# Safeguarding & Child Protection Policy

MADANI MADRASAH · 2026–27

Updated November 2026

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| **Designated Safeguarding Lead (DSL)** | Shaykh Mohammed Ahmed |
| **Deputy DSLs** | Luqmaan Makda<br>Zainab Varachhia<br>Kadija Makda<br>Fazila Dawson<br>Tahira Muhammad<br>Nazir Ali Osman |
| **Approved by the Trustees** | 07 November 2026 |
| **Due for review** | August 2027 |
| **Signed (Headteacher & DSL)** | Mohammed Ahmed · 07/11/2026 |
| **Signed (Trustee)** | Mohammed Ahmed · 07/11/2026 |

**Policy consultation and review.** This policy is available on the madrasah website (www.mccmadrasah.co.uk) and on request from the Madrasah office. Staff receive it at induction, and parents are told about it at enrolment and each September. It is reviewed annually by the Board of Trustees.

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## Policy control

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|---|---|
| **Organisation** | Muslim Community College (Intl) — "MCC (Intl)", operating Madani Madrasah |
| **Registration** | Registered Charity No. 1200396 · Company No. 09355536 |
| **Address** | 77 Evington Valley Road, Leicester LE5 5LL (premises of Madani Schools Federation) |
| **Contact** | 07542 547 498 (3:30–7:00pm) · headteacher@mccmadrasah.co.uk · www.mccmadrasah.co.uk |
| **Version** | 2.0 — replaces "Policy for Safeguarding incorporating Child Protection" (July/September 2025) |
| **Based on** | KCSIE 2026 (in force 1 September 2026); Working Together to Safeguard Children 2026; DfE out-of-school settings guidance (2023); MSF Safeguarding/Child Protection Policy v1.6 (September 2026) |
| **Approved by Trustees** | [07 November 2026] |
| **Review date** | Aug 31, 2027, or sooner if law, guidance or a serious incident requires it |

## Safeguarding team 2026–27

| Role | Name | Contact |
|---|---|---|
| Designated Safeguarding Lead (DSL) and Headteacher | Shaykh Mohammed Ahmed | headteacher@mccmadrasah.co.uk · 07542 547 498 safeguarding.mccintl@gmail.com |
| Deputy DSL | Luqmaan Makda (Administrative Manager) | Via Madrasah phone safeguarding.mccintl@gmail.com |
| Deputy DSL | Zainab Varachhia | Via Madrasah phone safeguarding.mccintl@gmail.com |
| Deputy DSL | Kadija Makda | Via Madrasah phone safeguarding.mccintl@gmail.com |
| Deputy DSL | Fazila Dawson | Via Madrasah phone safeguarding.mccintl@gmail.com |

| Role | Name | Contact |
|---|---|---|
| Deputy DSL | Tahira Muhammad | Via Madrasah phone<br>safeguarding.mccintl@gmail.com |
| Deputy DSL | Mu'allim Nazir Ali Osman (Pre-Madrasah Supervisor) | Via Madrasah phone |
| Named Governor | Shakil Amanji | samanji@madani.leicester.sch.uk |
| Trustees | Mohammed Ahmed<br>Hasan Anwar Patas<br>Hamzah Rangara | mohammed@mccmadrasah.co.uk |
| Mental Health Lead | [to appoint] | — |
| Attendance Lead | Hafiz Luqmaan Makda | luqmaan.mcc@gmail.com |
| First Aiders | Shaykh Mohammed Ahmed, Luqmaan Makda, Usman Rafiq, Nazir Ali Osman, Huzayfa Chasawala | — |
| MSF Lead DSL (host school liaison) | Ms M Chopdat | dsl@madani.leicester.sch.uk · 0116 249 8080 |

The DSL or a deputy is on site for every session, boys' and girls'. Their names are displayed and printed in the Information Booklet.

## 1. Policy statement and status

1.1 MCC (Intl) is a separate registered charity and company from Madani Schools Federation (MSF). It runs Madani Madrasah on MSF's site but is responsible in its own right for the safety of every child it teaches. This policy is therefore MCC's own, and MCC's Trustees are accountable for it.

