the police will be informed. If a crime has been witnessed the police should be contacted immediately.

The safety of the individual(s) concerned is paramount. A risk assessment must be undertaken immediately to assess the level of risk to all service users posed by the alleged perpetrator. This will include whether it is safe for them to continue in their role or any other role within the service whilst the investigation is undertaken.

The Designated safeguarding officer will liaise with Adult / children's social services to discuss the best course of action and to ensure that the The KSIMC of London's disciplinary procedures are coordinated with any other enquiries taking place as part of the ongoing management of the allegation.

The KSIMC of London has a whistle blowing policy and staff are aware of this policy. Staff will be supported to use this policy.



## RECORDING AND MANAGING CONFIDENTIAL INFORMATION:

The KSIMC of London is committed to maintaining confidentiality wherever possible and information around Safeguarding Adults/ children's issues should be shared only with those who need to know.

All allegations/concerns should be recorded and handed straight to the designated safeguarding officer. The information should be factual and not based on opinions, record what the person tells you, what you have seen and witnesses if appropriate.

The information that is recorded will be kept secure where only the DSO and DDSO can have access and will comply with data protection.

## RESPONSIBILITIES:

Ill treatment, neglect and abuse are all part of the same problem and addressing this requires action from anyone involved in looking after those who are vulnerable. This policy highlights the importance of local partners working together, including Councils, Health services and the Police to keep people safe, and outlines the practical opportunities there are to do so.

All staff / volunteers and representatives (paid or unpaid) and members within the KSIMC of London have a responsibility to follow the guidance laid out in this policy and related policies and procedures and to pass on any welfare concerns using the required procedures.

All staff / volunteers and representatives within The KSIMC of London (paid or unpaid) are expected to promote best practice, and to positively involve people in developing safe practices within their BUJUs.

All staff/volunteers who work with children are required to attend training on safeguarding as and when it is organized by the EC or the BUJU with whom they work. In addition, they are encouraged to promote good practice by contributing to discussions about safeguarding.

## ADDITIONAL SPECIFIC RESPONSIBILITIES:

### THE EXECUTIVE COMMITTEE OF THE KSIMC OF LONDON

(Inclusive of all trustees and herein referred to as “the EC”) will hold responsibility for all matters relating to Safeguarding. This includes: implementing and promoting this Policy and ensuring that this Policy is monitored and reviewed in accordance with the changes in legislation and guidance. The EC shall achieve these responsibilities and objectives in conjunction with the appointed Safeguarding Panel. The EC will also need to ensure that recommendations made by the appointed Safeguarding Panel are actioned in a timely and appropriate manner and best practice is implemented with regards to all safeguarding matters.

The EC will use its best endeavors to ensure that each of its subcommittee (referred to as BUJUS which are listed above) co-operate with the Safeguarding Panel to ensure that this Policy is upheld and severe financial hardship followed.

The EC will provide the Safeguarding Panel with the name of at least one individual from each BUJU, Sub Committee or associated unit, through whom information and training relating to Safeguarding will be cascaded. This individual will also ensure that concerns and queries relating to this Policy and Safeguarding in general, are communicated to the Safeguarding Panel in a confidential, reasonable and timely manner.

Each of the BUJU's, /sub committees and associated units will have their individual procedure documents which will accompany this policy.

## THE SAFEGUARDING PANEL

**The Safeguarding Panel's** primary objective shall be to support the EC and the BUJU's by managing any Safeguarding concerns in a professional, confidential, sensitive, independent and non-judgmental manor. The Safeguarding Panel will act as an advisory body to the EC for the protection of vulnerable adults and children.

The Safeguarding Panel will be led by the Designated Safeguarding Officer (DSO), and comprise of a Deputy Designated Safeguarding Officer (DDSO), a team of safeguarding champions which comprise of 1 representative from each BUJU, which will form the Action Team.

The EC shall appoint an appropriate person as DSO and the DDSO (Preferably one male and one female to allow choice of whom to speak to when there is a disclosure. and ensure they are provided with suitable training and engage in continued development in line with their role.

