

WEST WALES ISLAMIC CULTURAL ASSOCIATION (WWICA)

SAFEGUARDING POLICY

Safeguarding Policy of West Wales Islamic Cultural Association

Date drafted	20/01/2021	Date of review	01/04/2022
Date approved by Trustees	28/03/2021		
Signature of Chair			

The objectives of WWICA are;

- To present the Islamic way of life as defined by the Glorious Qur'an and the teachings of Prophet Muhammad (P.B.U.H) to both the Muslims and non-Muslim communities.
- To continue to work within the Muslim community helping and assisting in all possible ways, promoting unity, equality and justice.
- To promote and encourage mutual appreciation and friendly relations between Muslims and non-Muslims.

The purpose of this policy statement is:

- to protect children, young people and vulnerable adults at risk who receive WWICA's services from harm. This includes the children of adults who use our services
- to provide staff and volunteers, as well as children and young people and their families, with the overarching principles that guide our approach to safeguarding.
- to confirm that the board of trustees is ultimately responsible for safeguarding in WWICA

This policy applies to anyone working on behalf of WWICA including managers, the board of trustees, paid staff, volunteers, sessional workers, agency staff and students.

1. Legal framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children, young people and adults in Wales. This is the Social Services and Well-Being (Wales) Act of 2014, implemented 2016, and declares "safeguarding to be everybody's business". [Overview of the Social services and well-being \(Wales\) Act 2014 | Information and Learning Hub \(socialcare.wales\)](#) "The Act" places an expectation that practitioners (anyone in direct work with children, families or adults at risk) in third sector

organisations, including the faith community, will report to social services where they have "reasonable cause to suspect" abuse, neglect or harm to a child or adult at risk.

WWICA commits to promoting familiarity with the Wales Safeguarding Procedures by easy access to www.safeguarding.wales and the use of the **Wales Safeguarding App** for reference, support and common terms

2.Safeguarding:

- Designated safeguarding officer is Mr N Webley 07974 827618

Duties include:

- Dealing with disclosures and concerns of abuse, neglect or harm about a child, young person or adult.
- Following Wales Safeguarding Procedures and supporting other workers in the use of Wales Safeguarding App
- Managing allegations about WWICA staff and volunteers
- Liaison with statutory authorities, agencies and Charity Commission
<https://www.gov.uk/guidance/how-to-report-a-serious-incident-in-your-charity>
<https://www.gov.uk/guidance/reporting-serious-incidents-to-the-charity-commission-during-the-coronavirus-pandemic>

3.Definitions – who are we talking about

Adult at risk - Describes anyone over 18 years of age who is experiencing or is at risk of abuse or neglect and has needs for care and support (whether or not the authority is meeting any of those needs), and as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it. (S 126 of the Social Services and Well-being Act 2014). An appropriate safeguarding report will trigger safeguarding enquiries led by the local authority (Social Services).

Child at risk - This describes an individual under the age of 18 years who is experiencing or is at risk of abuse, neglect or other kinds of harm; and who has needs for care and support. When a child has been reported under section 130 of the Social Services and Well-being Act 2014, the local authority shall make, or cause to be made, such enquiries as they consider necessary to enable them to decide whether they should take any action to safeguard or promote the child's welfare under section 47 of the Children Act (1989).

4. Confidentiality and consent, record keeping

a. Consent, Capacity, Confidentiality The role and limits of confidentiality –

- to prevent information being used or shared inappropriately,
- to protect all the people involved,
- but there is nothing in law (DP2018 or GDPR) that prevents information being shared to prevent serious harm or report a crime (before or after the event)

b. The role of consent in safeguarding

Consent – informed consent should be sought from any person about who is the subject of a safeguarding report. The mental capacity to make this decision should be assumed unless the individual has been formally assessed to lack capacity. In which case, a “best interests” decision should be made.

NB Exceptions: consent is not required to report a crime or to call for emergency medical help – 999 Police or Ambulance

The duty to report, where applicable, in theory overrides any withheld consent, but the practitioner should still seek consent from the individual, and where this is withheld, should explain why they are duty-bound to make a report, which will also be based on the reasonable cause to suspect abuse. The practitioner should seek to keep the individual informed of the process which will follow.

c. Obtaining consent

Child: be prepared to make a safeguarding report of suspected abuse and neglect - with or without the child's consent – but ALWAYS try to gain consent from the child.

