

# REDHILL ISLAMIC CENTRE TRUST

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# RIC

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## **Statement of Purpose**

We aim to ensure that Redhill Islamic Centre is a safe place for children to be nurtured in their core faith values and recognise that we all have a responsibility to ensure they are protected for any form of abuse. The RIC Committee and teaching staff will treat every pupil with dignity and respect and will not condone the use of physical, verbal or emotional abuse of any student by staff or other student's, likewise, we expect that children and parents also respect these values.

## **Policy Aims**

- To promote good practice
- To provide children and young people with appropriate safety and protection whilst in the care of teachers and participating volunteers
- To allow teachers and volunteers and additional staff to make informed and confident responses to specific child protection issues

(A child is defined as being under 18 years of age)

To ensure the highest standards are maintained we have the following procedures in place:

### **1.1 Recruitment and Selection of Staff**

- All adults who are regularly caring for/supervising or teaching children (young persons under the age of 18 years) or vulnerable adults will as a matter of course be subject to enhanced CRB checks prior to having access to children/young persons whom they are not related.
- Volunteers or other members of the community whose position of trust mean that they could have unsupervised contact with children or young people will also be subject to CRB checks. No teacher/ member of staff should have unsupervised access to children prior to a CRB check being completed.
- All applicants whom will come into contact with children or young persons will be subject to a formal interview in order to ascertain their suitability to work with this group of people.
- All staff/volunteers having access to children/young people or vulnerable adults will receive child protection training and will be conversant with the Redhill Islamic Centre's own child protection policy and procedures and guidelines for good practice.

## 1.2 Definition of Abuse

Children and young people can be harmed within their own families, by a trusted adult, by someone involved with them in an organised activity or sometimes, although rarely, by a stranger. As a faith community, we need to be especially aware of mixed age activities where an adult may have an opportunity to build up a relationship with a child in an informal and less supervised situation.

We also need to be aware of the cultural dimensions within the Muslim community, for instance it is difficult to provide same sex teachers for classes, however no individual will take a class of exclusively opposite sex children.

### Spiritual Harm

We recognise that child abuse occurs in all cultures, religions and classes. Within faith communities' harm can also be caused by the inappropriate use of religious belief or practice. This can include the use of authority of leadership, discipline or oppressive teaching, which may result in children experiencing physical, emotional or sexual harm.

### Abuse and Neglect

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or failing to act to prevent harm. Children may be abused in a family or institutional or community setting; by those known to them or, more rarely by a stranger. They may be abused by an adult/adults or another child /children.

### Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child.

### Emotional Abuse

Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying that they are worthless or unloved, inadequate, or valued insofar as they meet the needs of another person.

It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's development or emotional capabilities, as well as over protection and limitation of exploration and learning, or preventing the child from participating in normal social interaction. It may involve causing children to feel frightened or in danger, or the exploitation or corruption of children.

## **Sexual Abuse**

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts (oral sex). They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

## **Neglect**

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may involve a parent or carer failing to provide adequate food and clothing, shelter including exclusion from home or abandonment, failing to protect a child from physical and emotional harm or danger, failure to ensure adequate supervision including the use of inadequate care-takers, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect or, or unresponsiveness to, a child's basic emotional needs.

(Definitions of abuse and neglect from the Government guidance 'Working together to safeguard Children 2006')

### **1.3 Identification of Possible Abuse**

Congregation workers/teachers/Imams may get to know the children and young people in their groups very well. A child or young person may feel enough trust to be able to talk about unhappy things that are happening – at home, at school or within the Mosque. This is both a privilege and a responsibility.

Remember that the child may want the abuse to stop, but still love the abuser. The Child may think that it is possible to stop the abuse without anything else happening. Signs of abuse can take many forms; from marks left by physical abuse which are outwardly visible to changes in behaviour/mood and emotional instability through the use of sexual or emotional abuse.

Although this list is not exhaustive, staff should be aware of the following:

- **Outward signs of physical abuse, such as burns, bruising and unexplained injuries either occurring as one off events or repeatedly over a period of time**

Children will naturally suffer minor injuries or bruises/grazes through participation in contact sports and physical activities etc. however should concerns be raised over the nature/severity or frequency of the injury/s the Congregation Child Protection Coordinator should be informed.

