

## CHILD PROTECTION POLICY

### Document log

No.	Version No.	Date	Name of writer	Notes
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### Approval Log

This document has been reviewed and approved by the following:

Name	Position	Entity name	Signature	Date

### INTRODUCTION

West London Islamic Cultural Centre recognises the importance of having a child protection policy in place in order to protect the rights of children and young people who use the services offered to them by the centre. All staff personnel or volunteers working within West London Islamic Cultural Centre must ensure that:

- The welfare of the child is paramount;
- All children, whatever their age, culture, disability, gender, language, racial and origin have the right to protection from abuse;
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately;
- All staff (paid/unpaid) have a responsibility to report concerns to the appropriate officer. **Ebraheem Ettoubi** is the Nominated **Child Protection Officer** for West London Islamic Cultural Centre and he can be contacted on **07703650685**

### POLICY STATEMENT

West London Islamic Cultural Centre has a duty of care to safeguard from harm. All children and young people have a right to protection, and the needs of disabled children and others who may be particularly vulnerable must be taken into account. West London Islamic Cultural Centre will ensure the safety and protection of all children who use the centre services.

## **POLICY AIM**

The aim of the West London Islamic Cultural Centre Child Protection Policy is to promote good practice by:

- Providing children and young people with appropriate safety and protection whilst attending the school or taking part in any activity organised by the Centre or accompanying parents/adults to perform an act of worship.
- Allowing all staff /volunteers to make informed decisions and give confident responses to specific child protection issue.

## **INDUCTION**

All staff and volunteers should receive formal induction, during their appointment. Candidates' qualifications should be substantiated and the Centre's requirements and candidates' responsibilities should be clarified and the Centre's Child Protection Policy and procedures explained.

## **TRAINING**

In addition to pre-selection checks, the safeguarding process includes raising awareness through discussion to help staff and volunteers to:

- Analyse their own practice against established good practice, and to ensure their practice is likely to protect them from false allegations.
- Recognise their responsibilities and report any concerns about suspected poor practice or possible abuse.
- Respond to concerns expressed by a child or young person.
- Work safely and effectively with children.

## **West London Islamic Cultural Centre requires that:**

- All staff should read the advisory information herein outlining good practice
- Know what to do if they have concerns about the behaviour of an adult towards a young person or one young person to another.

## **RESPONDING TO ALLEGATIONS OR SUSPICIONS**

It is not the responsibility of everyone working within West London Islamic Cultural Centre in a paid or unpaid capacity to decide whether or not child abuse has taken place. The Centre will assure all staff/volunteers that it will fully support and protect anyone, who in good faith reports his or her concern that another person is, or may be, abusing a child.

## COMPLAINT

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

- A criminal investigation.
- A child protection investigation.
- An internal disciplinary or misconduct investigation.

## ACTION IF THERE ARE CONCERNS

### a) Concerns about poor practice:

- If, following consideration, the allegation is clearly about poor practice, the Nominated Child Protection Officer will deal with it as a misconduct issue.
- If the allegation is about poor practice and if the matter has been handled inadequately and concerns remain, it should be reported to senior management who will decide how to deal with the allegation and whether or not to initiate disciplinary proceedings.

### b) Concerns about suspected abuse:

- Any suspicion that a child has been abused by either a member of staff or a volunteer should be reported to the Nominated Child Protection Officer, who will take such steps as considered necessary to ensure the safety of the child in question and any other child who may be at risk.
- The Nominated Child Protection Officer may refer the allegation to the social services department who may involve the police.

## CONFIDENTIALITY

Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need to know basis only. This includes the following people:

- The Nominated Child Protection Officer
- 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 alleged abuser is a child).

Recorded information will be stored in a secure place with limited access to designated people, in line with data protection laws (e.g. that information is accurate, regularly updated, relevant and secure).