Where a child appears to have the capacity and understanding, they should be consulted, and their consent obtained to ensure their wishes and feelings are known.

d. Parent about a child:

When deciding whether to obtain parental consent before making a safeguarding report about a child, the overriding consideration is whether this places the child at (greater) risk of harm.

Try to obtain consent from the parent(s)/carer of the child, unless it would increase the risk of harm to the child. Aim to work in partnership with the parent(s) to safeguard the child and protect them from harm.

e. Adult: an adult can choose to give or withhold consent to a safeguarding report being made about them, except when the situations below apply. Always try to gain consent from the adult about whom you wish to make a safeguarding report.

f. A report can be made without their consent when:

- Other people may be placed at risk by the situation (e.g., known perpetrator having access to similarly at-risk individuals, or to a child)
- Undue influence of another person is suspected (coercion, threat or pressure applied)

g. Each individual has the right to withhold consent and where they do so, should be fully informed of any actions you may still take regarding their safeguarding. Reports made without consent should state this and explain why consent was not obtained, or sought, if this is the case. This should not affect the process of enquiries made by the local authority social services.

h. The Social Services and Well-Being (Wales) Act 2014 Act is rights based Rights of an adult with capacity:

- Right to make decisions deemed "risky" by others
- Right to refuse consent to a safeguarding report
- Right to refuse to participate in a safeguarding investigation (unless police involved)
- Right to change their mind!

Refusing to participate does not relieve the local authority of its duty to make enquiries / investigate, but may reduce the effectiveness of the process.

All refusals must be recorded and the decisions made in response to this.

i. Confidentiality is about how information which is personal and sensitive will be treated and respected, for everyone who may be involved in a safeguarding situation. WWICA will endeavour to keep such information confidential within WWICA, on a restricted need to know basis. Any records will be held in a secure store by the safeguarding officer or person appointed by WWICA trustees.

j. Data and records must comply with General Data Protection Regulations in force at the time of any report.

5. Supporting documents

This policy statement should be read alongside WWICA organisational policies, procedures, guidance and other related documents.

a. Safer recruitment, use of DBS checks (See Safer Recruitment policy)

Applies equally to paid staff and volunteers. The majority of roles in WWICA (assuming weekly or less frequent contact with children or adults at risk, including the role of the safeguarding officer) will require an **enhanced DBS check**.

Roles which are **regulated activity** (personal care, even just once) require the enhanced DBS check with a **barring list check** (children, adults or both). If providing a service for very young or very impaired adults who will attend without a parent or carer, would advise at least one person has the barring list check to allow them to undertake support e.g., in emergency toileting situations.

b. Volunteering

Because there are no DBS checks on volunteers under the age of 16 years, it is not possible to have volunteers under the age of 16 years in positions of responsibility. (See **Volunteering policy**)

c.Anti-bullying & Equal Opportunities

Bullying isn't just about child-on-child but can apply to adults as well, and can also take place online. (See Equal opportunities and anti-bullying policy)

d.Whistleblowing & managing complaints

The provisions of Whistleblowing legislation apply to paid staff and will be followed by WWICA. WWICA will follow good practice and apply the same provisions to volunteers.

(See Whistleblowing policy).

e.Induction, training, supervision and support

Induction and refresher training will be provided to paid staff, volunteers and trustees regarding their duties under safeguarding.

f.Code of conduct for staff, volunteers, students and adults using WWICA's services

(See Code of conduct policy) This also applies to online activities

g.Staff/student ratios, lone worker

WWICA is committed to ensuring that no member of paid staff, volunteers or students are exposed to foreseeable risk by having inadequate student/staff ratios or supervision

h.Online safety, photography and shared images

WWICA recognises that many activities will take place online and that the provisions of safeguarding apply to these activities. WWICA will ensure that the mosque wifi, access to websites is secured and checked as being appropriate and suitable. The qualities of honesty, boundaries, reporting and reliability are to be encouraged

i.Health & Safety

The health and safety of all users of WWICA's services are of utmost importance, including the exposure to infectious viruses. Reference should be made to the provisions of **WWICA Health & Safety policy and risk assessments.**

APPENDIX. Actions to be taken in the event of concerns about an individual.

Where there are "reasonable cause to suspect" abuse, neglect or harm to a child or adult at risk attending WWICA activities or known to WWICA members, the following actions should be taken.

