



Lajna Ima'illah (UK) ("the Charity")

Safeguarding Policy

2024

SCOPE

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Lajna Ima'illah (UK) is committed to safeguarding and promoting the welfare of its ultimate beneficiaries and staff and to taking appropriate steps to ensure those who come into contact with Lajna Ima'illah (UK) and its associated programmes do not come to any harm as a result.

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Lajna Ima'illah UK is principally a grant-making charity which works directly with children and adults. The safety and welfare of everyone affected by Lajna Ima'illah (UK) activities, especially children or adults at risk, is Lajna Ima'illah (UK's) highest priority.

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The purpose of the Lajna Ima'illah (UK) safeguarding policy is to ensure that every child and adult at risk who comes into contact with Lajna Ima'illah (UK) is safe and protected from harm.

DEFINITIONS

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A “child” is defined as anyone under the age of 18.

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An “adult at risk” is defined as any person aged 18 or over who is at risk of abuse or neglect because of their care and support needs (Care Act 2014).

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“Safeguarding children” means:

- a. protecting children from maltreatment
- b. preventing impairment of children’s mental and physical health or development
- c. ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- d. taking action to enable all children to have the best outcomes (Working Together to Safeguard Children 2018).

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“Safeguarding adults at risk” means protecting an adult’s right to live in safety, free from abuse and neglect (Care Act 2014). The purpose of the Lajna Ima’illah (UK) safeguarding policy is to ensure that every child and adult at risk who comes into contact with Lajna Ima’illah (UK) is safe and protected from harm.

ABOUT THIS POLICY

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This policy will give clear direction to trustees, staff, volunteers, and our partners, as well as parents, carers, families, third parties we work with, and those in receipt of our services, about:

- a. expected behaviour; and
- b. our responsibilities to safeguard the welfare of all adults at risk and children.

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If you have any questions about this policy, please contact:

Michelle Rahman,
Designated Safeguarding Lead,
Lajna Ima'illah (UK,) via the contact details below.

If a child or adult is in immediate danger or there is an immediate threat of harm call the Police immediately on 999. If a crime is in progress, or a life is at risk, dial emergency services on 999 and contact security

ROLES, RESPONSIBILITIES, AND CONTACT DETAILS

Roles	Name	Contact Details
Designated Safeguarding Lead (DSL)	Michelle Rahman	sectarbiyyat@lajnauk.org 01252717255_
Deputy Designated Safeguarding Lead (DDSL)	Safiyya Salaam	helpdesk@lajnauk.org
Trustee Responsible for Safeguarding	Dr Qurratul-Ain Anni Rehman	helpdesk@lajnauk.org
Local Authority Designated Officer	Surrey County Council	lado@surreycc.gov.uk
Local Authority Safeguarding Concerns	Adults and Children Safeguarding	safeguarding@waverley.co.uk
Local Authority Safeguarding Services	Surrey Contact Centre	0300 470 9100
Local Authority Designated Officer	Surrey County Council	0300 123 1650

PRELIMINARY

10

10.1 The Charity Commission has stated that safeguarding should be a key governance priority for all charities, regardless of size, type, or income, not just those charities working with children or vulnerable adults. It has also stated that it is essential for charity trustees to have and implement safeguarding policies and procedures and that they have to be adequate and appropriate for the charity's particular circumstances.

10.2 This Policy applies to all staff and volunteers of the Charity. In this Policy, "volunteers" means and includes the Charity's trustees and all other volunteers.

10.3 Lajna Ima'illah (UK) is a group company of the Ahmadiyya Muslim Association (registered charity 299081) and therefore shares Safeguarding reporting with the Ahmadiyya Muslim Association.

COMMITMENT TO SAFEGUARDING

11

11.1 It is the responsibility of everyone to ensure that they carry out the requirements of this policy and, at all times, work in a way that will safeguard the welfare of all children and adults at risk. This includes the responsibility to provide a safe environment and report any concerns in accordance with this policy.