- **Emotional abuse may take many forms such as low self-esteem, depression, or lack of motivation or becoming more introverted, repeated / unexplained absence or reluctance to go home, anxiety and behaviour that is out of character or acts of self-harm or aggression towards other children/ adults.**

A child may be suffering abuse if he or she is:

- frequently dirty, hungry or inadequately dressed
- left in unsafe situations or without medical attention
- constantly 'put down', insulted, sworn at or humiliated
- seems afraid of parents, carers or teachers
- severely bruised or injured
- displays sexual behaviour which doesn't seem appropriate for their age
- growing up in a home where there is domestic violence
- living with parents or carers involved in serious drug or alcohol abuse

#### **1.4 Report of Actual Abuse**

If a child asks to talk in confidence ALWAYS tell them that it will depend on the circumstances. It will be necessary to get other people to help if they are being harmed, if they are harming someone else or harming themselves.

If it is possible, try to have another adult present whilst the child speaks, but do not prevent them from speaking.

- Maintain eye contact
- Allow the child to talk, but don't press for information
- Tell the child that they are not to blame for anything that has happened
- Reassure the child that they were right to tell
- Let the child know that you will have to tell other people so that the abuse can stop
- Try to explain what will happen next in a way that the child can understand
- Reassure the child that you will support them during the difficult time to come

As soon as possible write down as carefully as possible what the child has said, how they said it and how they appeared emotionally. Write down the context of the disclosure and what you said; sign and date it. Do not talk to the alleged abuser.

#### **Complete the Incident form (Appendix C)**

**Pass the information on to the Congregation Child Protection Coordinator as soon as practicably possible.**

**If the child presents as an immediate risk, either of suffering continued abuse, risk of harm to self or others, the referral to statutory agencies should be made immediately. (Follow the guidance set out in 1.6 and contact the agency contacts listed in 10.1 below)**

## 1.5 Codes of Conduct for children/young people

Children/young persons are expected to:

- Keep within the defined boundary of the Mosque
- Behave and listen to all instructions from the Imam/teacher
- Take care of equipment owned by the mosque
- Refrain from the use of bad language or racial references
- Refrain from bullying or persistent use of rough or dangerous play
- Show respect to other youth members and teachers
- Keep themselves safe
- Report any inappropriate behaviour or risky situations to Imams/teachers
- Not use violence

Children/young persons have the right to:

- Be safe
- Be listened to
- Be respected
- Privacy
- Enjoy their education in a protective environment
- Be referred to professional help if needed
- Be protected from abuse by another member/child or outside sources
- Participate on an equal basis, appropriate to their ability
- Be believed
- Ask for help

Any misdemeanours and general misbehaviour will be addressed by the Imam/teaching staff and reported verbally to the designated person. Persistent misbehaviour will result in a written warning and/or suspension/dismissal from the Redhill Islamic Centre. Parents/guardians will be informed.

Dismissal/suspension can be appealed by the child/parent/guardian with final decisions taken by the RIC committee.

## 1.6 Reporting Procedure

**What to do if abuse is suspected:**

The Redhill Islamic Centre will fully support and protect anyone, who in good faith, reports his or her concern that a colleague is, or may be, abusing a child.

- Any suspicion that a child has been abused by either a parent/guardian, volunteer or member of staff or other children should be reported to the Child Protection Coordinator, who will take steps to ensure the safety of the child in question and any other children at risk.