1.2 Madani Madrasah is an out-of-school setting (a supplementary religious school). Keeping Children Safe in Education (KCSIE) is statutory for schools, not for out-of-school settings, but MCC **adopts KCSIE 2026 as its standard** and follows the DfE guidance *After-school clubs, community activities and tuition: safeguarding guidance for providers* (2023) for matters KCSIE does not cover.

1.3 Because most School Session pupils are MSF pupils and we share one site, this policy mirrors MSF's procedures wherever it can: the same Leicester agencies, thresholds and language, and a direct line between the two DSLs (section 11). Where MSF's site rules are stricter, those rules apply to everyone on site.

1.4 Safeguarding is everyone's responsibility. Every member of staff, volunteer, Trustee and regular visitor must read this policy and act on it. The child's welfare is paramount, and we hold the attitude that **"it could happen here"**.

1.5 Our Islamic ethos strengthens this duty. Protecting children is an *amānah* (trust) from Allah; the Prophet ﷺ taught mercy to the young, and harming a child is never justified by religion, culture or tradition.

## 2. Purpose, aims and ethos

2.1 KCSIE 2026 defines safeguarding as: providing help as soon as problems emerge; protecting children from maltreatment inside or outside the home, including online; preventing harm to their mental and physical health or development; ensuring they grow up with safe and effective care; and acting so that all children have the best outcomes. Child protection is the part of this that protects children who are suffering, or likely to suffer, significant harm.

2.2 We aim to:

- create a madrasah where children feel safe, are listened to and know which adults to go to;
- make sure every adult recognises signs of abuse, neglect and exploitation and reports them the same day;
- respond to concerns quickly, record them accurately and refer to Leicester agencies when thresholds are met;
- recruit and manage staff and volunteers so that unsuitable people are kept out;
- work openly with parents and with MSF, while never letting that relationship delay action to protect a child.

2.3 Our A.S.K ethos — **Adab, Spirituality, Knowledge** — supports these aims. Lessons on akhlāq, rights of others, honesty and modesty help children understand respect, consent and how to seek help. Teachers remind pupils, in an age-appropriate way, that they can always talk to any teacher if something worries them, at home, online or in the madrasah.

2.4 Children may not feel ready, or know how, to tell someone they are being harmed, and may not see their experience as harmful. Staff therefore stay curious and report concerns rather than waiting for a disclosure. Embarrassment, culture, language or a family's standing in the community never stop a report.

2.5 We will not make promises to a child that we will keep secrets. We tell the child, kindly, who we need to tell and why.

2.6 We comply with the Equality Act 2010, the Human Rights Act 1998, the Data Protection Act 2018 and UK GDPR. Every child receives the same protection whatever their sex, race, disability, religion or belief, or other protected characteristic.

## 3. Scope and our setting

3.1 This policy applies to all pupils, staff (including cover and supply teachers), volunteers, Trustees, governors, contractors and visitors, during every MCC activity: on site, on trips, at events and online.

3.2 Our provision runs on weekday afternoons and evenings, and on some Saturdays, often after dark in winter:

| Provision | Who attends | Times (2026–27) |
|---|---|---|
| School Sessions — Hifz and Islamic Studies | MSF pupils, straight after school; boys and girls taught separately | 3:15pm to about 5:35pm |
| Community Sessions — Hifz, Islamic Studies | Children from the wider community | About 5:05pm to 7:25pm |
| Pray & Play | Younger children (5-6 years) | 5:20pm to 6:50pm |
| College Hifz | College age students | 5:40pm to 7:00pm |
| Boys' Hifz Saturday class | Boys' Hifz pupils, with Ẓuhr in Madani Masjid | 12:30pm to 1:30pm |

| Provision | Who attends | Times (2026–27) |
|---|---|---|
| Events | Jalsahs, exams, parents' evenings, Food Sharing Day, Activity Day, MCC United football, Khidmah fun days | As published |

3.3 Rooms used include the Humanities Block (boys), Maths Block (girls), the Mobile Block, Madani Sports Hall and Madani Masjid. Some of these spaces are shared with the public (the masjid) or with MSF staff, so supervision rules in section 17 apply.

3.4 A child is anyone under 18. Some College Hifz students may be 18 or over; concerns about an adult at risk are passed to the DSL, who will follow Leicester's adult safeguarding procedures.

3.5 The transition between school and madrasah (about 20 minutes for boys and 30 for girls) is supervised by MCC, led by the Pre-Madrasah Supervisor. Pupils may not leave the gates unless the Headteacher has authorised it in advance.