The EC will designate responsibility to the DSO and the DDSO to take the lead in fulfilling its responsibilities for child and adult protection, including investigating safeguarding concerns where appropriate and sharing information with other agencies and local authorities where required.

### THE CURRENT DESIGNATED SAFEGUARDING OFFICER (DSO)

FARZANA HIRJI KARAWALLI

(SOCIAL WORKER AND LEARNING DISABILITIES NURSE).

### THE DEPUTY DESIGNATED SAFEGUARDING OFFICER (DDSO)

DR SHABBIR MERALI, (GENERAL MEDICAL PRACTITIONER).

## THE DSO AND OR DDSO'S RESPONSIBILITIES ARE:

- To ensure this policy is monitored and reviewed regularly along with the accompanying procedures produced by the individual BUJUs;
- To promote the welfare of children and vulnerable adults.
- To receive concerns from staff and volunteers related to safeguarding and respond swiftly and appropriately.
- To keep up to date with local arrangements for Safeguarding and DBS checks.
- To develop and maintain effective links with relevant agencies. through attendance at strategy meetings, initial case conferences, core groups, CAF meetings where required.
- To liaise with the EC on safeguarding matters, and provide them with recommendations where appropriate.
- To assist the Office Bearers of the EC to refer suspected abuse and neglect to the statutory partners (the local authority)
- To assist the Office Bearers of the EC or directly themselves report allegations made against members of staff to the Local Authority safeguarding team, Golden number, MASH team, Police and/or LADO depending on the nature of the case and level of risk to other members within the KSIMC of London.
- To form an advisory team of experts to assist with supporting the staff, volunteers and members of the KSIMC of London.

THE TRUSTEES AND EC'S RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

- To ensure that sufficient resources are allocated to ensure that the policy can be effectively implemented.
- To ensure that this policy is kept up to date, and accessible to all staff, volunteers and members
- To ensure that all staff and volunteers are provided with access to this policy upon commencement of their work with the KSIMC of London.
- The EC and safeguarding panel have a responsibility to ensure that they receive adequate safeguarding training at appropriate intervals; as well as all staff / representatives and volunteers. New appointees should be taken through a safeguarding induction process.

THE SAFEGUARDING PANEL'S RESPONSIBILITIES (WITH SUPPORT FROM THE EC) INCLUDE BUT ARE NOT LIMITED TO:

- To ensure that each BUJU have maintained training records and DBS clearance certificates which they will need to audit yearly.
- To ensure that there is provision of support and advice to all members of staff and volunteers within the KSIMC of London for adult safeguarding and child protection concerns.
- To ensure safer recruitment practices for paid staff, trustees and volunteers. This may include DBS disclosures for staff and volunteers, ensuring references are taken up and adequate training on Safeguarding Adults is provided for staff and volunteers.
- To ensure that all Staff and volunteers have an up to date DBS whilst undertaking duties within KSIMC of London where such checking is required, and ensure that appropriate records are kept of the same; DBS will require regular updates. The DBS can be generic to all KSIMC of London services as many volunteers have duties in many BUJUs. A Database will need to be devised by all BUJUs to eventually form a

single list of DBS data. (There are acceptations where a DBS check may not be required, this is explained within the Vetting and Barring (DBS) policy.)

- Cooperate with any requests for information from the local authority, such as Child Protection training returns and self-evaluative forms for safeguarding and child protection, in compliance with Section 11, Children Act 2004
- Establishing and maintaining contacts with the LADO, MASH teams, Safeguarding teams and Police. (When and where required).
- Maintaining confidential records of reported child abuse cases and action taken.
- The EC will call upon the DSO and the Safeguarding Panel to assist in the delivery of their Safeguarding responsibilities – for example in relation to policy development, the implementation of safeguarding procedures, training, sharing best practice etc.