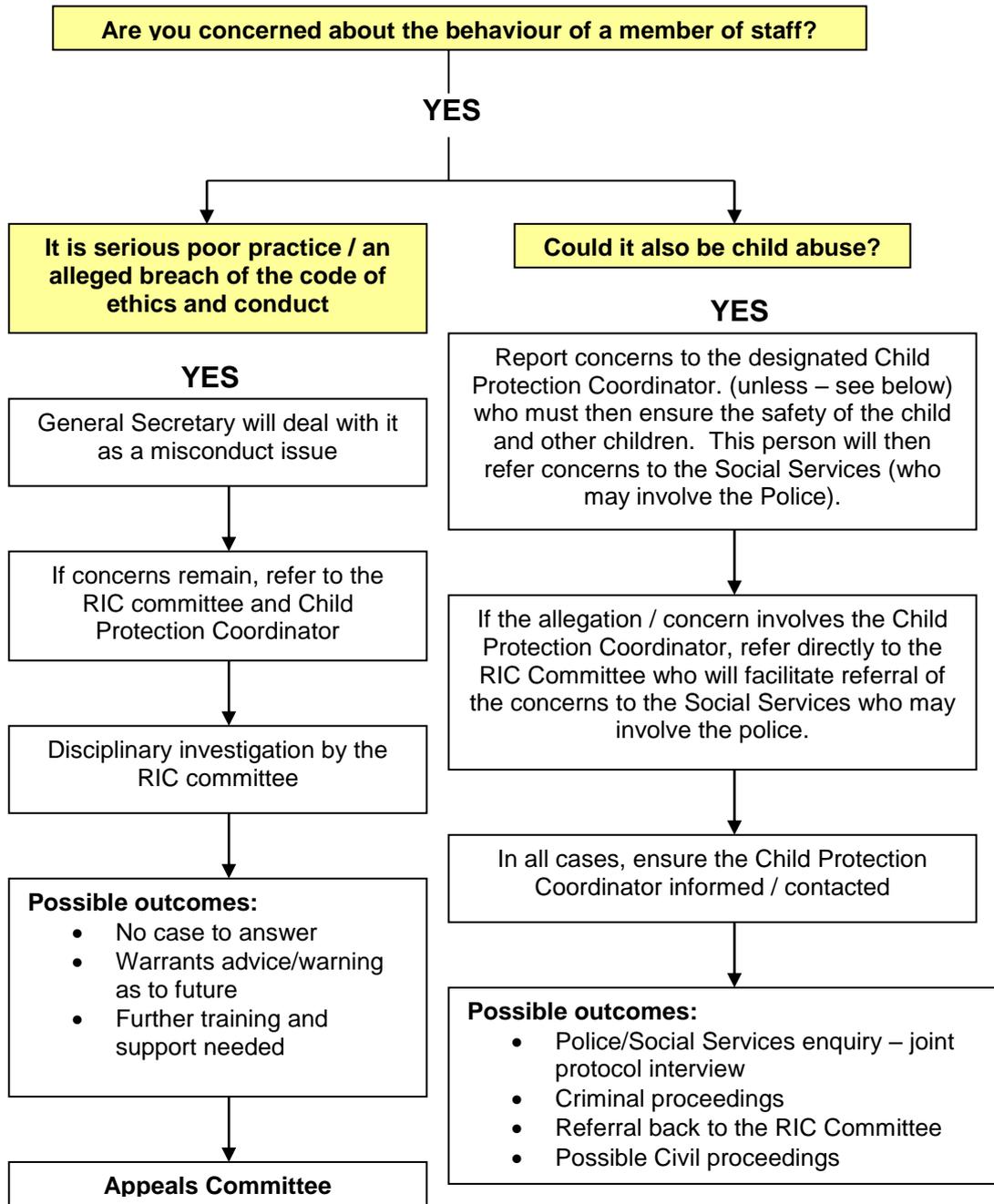
- The Child Protection Coordinator will follow the guidelines produced by the Mosque Child Protection Steering Group and refer the allegation to the Social Service department who may involve the Police.
- The parents and carers of the child will be contacted as soon as possible following advice from Social Services.
- If the Child Protection Coordinator is the subject of the suspicion/ allegation, the report must be made to the appropriate steering group members who will refer the allegation to social services.

Where there is a complaint against a member of staff there may be 3 types of investigation