11.2 Those who receive services, participate in the activities provided by the Charity, or who come onto the Charity's premises are referred to in this Policy as its "Beneficiaries".

11.3 Beneficiaries may be at risk due to loss, illness or disability. The Charity is committed to working in their interests, to promote their welfare, and to put in place safeguards and measures to protect them. In providing services and activities for Beneficiaries, the Charity will endeavour at all times to minimise risk to them and to ensure that they are as safe as the Charity can make them.

11.4 The Charity aims to protect all of its Beneficiaries from any act or behaviour of any member of staff or volunteer which, whether deliberately or unknowingly on the part of that member of staff or volunteer, gives rise to harm or ill treatment.

11.5 Such harm or ill treatment includes abuse (physical, sexual, emotional, discriminatory, institutional, or organisational, financial or material), neglect, or impairment of the health or development of the Charity's Beneficiaries

11.6 The Charity recognises that it has a duty to act on reports or suspicions of abuse or neglect. It adopts a "zero-tolerance" policy of abuse within the Charity.

11.7 The Charity will, if necessary, work in partnership with local / national agencies to put in place appropriate procedures for reporting, making referrals, and accessing training and specialist support, as and when required.











TRUSTEE RESPONSIBLE FOR SAFEGUARDING

12

The Trustee responsible for safeguarding is accountable for ensuring the effectiveness of this policy and our compliance with it on behalf of the Board of Trustees.

13

The Trustee responsible for safeguarding will ensure that:

-  a) The safeguarding policy is in place and is reviewed (at least) annually.
-  b) Is available to the public and has been written in line with statutory guidance.
-  c) A senior member of staff with the relevant skills and training is designated to take the lead responsibility for safeguarding and that a deputy with the same skills and training is in place.
-  d) Safer recruitment practices are followed to prevent individuals who may pose a risk to children from having access to children within the organisation.
-  e) All staff receive a safeguarding induction and are provided with a copy of this policy and the staff code of conduct.
-  f) All staff undertake appropriate safeguarding training relevant to their role and this training is kept up to date.
-  g) Policies and procedures, particularly concerning referrals of cases of suspected abuse and neglect, are followed by staff.
-  h) Procedures are in place for dealing with allegations against members of staff and volunteers who work with children in line with statutory guidance.
-  i) Any weakness with regards to safeguarding arrangements that are brought to their attention will be remedied without delay.
-  j) All staff and volunteers feel able to raise concerns about poor or unsafe safeguarding practices and such concerns are addressed appropriately in accordance with this and, where applicable, other relevant Lajna policies.
-  k) Arrangements are in place to make serious incident reports, where appropriate, to the Charity Commission in accordance with its guidance.
-  l) They undertake appropriate training to ensure they are able to carry out their role as Safeguarding Trustee.

THE DESIGNATED SAFEGUARDING LEAD

14

14.1 The Designated Safeguarding Lead ('DSL') is a member of staff who takes lead responsibility for safeguarding and child protection at Lajna Ima'illah (UK).

14.2. The DSL will provide advice and support to other staff. Any concern for a child/adult's safety or welfare must be reported to the DSL who will make a record and take appropriate steps in accordance with this policy and guidance from local statutory agencies (namely the Local Authority and the Police).

14.3 During opening hours, the DSL and/or a deputy will always be available for staff to discuss any safeguarding concerns. If a DSL is not available in person, Lajna Ima'illah (UK) will ensure that they are available via telephone and/or any other relevant media.

14.4. The role of the DSL is to liaise with Police, Adult's, or Children's Services (of the Local Authority) where necessary, and to make immediate referrals of suspected abuse or allegations of abuse (whether that be in the family context, peer on peer abuse between children or allegations against staff or volunteers) to the Local Authority Designated Officer (LADO) or Children's Services Team of the Local Authority.

