

Sunnah Trust Safeguarding Policy

1. Overview and purpose

Safeguarding the wellbeing of young people is our number one priority and this policy sets out Sunnah Trust's approach to safeguarding and promoting the welfare of children and young people. It applies to all aspects of our work and everyone working for Sunnah Trust including permanent employees and volunteers. It is the duty of everyone working for Sunnah Trust to safeguard children and young people by creating an environment that protects them.

- Due to the nature of our work, Sunnah Trust works with young people in different settings.
- This policy outlines our safe working practice.
- Children and young people can occasionally disclose information about themselves that they might not have ordinarily done. This might happen at any point of a Sunnah Trust intervention – to a member of the Sunnah Trust team or to a wider audience in class or at an event. Sunnah Trust staff and volunteers are often uniquely placed to pick up on safeguarding issues and as such must know how to respond, record and report.
- This policy explains:
 - How we protect under 18s from harm
 - How we make sure people can raise safeguarding concerns
 - How we handle allegations or incidents
 - How we report to the relevant authorities.
- This policy will be reviewed annually by the management team
- This policy will be published on the ST website.

2. Legislation and scope

- This policy has been created in the basis of law and guidance to protect children: the [Children's Act of 1989](#) and [2004](#); [Working Together to Safeguard Children 2018](#); Keeping children safe in Education 2022

3. Definitions

- Safeguarding and promoting the welfare of children is defined in [Working Together to Safeguard Children 2018](#)
- The term 'child' is anyone who has not yet reached their 18th 'Children' therefore means 'children and young people' throughout this policy.
- The term 'safeguarding' is taken from the statutory guidance to mean:
 - Protecting children from maltreatment
 - Preventing impairment of children's health or development
 - Ensuring that children grow up in circumstances consistent with the provision of safe and effective care
 - Taking action to enable all children to have the best outcomes.
 - The term 'activity' means any activity or series of activities arranged for children in the name of the trust.

- An 'activity designed and delivered by Sunnah Trust' is one scheduled for children not in a school. For all activities designed and delivered by Sunnah Trust we will follow this safeguarding policy.
- In line with the NSPCC [definitions and signs of child abuse 2018](#) child abuse is when a person – adult or child – harms a child. It can be physical, sexual or emotional, but can also involve a lack of love, care and attention. Children who suffer abuse may struggle to find the words to speak out, so it's vital that all members of staff and volunteers representing Sunnah Trust working with children are vigilant for the signs of abuse.
- All Sunnah Trust staff and volunteers are required to act in line with this safeguarding policy.
 - If a student makes a disclosure in an activity, workshop or at an event, or a member of staff or a volunteer makes an observation which raises concerns about their welfare, the adult must report it and follow the safeguarding procedure.

4. Recognising signs of abuse

- Children who suffer abuse may be afraid to tell anybody about the abuse. They may struggle with feelings of guilt, shame or confusion – particularly if the abuser is a parent, caregiver or other close family member or friend. Children and young people who have been abused may want to tell someone, but not have the exact words to do so. They may attempt to disclose abuse by giving adults clues, through their actions and by using indirect words (Allnock and Miller, 2013; Cossar et al, 2013).
- **A disclosure** is when a child tells you something that relates to their welfare. It may include information relating to abuse or to their mental health. Our workshops provide a safe space which may make it possible for them to open up in a way that has not been possible before. It may also leave them feeling vulnerable.
- **An observation** is when you observe an indicator that something is wrong and there may be something impacting on their welfare.
 - **Physical abuse** is defined as deliberately hurting a child and causing physical harm It includes injuries such as: hitting, kicking, shaking, throwing, poisoning, burning or suffocating.
 - **Neglect** is defined as “the ongoing failure to meet a child’s basic physical and psychological needs”
 - **Child sexual abuse** is when a child is forced or persuaded to take part in sexual activities This may involve physical contact or non-contact activities and can happen online or offline.
 - **Child sexual exploitation** is a type of sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity
 - **Harmful sexual behaviour** is developmentally inappropriate sexual behaviour which is displayed by children and young people. It may also be referred to as sexually harmful behaviour or sexualised

behaviour. It can be displayed towards younger children, peers, older children or adults, and is harmful to the children and young people who display it, as well as the people it is directed towards.