1. A criminal investigation
2. A child protection investigation
3. A disciplinary or misconduct investigation

**The following action will be taken if there are concerns**

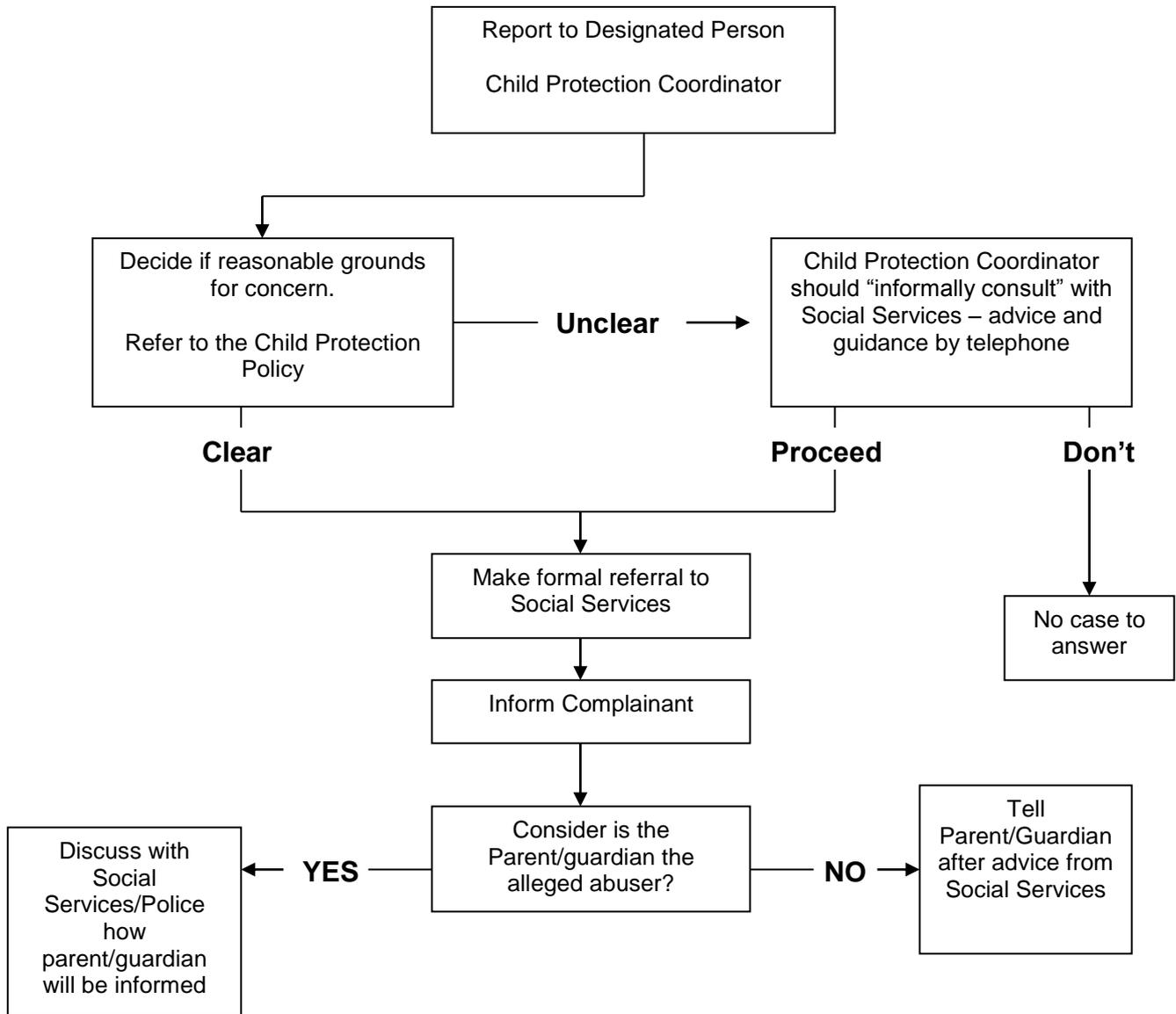
- If, following consideration, the allegation is clearly about poor practice, it will be dealt with as a misconduct issue by the Child Protection Coordinator
- If the allegation is about poor practice by the Child Protection Coordinator, or the matter has been handled inadequately it should be reported to the relevant steering group members who will decide how to deal with the allegation.
- The Child Protection Coordinator/steering group will make an immediate decision about whether an individual accused of abuse should be temporarily suspended pending further social service and police inquiries. In the event of an investigation that leads to a criminal conviction or child care proceedings the matter will be immediately be referred to the RIC committee.
- The steering group (The Child Protection Officer, plus a number of neutral observers) will assess individual cases to decide whether a volunteer can be reinstated or removed from having access to children. The Committee will make a decision based on available information which could suggest on a balance of probability that the allegation is true. Where disciplinary action is taken against an individual the relevant agencies will be informed. The welfare of children must always remain paramount



**NOTE**

If you do not know who to turn to for advice or are worried about sharing your concerns with a senior colleague, you should contact Social Services direct (or the NSPCC on 0800 800 5000 or Childline on 0800 1111). At any stage during the process in the left hand column the issue can be referred externally either formally or informally for advice. Following the external (right column) outcome the matter may be referred back to the RIC committee.