14.5. The DSL will maintain written records ensuring that they are kept confidential and stored securely.

14.6. The DSL is responsible for ensuring that all staff members and volunteers are aware of this policy and the procedure they need to follow if they have concerns about a child. They will ensure that all staff and volunteers have received appropriate safeguarding information during induction and that appropriate training needs are identified.

14.7. Further, visitors will be advised of what to do and who to go to if they have safeguarding concerns. This guidance will be provided, for example, (where applicable): via posters around our sites; on our website; and/or on the back of visitor passes.

14.8 The DSL will ensure that safer recruitment practices are followed and provide advice and guidance to those responsible.

14.9 The DSL will also provide regular reports to the Trustee Responsible for Safeguarding about any issues, needs or concerns relating to safeguarding provision or practice within Lajna Ima'illah (UK) and provide a full safeguarding report (at least annually) to the Board of Trustees.

GENERAL PRINCIPLES

15

15.1 All children and adults at risk have the right to protection from abuse regardless of gender, race or ethnicity, religion or beliefs, disability, sexual orientation, or age.

15.2 Abuse is the mistreatment by any other person(s) that violates a person's human and civil rights. Abuse can vary, from treating someone with disrespect in a way that significantly affects the person's quality of life, to causing actual physical or mental suffering.

15.3 Child abuse is defined by the NSPCC as:

"any action by another person – adult or child – that causes significant harm to a child. It can be physical, sexual, or emotional, but can just as often be about a lack of love, care and attention. We know that neglect, whatever form it takes, can be just as damaging to a child as physical abuse."

SAFEGUARDING CODE OF CONDUCT

16

All Trustees, staff, volunteers, and other individuals who are associated with Lajna Ima'illah (UK) should:

Avoid: any unnecessary physical contact with children and adults at risk and, wherever possible, situations which may lead to their behaviour being misinterpreted by others. They should record any incident with this potential and report it to the DSL.

Always: treat everyone with respect; respect a person's right to privacy; and recognise and allow for the needs of people with learning difficulties and/or disabilities.

Always: report any safeguarding concerns or allegations to the DSL in accordance with this policy.

1. All office bearers will have a background check performed including a Disclosure and Barring check.
2. The Charity will provide an induction program for all new volunteers and staff, and appropriate training and ongoing/refresher training for them at regular intervals, to enable all volunteers and staff to undertake their roles safely, effectively and confidently. The induction will make it clear to them that they have an obligation to implement this Policy and to learn about protection issues and their related responsibilities.
3. The Charity will use the Disclosure & Barring Service ("DBS") checks to help it to assess suitability of a candidate for a particular volunteer or staff role which is treated by the DBS as Regulated Activity and is therefore subject to a barring list check. In relation to a post or role which is eligible for an enhanced DBS check, where it considers it appropriate it will carry out an enhanced DBS check.
4. The Charity will assess any criminal record information that is disclosed in line with its data protection and other relevant policies.
5. The Charity will regularly review its recruitment and other human resources procedures in response to changes in legislation and systems external to the Charity, e.g., DBS and barring list checks.

VOLUNTEERS

17

1. All volunteer roles will be supported by a Sadr (local, regional or national), National Secretary or In-Charge.
2. Volunteers will be treated equally alongside paid staff, and all volunteers will be offered the same opportunities for advancement, responsibility, training and gaining qualifications, and acknowledgement for their contribution to the Charity.
3. In turn, volunteers will be required to adhere to the applicable parts of the Code of Conduct (Staff and Volunteers) at all times as a representative of the Charity. Before they take up their role, they will each be given a clear description of the requirements and responsibilities of their role and the member of staff or trustee recruiting them will discuss their role with them, to ensure that they understand what is expected of them.
4. Any volunteer roles, which would be Regulated Activity if unsupervised, will be appropriately supervised in accordance with statutory guidance.

AWARENESS OF HARM AND ABUSE WITHIN THE CHARITY

18

1. All incidents of harm to any Beneficiary will require an appropriate response to reduce risks and improve the Charity's services and activities.