## 4. Roles and responsibilities

### Board of Trustees (and Governing Board)

4.1 The Trustees hold final accountability for safeguarding at MCC. They will:

- approve this policy every year, publish it on www.mccmadrasah.co.uk and put right any weakness without delay;
- appoint either a Named Safeguarding Trustee and/or Named Safeguarding Governor who challenges and supports the DSL;
- make sure a DSL and enough trained deputies cover every session, with the role written into job descriptions;
- make sure safer recruitment (section 13), allegations procedures (section 15) and whistleblowing (section 16) are in place;
- complete safeguarding training at induction and keep it up to date, and have DBS and section 128 checks themselves;
- receive a termly safeguarding report from the DSL: training completed, numbers of concerns and referrals by category, audits and actions, with no child named;
- report **serious incidents** to the Charity Commission promptly, including any allegation of abuse involving MCC staff, volunteers or pupils;
- keep a written agreement with MSF covering safeguarding on its premises (section 17);
- hold appropriate insurance and review the Single Central Record at least termly.

4.2 Trustees do not investigate individual cases and have no right to details of them, except when exercising disciplinary functions.

### Headteacher

4.3 The Headteacher makes sure this policy and its related policies are followed, that staff have time and training to carry them out, and that staff can raise concerns about unsafe practice. The Headteacher is the case manager for allegations against staff and liaises with the LADO (section 15).

4.4 At MCC, the current Headteacher is also the DSL and a Trustee. To keep checks and balances, any concern or allegation about the Headteacher goes to the **Chair of Trustees**, never to the Headteacher (section 15).

### Designated Safeguarding Lead (DSL)

4.5 The DSL takes lead responsibility for safeguarding and child protection, including online safety, as set out in the KCSIE 2026 annex on the DSL role. The DSL will:

- be the first point of contact for staff, decide what action to take and make referrals to CASP, the police, Prevent/Channel and the LADO;
- keep secure, accurate child protection records and transfer them when a child leaves;
- liaise with the MSF DSL about shared pupils (section 11) and with parents where safe;
- attend or contribute to strategy meetings, child protection conferences and core groups;
- make sure all staff are trained and know this policy, and that posters show who the safeguarding team is;
- know which pupils have a social worker, are looked after or previously looked after, or have SEND, and help teachers support them;
- understand the risks of online harm and the filtering and monitoring of any MCC device or network;
- report termly to the Trustees.

4.6 Deputy DSLs are trained to the same level and act with the DSL's full authority when the DSL is absent. During term time a DSL or deputy is on site for every boys' and girls' session; if one is unavoidably off site, they are reachable by phone and a named deputy is told.

### All staff and volunteers

4.7 Everyone working with our children must: read this policy and KCSIE 2026 Part 1 (or Annex A where the DSL directs); follow the Staff Code of Conduct; report every concern to the DSL the same day and record it in writing; never investigate or promise secrecy; and report any concern about an adult's behaviour (section 15).

## 5. Training and induction

5.1 Every new member of staff, cover teacher or volunteer receives a safeguarding induction **before working unsupervised and within their first two weeks**. Using the induction checklist (Appendix C), they receive and sign for:

- this policy and the Staff Code of Conduct (including safer working practice and phone/online rules);
- the MCC staff briefing *KCSIE (2026) Part 1 and Out-of-School Settings Safeguarding Guidance*, with its sign-off record;
- the behaviour policy, the attendance and collection procedures, and the missing-child procedure;
- the names of the DSL and deputies, how to record a concern and the whistleblowing route.

5.2 Training requirements:

| Who | Training | How often |
|---|---|---|
| All staff and regular volunteers | Safeguarding and child protection, including online safety, Prevent awareness and low-level concerns | Annually (at the start of the year), plus updates at staff meetings at least termly |
| All staff | Read KCSIE Part 1 and sign the MCC briefing sign-off | Annually, each September |
| DSL and deputy DSLs | DSL training to Leicester partnership standard, including multi-agency working | Every 2 years, with updates at least annually |

| Who | Training | How often |
|---|---|---|
| DSL | Prevent and Channel awareness | Every 2 years |
| Headteacher and at least one Trustee | Safer recruitment | Every 3 years |
| Headteacher (case manager) | Managing allegations / LADO | Every 2 years |
| Trustees | Safeguarding governance, including online safety | At induction, then regularly |

5.3 The DSL keeps a training log showing who completed what and when, and reports gaps to the Trustees each term.

5.4 Staff are encouraged to keep up with local guidance through the Leicester Safeguarding Children Partnership (LSCPB) website and the LLR multi-agency procedures (llrscb.proceduresonline.com).