1. In the event of a crime against an individual, signs of injury and significant harm being done or the likelihood of significant harm might be done, **the Police must be called** and if necessary, an Ambulance is to be called.
2. Inform the individual concerned the need to refer to the Police/Carmarthenshire Social Services/WWICA Safeguarding officer. If possible, get consent for this to happen. (See provisions written above regarding consent)
3. Make a written record of concerns, observations and conversations as soon as practicably possible. Keep the record for Social Services investigations.
4. Notify the WWICA safeguarding officer as soon as practicably possible, who will make the initial referral to Carmarthenshire Social Services. However, if there is a risk of delay with the WWICA safeguarding officer, a referral may be made immediately. **(See Carmarthenshire Social Services guidance notes below)**
5. Reference should be made to the Wales Safeguarding Procedures App, to ensure that no vital step has been overlooked. App is available from <https://www.safeguarding.wales/> Google Play & Apple store
6. WWICA safeguarding officer is to liaise with Carmarthenshire Social Services and to provide every assistance to them in their enquiries. **(See Carmarthenshire Social Services guidance notes below)**
7. The WWICA safeguarding officer is responsible for keeping WWICA records and documents relevant to a referral in safe and secure keeping for use by Carmarthenshire Social Services. It maybe prudent to keep separate copies of these documents in a secure place until such time that they may be destroyed. (See also Data Protection Regulations)

Guidance notes from Carmarthenshire Social Services

If you suspect that a child or young person is at risk:

- Never assume that somebody else will report when children are at risk.
- Never delay passing your concerns to someone in a position to ensure that a proper investigation takes place.
- Do not worry that you may be wrong - it is better to discuss your concerns with someone who has the experience to make an assessment.

If you are worried about your child or someone else's treatment of a child, seek advice about what practical and emotional support is available. Expressions of concern about children are welcomed both from family members, members of the public and professionals alike. You will always be taken seriously and can expect your concerns to be fully investigated. If you are unsure you may first like to discuss your concerns with someone who works with children and families, e.g. health visitor, social worker, school nurse or teacher (all schools have a teacher responsible for child protection).

If a child tells you that they or another child or young person is being abused:

- Show that you accept what they say and are taking their allegations seriously
- Encourage the child to talk, but do not ask leading questions or prompt them
- Explain what action you will take (i.e. following the advice in this section)
- Do not give an undertaking of absolute confidentiality as you will have to disclose information to those who need to know
- Write down what they have told you, using exact words if possible
- Do not confront the alleged abuser

For Adults

Some adults may not always be able to protect and care for themselves. Adults at risk are people aged 18 and over who are unable to protect themselves from harm because of a disability, mental disorder, illness, physical or mental infirmity. Harm can be physical, neglect, financial, sexual, psychological/emotional, discriminatory and can happen anywhere. Harm can be caused by anyone and can include relatives and immediate family, professional staff, paid care workers, volunteers, other service users, neighbours, friends.

If you are being abused, or are concerned that someone you know may be at risk of harm you should speak to someone about it. Call Delta Wellbeing on 0300 333 2222 (available 24hrs, 7 days a week). **If immediate help is needed dial 999.**

It is everyone's responsibility to play a part in the protection of vulnerable people. The Local Authority has a duty to make enquiries into an alleged incident of abuse or neglect. Other professionals may be involved, for example police officers or health services.

The enquiries will be handled as sensitively as possible. The adult will be listened to and their wishes considered. If the concerns are serious, we will act immediately to make sure that the adult is safe.

Who to contact?

For children and young people

If the child is in immediate danger then please contact **Dyfed Powys Police: 0845 330 2000**. Alternatively, you can contact the Police on 101 and ask to be put through to your local Police Station. In an emergency only, dial 999.

Please contact the **Children's Services Department, Central Referral Team** on **01554 742322**. This team covers the whole of Carmarthenshire and is based in Ty Elwyn, Llanelli. Our office opening times are 8:45am - 5:00pm Monday to Thursday and 8:45am - 4:30pm Friday. Personal callers are welcome during office hours.

If a problem occurs **out of office hours** and cannot wait until the next working day call us on **0300 333 2222**. (Delta Wellbeing) This number is available during the evening, at weekends and Bank Holidays.

Referrals are also made by School Teachers and Health Workers, who have a duty to report any concerns about a child or young person. At a national level the **NSPCC** also take referrals, although in the end, cases will be investigated by local Social Services.

NSPCC Call 0808 800 5000 (9 to 5 every day)

Email help@nspcc.org.uk 24/7

For Adults.

If you are being abused, or are concerned that someone you know may be at risk of harm you should speak to someone about it. Call Delta Wellbeing on 0300 333 2222 (available 24hrs, 7 days a week). **If immediate help is needed dial 999.**