2. Harm is caused by accidents, deliberate abuse (physical, psychological, sexual, emotional, financial), neglect (deliberate or not) or factors such as bullying, prejudicial attitudes, or a failure to enable a person to participate in activities that are open to most of their peers. It can also include abuse via use of ICT facilities (e.g., grooming, bullying via the internet).

3. Deliberate acts of harm (physical, psychological, sexual, emotional, and financial) and neglect are abuses against the person. Those acts will incur disciplinary proceedings and require reports and referrals to social services, the police, other professional bodies, and the DBS if the act is by someone in Regulated Activity. If a criminal offence is thought to have been committed by any staff member or volunteer, the police will be informed.

CONFIDENTIALITY

19

1. All reports and logs (including personnel records) will be kept securely and confidentially according to the Charity's Data Protection Policy and Confidentiality Policy or in line with the DBS Code of Practice for Registered Bodies if appropriate, until or unless it is necessary to share this material with the agencies named above. Information will be shared by the Charity on a "need-to-know" basis only.

REPORTS OF POSSIBLE OR ACTUAL HARM

20

1. The Charity supports and encourages all Beneficiaries, volunteers and staff to promptly speak up and contact the Safeguarding Officer or Deputy Safeguarding Officer where there is a concern (i.e. a worry, issue or doubt about practice or about treatment of a Beneficiary colleague, or their circumstances), or a disclosure (i.e. information about a person at risk of or suffering from Significant Harm) or an allegation of an incident or a possibility that a volunteer or staff member has caused harm or could cause harm to a person in their care.
2. Staff or volunteers can report, and have a responsibility to report, something that they become aware of if they suspect or discover that it is not right or is illegal or if it appears to them that someone at work is neglecting their duties, putting someone's health and safety in danger or covering up wrongdoing.
3. They may become aware of any of these things from what they see or hear or from something another person has disclosed to them.
4. In the first instance the staff or volunteer making a report should speak to their line manager who will then liaise with the Safeguarding Officer, Deputy Safeguarding Officer or the Charity's trustee with appropriate responsibility who is Dr Qurratul-Ain Anni Rehman, Chair of the Board of Trustees, Lajna Ima'illah (UK). However, if the report implicates their line manager, the staff member or volunteer making the report should instead speak directly to the Safeguarding Officer, Deputy Safeguarding Officer or that trustee.
5. The Charity prefers that anyone should use internal processes whenever possible to make a report as above, but this does not prevent them from making a report or referral, in their own right as a private individual, to statutory agencies such as social services or the police.
6. The Charity cannot promise confidentiality to staff or volunteers making an internal report (to the Safeguarding Officer, Deputy Safeguarding Officer, the Charity's trustee with appropriate responsibility or their line manager) where it has to be shared with any statutory agencies.
7. The Charity also supports its staff or volunteers to raise concerns or to disclose information, which they believe shows malpractice. This may be referred to as whistleblowing (disclosure in the public interest).

SAFEGUARDING OFFICER'S ACTION

21

1. Where there is risk of Significant Harm to any Beneficiary, volunteers or staff, the Safeguarding Officer and Deputy Safeguarding Officer have the power to act as necessary and, in particular, as follows:
2. log all conversations regarding the issue, Appendix 1
3. sign and request signatures on reports and statements, Appendix 2
4. confidentially seek advice from expert sources
5. share concerns (with consent where required and appropriate) internally with senior staff / Chair of the Board of trustees
6. share concerns and make referrals to external agencies such as social services or the police, as appropriate to the circumstances
7. make a referral to the DBS regarding staff or volunteers in Regulated Activity whose conduct is harmful to Beneficiaries and refer them to DBS when they are removed from Regulated Activity.

