



Child Protection and Vulnerable Adults Policy and Guidelines (Safeguarding)

The Young Muslims (YM) is concerned to safeguard the wholeness and the well-being of every person in our community, of whatever age. It is the responsibility of each one of us to prevent the physical, sexual or emotional abuse of every member of our community, and particularly the abuse of those most vulnerable among us, including children, young people and vulnerable adults.

It is the duty of all those who work with children, young people and vulnerable adults to prevent harm and abuse of every kind, and to report any abuse discovered or suspected.

YM recognises the requirements of the Protection of Children Act 1999 (POCA), which also extend to protecting vulnerable adults.

POCA covers children less than 16 years of age and young people aged 16-18 years of age. The term "children" will be used hereinafter to cover both groups.

POCA seeks to protect children from sexual, emotional and physical abuse as well as from neglect. It also requires that the safety of children is ensured at all times.

For the purposes of this Policy a vulnerable adult is a person aged 18 years or over who is receiving or could be in need of community care services and is or may be unable to protect themselves from significant harm or serious exploitation. This may be owing to them having a mental health or other disability, or because they are old and frail or ill.

It is the policy of YM that no-one shall work or volunteer to work with children and vulnerable adults within or on behalf of YM who:

- has been convicted of or has received a formal police caution concerning an offence against children as listed in the First Schedule of the Children and Young Person's Act 1933; or
- has been convicted of or has received a formal police caution concerning

sexual offences against children and vulnerable adults.

This means that:

- all who work or volunteer to work with children and vulnerable adults under the auspices of YM will be required to be checked through the Disclosure and Barring Service and are expected at all times to conform with good practice in their work; and
- those responsible for the appointment of such workers and volunteers must take all reasonable steps, including obtaining assurances from the Disclosure and Barring Service, to ensure that persons who have been convicted or have received a formal police caution concerning sexual offences against children or vulnerable adults shall not undertake work with children or vulnerable adults under the auspices of YM.

Furthermore, YM will:

- Plan the work of the organisation so as to minimise situations where the abuse of children may occur.
- Treat all would-be paid staff and volunteers as job applicants for any position involving contact with children.
- When considering any such applicant, obtain at least one reference from a person who has experience of the applicant's paid work or volunteering with children.
- Explore all applicants' experience of working or contact with children in an interview before appointment.
- Make paid and voluntary appointments conditional on the successful completion of a probationary period.
- Appoint a named individual from within YM to act as the Child Protection and Vulnerable Adults Champion (Safeguarding Lead). Their role will include the continual monitoring of the effectiveness of the organisation's Child Protection and Vulnerable Adults Policy, plus the dissemination of information relating to Child Protection to members of YM and to paid staff and volunteers.

Should YM receive an allegation of abusive behaviour by or against any of its staff, volunteers or agents, YM will treat the allegation as possible criminal activity and will report it to the appropriate local authority and/or the Police Child Protection Unit.

Guidelines

All those working or volunteering to work within or on behalf of YM should:

- Avoid working in isolation with a child or a vulnerable adult and should **ensure** that, either any child or vulnerable adult is accompanied by a responsible adult, or that another member of YM staff or adult volunteer is present when working with a child or vulnerable adult.
- Create and maintain a safe and caring environment that enables children and vulnerable adults to raise concerns about attitudes or behaviour they do not like.
- Take action if they have concerns about a child's or vulnerable adult's welfare, or if they have concerns about the behaviour of an adult towards a child or vulnerable adult.
- Support a child or vulnerable adult making a complaint.
- Avoid engaging in flirtatious behaviour or conduct, avoid innuendo or the use of suggestive remarks and gestures when working with children or vulnerable adults.
- Never dismiss an allegation of abuse or improper conduct made by any child or vulnerable adult. Any such allegation should be dealt with sensitively and promptly.

Child Protection and Vulnerable Adult Guidance Notes

What Happens if....

A You Suspect a Child or Vulnerable Adult is at Risk

- 1 Record the facts as you know them.
- 2 Ensure the child's safety or the vulnerable adult's safety.
- 3 Contact any member of the Executive Board of YM.
- 4 The Executive Board of YM will contact the local child protection authorities or local Police for a vulnerable adult and report the details to them.

B A Child / Vulnerable Adult Discloses Abusive Behaviour

- 1 Remind them at the earliest opportunity that you cannot guarantee confidentiality. Explain what this means and ensure they understand this.
- 2 Listen to what they say without prejudice and accept what they say without judgement.
- 3 Use only OPEN questions when it is necessary to ask a question, e.g. "Would you tell me what happened?"
- 4 Tell the individual what has happened is not their fault.
- 5 Consider what steps might be necessary to ensure the individual's safety.
- 6 Follow steps 1-4 in section A above.

C If you receive an Allegation about Another Person

- 1 Record the facts as you receive them.
- 2 Ensure the safety of the child or vulnerable adult or any other making the complaint.
- 3 Follow the steps in section A above.

D If you receive an Allegation of abuse by a Parent or Guardian

- 1 Record the facts as you receive them.
- 2 Contact a member of the Executive Board of YM.
- 3 The member of the Executive Board of YM should contact the appropriate authorities promptly.
- 4 Consider ways of delaying the handover of the child or vulnerable adult to the person(s) against whom the allegation is made.

E If you are Accused of an Abusive Action

- 1 Make notes of all your actions/contacts with the child or vulnerable adult in question as soon as possible.
- 2 Ensure you are no longer working with the child or vulnerable adult in question.
- 3 Consider seeking professional and legal advice.
- 4 Inform the Executive Board of YM immediately and seek advice and/or support.

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