- **Emotional abuse** is emotional maltreatment of a child, which has a severe and persistent negative effect on the child's emotional development. It's also known as psychological abuse.
- **Domestic abuse** is any type of controlling, coercive, threatening behaviour, violence or abuse between people who are, or who have been in a relationship, regardless of gender or sexuality. It can include physical, sexual, psychological, emotional or financial abuse.
- **Bullying** is when individuals or groups seek to harm, intimidate or coerce someone who is perceived to be vulnerable. It can involve people of any age, and can happen anywhere – at home, school or using digital technologies (cyberbullying). This means it can happen at any time.
- **Online abuse** is any type of abuse that happens on the internet, facilitated through technology like computers, tablets, mobile phones and other electronic devices
- **Child trafficking** is defined as recruiting, moving, receiving and harbouring children for the purpose of exploitation. Child trafficking is a form of modern slavery (HM Government, 2014). Many children are trafficked into the UK from overseas, but children can also be trafficked from one part of the UK to another.
- **Female genital mutilation** is the partial or total removal of the external female genitalia for non-medical reasons. It's also known as female circumcision or cutting.

5. Guidelines in the event of concern

- All Sunnah Trust staff and volunteers are required to act in line with this safeguarding policy. If a student makes a disclosure in a workshop or a meeting or a volunteer makes an observation which raises concerns about their welfare, the adult must report it. Under no circumstances should they ignore their suspicions and assume that someone else will take action to protect that child.
- Sunnah Trust staff and volunteers working with children need to be able to recognise the different types of abuse as well as the indicators and know how to respond appropriately.
- All staff should therefore be aware of the process for making referrals and for statutory assessments under the Children Act 1989- Care Act 2014 that may follow a referral, along with the role they may be expected to play in such assessments.
- It is everyone's responsibility to ensure that concerns are followed up.
- If you have reported a concern, you should expect to be informed about what has happened following the report. If you do not receive this information, you should be proactive in seeking it out.

- If, at any point, there is a risk of immediate serious harm to a child/adult a referral should be made to the police and or MASH/Local Authority Children’s Social Care immediately.
- **Do:**
 - Remain calm, approachable and receptive
 - Listen carefully, without interrupting
 - Acknowledge you understand how difficult this may be
 - Reassure them that they have done the right thing in telling you
 - Let them know that you’ll do what you can to help them
 - Make a written record of exactly what has been said (as soon as possible) – keep these notes safe and discuss with the Safeguarding Manager for confirmation on what to do with these notes.
- **Don’t:**
 - Promise confidentiality
 - Ask leading or probing questions
 - Repeatedly question or ask the child to repeat the disclosure
 - Discuss the disclosure with people who do not need to know
 - Delay in reporting the disclosure.
- **What to do next:** If you have serious and urgent concerns about the safety of the child:
 - Contact the Safeguarding Lead immediately.
 - When recording the safeguarding disclosure or observation they will ask you the following questions (See Appendix 2 for the guide in which questions will be asked):
 - Name of child, including other identifying information e.g. location of programme
 - When and where did the disclosure happen, and what was the context;
 - Who else was present;
 - Who else heard the disclosure;
 - Exactly what was said by the child (try to record word for word);
 - Anything you said/or did; and
 - Any other observations.

Telephone list for reporting an observation or disclosure:

Scenario	Who to report to/call
Low level concern	Safeguarding Lead (Shahin Ahmed) 07775039302. If the safeguarding lead is not available please contact one of the deputy designated safeguarding lead.
Further guidance required	NSPCC
Immediate risk of harm/danger	Emergency services. Contact safeguarding lead.

- **What to do with your notes:** Keep the notes you have made about the disclosure safe and separate them from the rest of your paperwork. This is confidential material. The Safeguarding Manager will agree with you what to do with them.
- Once you have reported the disclosure or observation, the Safeguarding Lead will react, respond, report and refer.

Doing nothing is not an option. It is your responsibility to act.