## IMPLEMENTING THE POLICY:

- Any incident of alleged misconduct concerning children or vulnerable adults or abuse of these groups will be taken seriously by the KSIMC of London as well as the designated safeguarding officer and vice, and responded to swiftly and appropriately in accordance with this Policy. This may involve a referral to the Local Authority Safeguarding team.
- Where appropriate – breaches of this Policy and allegations of misconduct concerning children and / or abuse of children will result in the KSIMC of London invoking its Disciplinary Policy and Procedures as per the constitution or employment/ contractor agreements.
- The KSIMC of London will refer concerns that a child might be at risk of significant harm to the Local Authority safeguarding team and / or the Police.
- At KSIMC of London, we recognize our legal responsibility to safeguard children and promote their welfare. We will therefore act within the framework set by the Children Act 1989 and The Children Act 2004. We will also follow the Working Together to Safeguard Children 2013 guidance. As our safeguarding procedures, we adopt the Harrow Safeguarding Children Guidance 2013 (the Green Book).
- We also recognize that the Charity Commission place a huge responsibility on the Trustees of the KSIMC of London, to ensure that all beneficiaries are properly safeguarded from harm.
- Effective safeguarding practice starts with having in place effective procedures. Lines of responsibility should be clear, with leadership from the highest level. Representatives from across the KSIMC of London should be involved in implementation and in contributing to a culture in which safeguarding is discussed openly but concerns are managed on a **need to know** basis with confidentiality through the appropriate referral process outlined in this policy and service procedures. Members of the KSIMC of London with particular responsibilities will need appropriate training and all members need to be aware of the policies and procedures.

## RELATED POLICIES AND PROCEDURES:

The scope of this Safeguarding Policy is broad ranging and in practice provides an overarching safeguarding approach for all services run at the KSIMC of London premises, all events and functions delivered by the organisation off site, all volunteers and staff working in the organisation and all service users and members accessing services from the organisation. This policy document has brought together two key policy themes to provide a single robust point of reference for the delivery of services, encompassing child protection and the safeguarding of vulnerable adults.

Although this policy is specific to Safeguarding of adults and children, It works hand in hand with other policies such as:

- Whistleblowing –ability to inform on other staff/ practices within the organisation
- Grievance and disciplinary procedures – to address breaches of procedures/ policies
- Health and Safety policy, including lone working procedures, mitigating risk to staff and clients
- Equal Opportunities policy– ensuring safeguarding procedures are in line with this policy, in particular around discriminatory abuse and ensuring that the safeguarding policy and procedures are not discriminatory
- Data protection (how records are stored and access to those records)
- Confidentiality (or limited confidentiality policy) ensuring that service users are aware of your duty to disclose
- Staff induction
- Staff training
- Recruitment
- Use of photography.
- Vetting and Barring,

## CONFIDENTIALITY AND INFORMATION SHARING:

Privacy and confidentiality are core components of effective safeguarding. However, the matters of safeguarding, the welfare of the child or adult at risk will always come first. Where members, staff or volunteers have a concern about the safety of a child or adult at risk it is legally acceptable and expected that this information will need to be shared with relevant person's. This must be done in a reasonable and correct manner, and in a fashion, that respects the right to privacy for all individuals involved.

- Where possible, and not contrary to the needs of the child or vulnerable adult, families should be aware of any escalation.
- Any information relating to a safeguarding matter should only be shared as and when necessary, to relevant parties within the scope of the issue. Any information that is shared within or from the KSIMC of London should be channeled via the DSO.



THE CURRENT DESIGNATED SAFEGUARDING OFFICER (DSO)

FARZANA HIRJI KARAWALLI

(SOCIAL WORKER AND LEARNING DISABILITIES NURSE).

THE DEPUTY DESIGNATED SAFEGUARDING OFFICER (DDSO)

DR SHABBIR MERALI, (GENERAL MEDICAL PRACTITIONER).

SAFEGUARDING CONFIDENTIAL VOICEMAIL LINE.

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HARROW GOLDEN NUMBER

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020 8424 0999 – OUT OF HOURS.