COMMUNICATION BY THE CHARITY ABOUT SAFEGUARDING AND THIS POLICY

22

1. All staff and volunteers have an obligation to learn about protection issues and their related responsibilities. formats and language to communicate the substance of it) to all of its staff, volunteers, and Beneficiaries and their families / carers, and it will also make it available to the public. Nadia Sohail, Trustee – Lajna Ima'illah (UK) will be responsible to the Board of trustees for communicating this Policy to them.
2. To encourage everyone involved in the Charity to understand that safeguarding is the business of everyone, and to assist all staff and volunteers to learn about protection issues and their related responsibilities, the Charity will hold meetings open to all staff and volunteers about safeguarding, presentations to staff and volunteers about safeguarding policy and procedures, place safeguarding on the agenda for meetings of the Board of trustees and provide other opportunities for discussion about issues and concerns, policy and procedures to reflect, review and to continue to learn and improve in relation to the Charity's safeguarding responsibilities.

IMPLEMENTATION OF THIS POLICY

23

This Policy must be followed by all staff and volunteers of the Charity and must be promoted by all of its trustees and senior staff. Failure to follow it will be treated as a very serious matter.

This Policy needs to be read in conjunction with the following policies and procedures of the Charity:

- 1.Safe Working Practice Guidance
- 2.Health & Safety Policy
- 3.Code of Conduct (Staff and Volunteers)
- 4.Data Protection Policy
- 5.Confidentiality Policy
- 6.Equal Rights and Diversity Policy
- 7.Complaints Policy
- 8.Whistle Blowing Policy
- 9.Lajna Ima'illah Safeguarding Policy
- 10.This policy should be read and used in conjunction with the relevant Local Safeguarding Partnership's Safeguarding Policy and Procedures, and any relevant Practice Guidance issued by it. A link to Merton Council's procedures can be found [here](#).

This policy is also based on the following legislation/guidance:

- 1.UN Convention of the Rights of the Child 1989
- 2.Working Together to Safeguard Children (2018)
- 3.The Care Act 2014
- 4.The Care Act 2014 Statutory Guidance
- 5.The Children Acts 1989 & 2004, which provides a framework for the care and protection of children
- 6.Charity guidance: Safeguarding and protecting people for charities and trustees (2017)
- 7.Disclosure and Barring Service advice and guidance
- 8.Information sharing: advice for practitioners 2018
- 9.The Protection of Freedoms Act 2012
- 10.Schedule 4 of the Safeguarding Vulnerable Groups Act 2006
- 11.The Equality Act 2010
- 12.Mental Capacity Act 2005
- 13.Sexual Offences Act 2003
- 14.The Human Rights Act 1998
- 15.What to Do if You are Worried a Child is Being Abused (2015)
- 16.The Childcare (Disqualification) Regulations 2009 and Childcare Act 2006
- 17.The Rehabilitation of Offenders Act 1974

ADOPTION, COMING INTO EFFECT, AND REVIEW, OF THIS POLICY

24

This [revised] Safeguarding Policy was approved by the Board of trustees of Lajna Ima'illah UK on 17/07/2024. It also comes into force on that date.

The Board will, as appropriate, monitor and enforce this Policy,

The Board will revise this Policy from time to time. The next date for review of this Policy by the Board will be 17/07/2025.

Signed by:

Dr Qurratul-Ain Anni Rehman,
President Lajna Ima'illah UK
Chair of the Board of trustees

(signature)



Version	V04_170724
Author	Board of trustees, Lajna Ima'illah (UK)
Approval date	17/07/24
Next review to be completed before	17/07/2025

APPENDIX 1 – ISSUE LOG OF CONVERSATIONS

Date	Issue	Action	Print Name

APPENDIX 2 - SAFEGUARDING REPORT FORM

Name	Date of Incident

Please write down what happened – what you saw, heard and who was present. For a disclosure, please use the individual’s own words as much as possible. Continue on another sheet of paper if necessary.

Signed: _____ Date: _____

Please return this form to the Designated Safeguarding Officer

SAFEGUARDING POLICY



**LAJNA IMA'ILLAH
UNITED KINGDOM**