6. DBS Checks

- All Sunnah Trust staff and volunteers who work directly with children must complete a DBS check.
- Sunnah Trust will accept an enhanced DBS authorised by a different agency, company or charity.
- All Sunnah Trust staff and volunteers will receive annual safeguarding training and will be expected to read the Part A (keeping children safe in education 2022).
- All Sunnah Trust staff and volunteers will be expected to read the Safeguarding Children and Young People policy and be asked to sign a declaration confirming they have no convictions relating to children and that they will abide by the Sunnah Trust safeguarding policy.
- **DBS responsibilities:** Every Sunnah Trust worker is responsible for their own certificate. This includes:
 - Producing DBS certificate when requested by Sunnah Trust
 - The safekeeping of their own certificate.
 - Informing Sunnah Trust if the status of their criminal record changes or they are under a police investigation.

8. Safeguarding Training

- Sunnah Trust is committed to ensuring that everyone who works for us understands their safeguarding responsibilities and keeps their knowledge up to date.
- Sunnah Trust staff/volunteers will receive annual training on safeguarding
- Sunnah Trust staff/volunteers will be provided with an online copy of Keeping Children Safe in Education (2022) and will be expected to read and understand part one.
- Staff members/volunteers should be aware of the signs of abuse and neglect so that they are able to identify cases of children who may be in need of help or protection. Types of abuse and neglect are described in this policy.

9. Risk Assessments

- Any activity undertaken by Sunnah Trust must have a relevant risk assessment assigned to it, filled in by the relevant Programme Director and

approved by the safeguarding manager. These assessments must be filed with the activity plans and be accessible at any time.

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10. Consent

- Sunnah Trust will obtain parent/guardian consent for all activities that are designed and delivered by Sunnah Trust. This consent form must outline any specific risks that must be considered as well as detail on what they are consenting to.

11. Use of Images and Videography

- Sunnah Trust publishes photographs and videos of students during workshops/activities.
- We have a photography and video policy and a policy on the storage and use of all digital media associated with young people. These policies must be adhered to by all Sunnah Trust staff/volunteers.

12. Staff Behaviour

- The standards of behaviour expected of Sunnah Trust workers are outlined in the conduct and language policy. All staff and volunteers must abide by this at all times.
- All staff will complete a probationary period, in which the staff members performance and behaviour is closely monitored.
- **Referral to the Disclosure & Barring Service (DBS):** If Sunnah Trust removes someone from working with children (or would have, had the person not left first) because the person is believed to pose a risk of harm to children, then ST must make a referral to the Disclosure and Barring Service using the DBS referral [form](#).
 - A decision to refer will be taken by the CEO in conjunction with the Safeguarding Trustee.
 - Sunnah Trust will refer someone to the DBS (within three months) if they:
 - Dismissed them because they harmed a child;
 - Dismissed them or removed them from working in a regulated activity or because they might have harmed a child;
 - Were planning to dismiss them for either of these reasons, but the person resigned first; or
 - Information comes to light that, had it been known before, would have led to the person being removed from working in a regulated activity.

13. Use of Social Media

- All Sunnah Trust staff/volunteers must be respectful and responsible online as you are offline and use good judgment at all times when using social media.
- Sunnah Trust staff/volunteers should have no contact with children on social media.

- We ask that everyone should remember not to post anything online that they wouldn't want parents, teachers, beneficiaries, minors, employers or funders to see. Once something is online it can sometimes be shared and spread in ways you never intended.
- Regardless of your privacy settings, assume that all of the information you have shared on your social network is public information. Where possible Sunnah Trust encourages separate personal and professional accounts.
- A child, parent/guardian can ask for any Sunnah Trust hosted (ST website or social media channels) material to be taken down at any time. Sunnah Trust staff must oblige with these requests promptly.
- Under no circumstances should you publish, post or release information that is considered confidential. If it seems confidential, it probably is.

14. Learning and Improving

- We review our own practice annually to check we are placing the right emphasis on safeguarding in our work.
- This safeguarding policy will be reviewed annually by the management team.