**What steps need to be taken when reporting concerns outside the RIC**



## **Confidentiality**

Every effort will be made to ensure confidentiality is maintained, where information is handled and disseminated on a need to know basis only. This includes:

- The Child Protection Coordinator
- The parents of the person who is alleged to have been abused
- The person making the allegation
- Social Services/Police
- The alleged abuser (and parents if the abuser is a child)

Information will be stored in a secured place with limited access to designated people, in line with data protection laws. (1998 Data Protection Act).

## **Support to deal with aftermath**

The Child Protection Coordinator will provide information on where to get support. Consideration will also be made as to what support may be appropriate to alleged perpetrator of abuse.

### **1.7 Child Protection Coordinator**

A Child Protection Coordinator has been appointed in order to liaise between the Redhill Islamic Centre Committee and other statutory bodies in order to ensure both policies and procedures are in place and adhered to. The CPC will be responsible for ensuring the Mosque is fully compliant with current requirements as set out in the 1999 Child Protection Act, that the environment is safe and conducive to the children's development and coordinate any training and development needs for staff and volunteers in order to ensure good practice is maintained.

The CPC will also be responsible for the initial notification, recording and referral of complaints/concerns regarding any form of abuse either within the mosque or within the community.

**Any inappropriate behaviour that becomes harmful, it should be referred for investigation through the Child Protection Coordinator**

### **1.8 Child Protection Steering Group**

A Child Protection Steering Group has been established in order to monitor current procedures and to work with the Child Protection Coordinator.

#### **Steering Group Membership**

Mohammed Arif	Trustee – Chair
Qamar Saeed	Committee Member RIC
Imran Saghir	Committee Member RIC
Mohammed Khalid	General Secretary RIC

The Child Protection Steering Group will meet formally on a quarterly basis unless otherwise required to convene due to specific concerns regarding child protection issues.

The steering group will have responsibility for:

- Ensuring that all adults with access to children/young persons will be CRB checked in line with current legislation and good practice.
- Review current policies and guidance ensuring they are fair and meet the needs of children and young persons.
- Review the training needs of all staff/teachers and volunteers whom work with children/young persons.
- Ensure teaching practices/leisure activities conform to current legislation/good practice.
- Produce formal minutes, which will be available to all mosque members, a copy of which will also be forwarded to the Surrey Police Child Protection representative and Surrey Social Services representative.
- Forge alliances with both statutory and non-statutory agencies in order to ensure the needs of children and young people are adequately represented.
- Deal with and respond to all allegations/concerns of abuse or mistreatment in an open, honest and timely fashion thus ensuring the safety of all children/young persons engaged in activities within the Centre or those affiliated to the RIC.

## **1.9 What to do if bullying is suspected**

If bullying is suspected by a volunteer/teacher the following procedures concerning reporting the bullying should be followed.

### **Action to help the victim and prevent bullying**

- All signs of bullying should be taken very seriously
- Children should be encouraged to speak and share their concerns. An open environment should be created. Help the victim to speak out and tell someone in authority. If anyone talks about or threatens suicide seek professional help.
- Investigate all allegations and take action to ensure the victim is safe. Speak to the victim and bully (ies) separately.
- Reassure the victim that you can be trusted, although you cannot promise not to tell anyone.
- Keep records of what is said, what happened, when and by whom.
- Report any concerns to the Child Protection Coordinator or the school (school based)

### **Action towards bullies**

- Talk with the bully (ies), explain the situation, and try to get the bully (ies) to understand the consequences of their behaviour.
- Inform the bully's parents
- Impose sanctions as necessary
- Don't forget to keep a written record of actions taken.

### **10.0 Guidance for Volunteers and all those with responsibilities for pastoral care.**

This code of conduct helps everyone to be clear about what is and isn't acceptable behaviour. It makes it easier to challenge worrying conduct and protects children and those working with children from malicious allegations.