Safeguarding Procedure 2023-2024

Stage 1: *If you observe any safeguarding incidents during a workshop or on trips, you must report the incident immediately to the Designated Safeguarding Lead (Shahin Ahmed). The designated safeguarding lead should always be available to discuss safeguarding concerns. If in exceptional circumstances, the designated safeguarding lead is not available, you should contact one of the designated safeguarding leads.*

Stage 2: *You will then be expected to complete the safeguarding incident referral form and email a copy to admin@sunnahtrust.co.uk.*

Stage 3: *The incident will then be passed onto one of the deputy designated safeguarding lead for further investigation. Parents will then be then contacted (phone calls) and informed about the safeguarding incident which has occurred.*

Stage 4: *If further investigation is required, parents/students will be requested to provide a written statement and any further evidence. The statement should be emailed to Sunnah Trust.*

Stage 5: *The safeguarding team will meet to discuss the findings.*

Stage 6: *A safeguarding meeting will be held with both parents/students. They will meet with the designated safeguarding lead and one of the deputy designated safeguarding lead.*

Stage 7: *The safeguarding team will meet and discuss appropriate sanctions/actions which needs to be taken.*

Stage 8: *Parents will be informed of the outcome taken by Sunnah Trust*

Stage 9: For the most serious offences and incidents which occur outside session/trips the matter may be referred to relevant agencies or reported to the police.

Sunnah Trust Safeguarding Team 2023/2024

Designated Safeguarding Lead

Shahin Ahmed

Deputy Designated Safeguarding Lead

Tufayl Ahmad

Deputy Designated Safeguarding Lead

Khalida Begum

Deputy Designated Safeguarding Lead

Farhanah Begum

The safeguarding policy was last reviewed and updated on 06.08.2023 by the management team.

1. Conduct and Language Policy

- This document should be read in conjunction with our Safeguarding Policy. Its aim is to set out best practice when working with children and young people and to help all trainers and volunteers safeguard against any allegation of impropriety from a child, young person or teacher.
- At all times, you should take care not to place yourself in a vulnerable position with a child.

2. Conduct

- Direct contact with children and young people should be through a parent or legal guardian. When a Sunnah Trust staff/volunteer needs to contact a student – communication should be clear and transparent.
- Unless absolutely necessary, young people should not be taken alone on car journeys. Where it is unavoidable the full knowledge and consent of the parents or guardian and safeguarding lead should be sought. In seeking consent, you should state the proposed purpose of the journey and the anticipated length.
- It is best practice never to touch a student. An arm around the shoulder or a pat on the back could be misconstrued. In addition, if you are trying to illustrate a point about posture or body language, you should use your own body to demonstrate your recommendations.
- If you are in the unfortunate position of having to use physical intervention as a last resort with a child or young person (i.e. where a child or young person is endangering him/herself or others) please be aware that any action that causes injury or distress may be considered under the child protection or disciplinary procedures.

- No photographs will be taken of children and young people without permissions.

3. Ratios and supervision of children:

- Where possible, trainers and volunteers should avoid being alone with a group of children or young people. Best practice is to have another responsible adult with you at all times.
- Any activity undertaken by Sunnah Trust will always give full consideration to the appropriate number of staff members available depending on the age of children involved; the degree of risk the activity involved.
- For any workshop/trip which is offered by Sunnah Trust a minimum of 3 members of staff, with appropriate DBS checks will always be available to supervise any activity, event or trip. This ensures basic cover in the event of something impacting on the availability of one of the responsible adults during the trip.

4. Language

- Sunnah Trust trainers and volunteers are strongly advised not to make any comments relating to gender or physical appearance.
- Sunnah Trust trainers and volunteers will strongly discourage the use of offensive or oppressive language by children or young people in relation to race, culture, age, gender, disability, religion or political persuasion.
- Although we encourage students to call trainers and volunteers by your first name, please wear your name badge at all times as this makes the practice more professional. In turn, it is strongly advised that trainers and volunteers call the children and young people by their first names only and do not use colloquial, non-specific endearments such as “Hun”, “Sweetie”, etc, which could later be misconstrued.

Safeguarding incident register 2023/2024

When making a disclosure you must first inform the designated safeguarding lead by phone. You will then be expected to complete the below form.

Date and time

Staff member reporting

Name of child

Location/Setting

Exactly what was said by the child and/or exactly what did you observe

Who else was present

What did you say and/or do

Who else heard the disclosure/saw the incident

Any other observations or relevant information