- Treat all children and young people with the respect and dignity befitting their age.
- Watch language, tone of voice and body language, wherever possible.
- communication should be delivered in a manner appropriate to the child's age and understanding and needs.
- Learn to control and discipline children without physical punishment, this must never be used even if they have the parent's explicit permission for this.
- Ensure that another adult is informed if a worker needs to take a child to the toilet. Toilet breaks for younger children should be organised.
- If known in advance, a parents/guardians permission must be sought if a child or young person is to be seen on his/her own, another adult must be nearby and the child / young person must know this. If the conversation is of a confidential nature, the adult may be in sight but out of hearing.
- Ensure that if possible, each group has a gender balance of helpers.
- Ensure that children and young people know that they can speak to an independent person in the congregation, or contact 'Childline', if they need to talk to someone.

### **Practice to be avoided**

The following should be avoided except in emergencies. If cases arise where these situations are unavoidable they should only occur with the full knowledge and consent of the parents or teacher. For example, if a child requires transportation to hospital or if a parent fails to turn up at the end of a class.

- Avoid spending excessive amounts of time alone with children away from others.
- Invade a child's privacy whilst washing or toileting.
- Play rough physical or sexually provocative games
- Scapegoat, ridicule or reject a child or young person.
- Show favouritism to any one child or young person.
- Allow any child or young person to involve the worker in excessive attention seeking that is overtly physical or sexual in nature.

## **Practice never to be sanctioned**

The following should never be sanctioned. You should never:

- Engage in rough, physical or sexually provocative games such as horseplay.
- Share a room with a child or invite or allow children to stay with you at your home unsupervised.
- Allow or engage in any form of inappropriate touching.
- Make sexually suggestive comments to children, even in fun.
- Allow allegations made by a child to go unchallenged, unrecorded, or not acted upon.
- Do things of a personal nature for children or disabled adults that they can do for themselves. It may be necessary for volunteers or staff to do things of a personal nature for children (e.g. dressing and undressing children, lifting), particularly if they are young or disabled. These tasks must only be carried out with full parental consent. Be responsive to the child's reactions. If they are fully dependant on you, talk about what you are doing and give choices where possible.
- Avoid taking on tasks that you are not appropriately trained for.
- Take children to your home where you may be alone with them.

If any of the following occur the volunteer/ staff should report immediately to another colleague and record the incident using **the INCIDENT FORM (Annex C) or ACCIDENT FORM (Annex B)**. The parents of the child must also be informed if:

- You accidentally hurt a child
- A child seems distressed in any manner
- A child appears to be sexually aroused by your actions
- A child misunderstands or misinterprets something you have done

## **Photographic Policy**

No child/young person will be photographed either identifiably or unidentifiably without the written consent of their parent or guardian.

## 10.1 Partner Agency Links

**Surrey Police Child Protection Team (Reigate) 01737**

Named Contact:

**Surrey County Council – Child Protection 08456 009 009**

Monday – Friday 08.00 – 18.00 for Assessment Team

## 10.2 National Helplines

### **NSPCC Helpline**

Children and Young People 0800 1111  
Adults 0808 800 5000

Email: [Helpline@nspcc.org.uk](mailto:Helpline@nspcc.org.uk)

### **NSPCC Asian Helpline**

Bengali	0800 096 7714
Gujurati	0800 096 7715
Hindi	0800 096 7716
Punjabi	0800 096 7717
Urdu	0800 096 7718
Asian/English	0800 096 7719

**Parentlineplus** 0800 800 2222

A free and confidential helpline for parents and carers

[www.parentlineplus.org.uk](http://www.parentlineplus.org.uk)

### **Kidscope**

Interactive site with information presented in a format most age groups will find useful

[www.kidscope.org.uk](http://www.kidscope.org.uk)

**Stopitnow** 0808 1000900

Abuse helpline for Surrey/Sussex

**Appendix A**

**STANDARD PARENTAL/GUARDIANS CONSENT FORM**

Anything written on this form will be held in confidence. Our Imams/teachers need to know these details in order to meet the specific needs of your child.

I give permission for my child to attend the Redhill Islamic Centre for educational purposes.

CHILD'S FULL NAME:

.....

ADDRESS:

.....

.....

DATE OF BIRTH: ..... AGE: .....

GENDER: MALE / FEMALE (Please circle)

HOME TELEPHONE NO: .....

MOBILE TELEPHONE NO: .....

**EMERGENCY TELEPHONE NO:** .....

IF UNAVAILABLE CONTACT: .....

RELATIONSHIP TO CHILD: .....

NAME OF GP: .....

DETAILS OF ANY KNOWN ALLERGIES, CONDITIONS, MEDICATION BEING TAKEN:

.....

.....

.....

ANY OTHER NEEDS OR REQUIREMENTS OR DIRECTIONS THAT WOULD BE HELPFUL FOR TEACHERS TO KNOW ABOUT:

.....

.....

**I will inform the Imam's/teachers of any important changes to my child's health, medication or needs and also of any changes of address or telephone numbers given. In the event of illness, having parental responsibility for the above named child, I give my permission for medical treatment to be administered where considered necessary by a nominated first aider, or by a suitably qualified medical practitioner. If I cannot be contacted and my child should require emergency hospital treatment, I authorise a qualified medical practitioner to provide emergency treatment or medication.**



**I have been made aware that Redhill Islamic Centre has developed a Child Protection Policy and they are committed to ensuring the safety of my child by having:**

- **Clear recruitment policy which includes vetting of all Imam's/teachers and volunteers**
- **A photography policy**
- **An anti-bullying policy**
- **Disciplinary procedures**
- **A designated person for child protection**
- **Guidelines on confidentiality**

The Redhill Islamic Centre is committed to ensuring that any information gathered in relation to our education classes meets the specific responsibilities as set out in the Data Protection Act 1998.

I confirm that all the details are correct to the best of my knowledge and I am able to give parental consent for my child to participate in and travel to all activities.

**A copy of the STUDENT HANDBOOK has been issued to me**

YES  NO

**A copy of the RIC CHILD PROTECTION POLICY has been issued to me**

YES  NO

Signature: ..... Parent/Guardian

Print Name: .....

Date: .....

**Appendix B**

**ACCIDENT FORM**

To be completed with accident book

<b>Teacher in attendance:</b>	
<b>Injured party:</b>	
<b>Age / DOB</b>	
<b>Address:</b>	
<b>Accident details:</b>  Date:  Time:  Exact location:  Injury:  How happened:	
<b>Severity of injury:</b>  <ul style="list-style-type: none"><li>• Minor <input type="checkbox"/></li><li>• Considerable <input type="checkbox"/></li><li>• Severe <input type="checkbox"/></li></ul>	
<b>First aid involved:</b>	YES / NO
<b>Medical attention required:</b>	YES / NO
<b>Parents informed:</b>	YES / NO
By whom: .....	
<b>Referred to designate person:</b>	YES/ NO
Name: ..... Date: .....	

**Appendix C**

**INCIDENT FORM**

<b>Name of Agency: Redhill Islamic Centre</b>
<b>Your Name:</b>
<b>Your Position:</b>
<b>Child's Name:</b>
<b>Child's Address:</b>
<b>Parents/Carers Names/Address</b>
<b>Child's Date of Birth:</b>
<b>Date and time of any incident:</b>
<b>Your observations:</b>
<b>Exactly what the child said and what you said:</b> (Remember, do not lead the child – record actual details. Continue on separate sheet if necessary)
<b>Action taken so far:</b>
<b>EXTERNAL AGENCIES CONTACTED – Date and Time</b>

<b>Police</b>	<p>If yes – which:</p> <p>Name and contact number:</p> <p>Details of advice received:</p>
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<b>Social Services</b>	<p>If yes – which:</p> <p>Name and contact number:</p> <p>Details of advice received:</p>
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<b>Child Protection Coordinator</b>	<p>If yes – which:</p> <p>Name and contact number:</p> <p>Details of advice received:</p>
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<b>Local Council/Education Dept</b>	<p>If yes – which:</p> <p>Name and contact number:</p> <p>Details of advice received:</p>
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<b>OTHER</b> (e.g. NSPCC)	<p>If yes – which:</p> <p>Name and contact number:</p> <p>Details of advice received:</p>
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<p>Signature:</p> <p>Print name:</p>
Date:

**Remember to maintain confidentiality on a “need to know” basis – only if it will protect the child. Do not discuss this incident with anyone other than those who need to know.**

**NB: A copy of this form should be sent to Social Services after the telephone report and to the RIC committee and child protection coordinator for monitoring purposes.**