## 6. Recognising abuse, neglect and exploitation

6.1 Abuse is a form of maltreatment: someone may harm a child, or fail to act to prevent harm. Harm includes the impact of witnessing the ill-treatment of others, such as domestic abuse. It can happen in person, online, or both, and can be by adults or other children.

| Type | What it means | Signs staff may notice |
|---|---|---|
| Physical abuse | Hitting, shaking, throwing, burning, or otherwise causing physical harm, including deliberately causing illness | Unexplained bruises or marks, injuries in unusual places, flinching, reluctance to go home |
| Emotional abuse | Persistent ill-treatment that harms emotional development: making a child feel worthless, frightened or unloved; bullying; exploiting | Low self-worth, anxiety, extreme behaviour, fear of making mistakes or of parents being told |
| Sexual abuse | Forcing or enticing a child into sexual activity, in person or online, including non-contact activity and grooming | Sexual knowledge or behaviour unusual for their age, secrecy, new "gifts", fear of a particular person |
| Neglect | Persistent failure to meet basic needs: food, clothing, shelter, supervision, medical care, emotional needs | Hunger, poor hygiene, untreated illness, tiredness, frequently late or uncollected |
| Exploitation | Sexual or criminal exploitation, where an imbalance of power is used to coerce or deceive a child | Unexplained money or phones, older "friends", missing episodes, change in friendships |

6.2 These signs are not proof. A single sign may be enough to report; more often a picture builds over time, which is why every small concern is recorded and passed to the DSL.

6.3 Mental health problems can be an indicator that a child has suffered, or is at risk of, abuse. Staff do not diagnose; they report concerns to the DSL. Children with SEND or health conditions may show abuse differently, may be more isolated or bullied, and may find it harder to tell. Staff must not assume that a mark, mood or behaviour is "just their condition".

6.4 Some children are more vulnerable: those with a social worker, looked-after and previously looked-after children, young carers, children in private fostering arrangements, children who go missing, and children affected by parental substance misuse, mental illness, domestic abuse or imprisonment.

## 7. Responding to concerns and disclosures

7.1 **If a child is in immediate danger, call 999 first**, then tell the DSL. Anyone can do this.

7.2 When a child tells you something, or you notice something worrying:

1. **Stay calm and listen.** Let the child speak freely. Take them seriously and reassure them they were right to tell you and are not to blame.
2. **Do not investigate.** Only ask open questions if you need to clarify (TED: *Tell me*, *Explain*, *Describe*). Never ask leading questions, examine the child or photograph an injury.
3. **Do not promise secrecy.** Explain kindly that you must tell the people whose job is to help keep them safe.
4. **Never confront** the person the child names, and do not discuss it with colleagues or parents.
5. **Tell the DSL or a deputy straight away**, in person, before the child goes home. If none can be found, tell the most senior member of staff on site.
6. **Write it down the same day** on the Concern Record Form (Appendix B): date and time, the child's exact words (including slang), what you saw, who was present, and what you said. Use a body map for marks. Sign, date and hand it to the DSL.
7. **Look after yourself.** Hearing a disclosure can be upsetting; the DSL will make time to support you.

7.3 The DSL decides the next step, records the reasons, and where needed seeks advice from **CASP (Children's Assessment, Support and Prevention), Leicester City Council, 0116 454 1004**. The possible outcomes are:

- monitoring and pastoral support within the madrasah;
- signposting the family to Community Early Help or Targeted Family Help (via the Multi-Agency Referral Form, MARF);
- a referral to CASP where a child is in need or at risk of significant harm;
- a report to Leicestershire Police (999 or 101) where a crime may have been committed;
- a Prevent referral where there is a risk of radicalisation (section 8).

7.4 Where a pupil also attends MSF, the DSL informs the MSF DSL the same day unless CASP or the police advise otherwise (section 11).

7.5 Anyone may refer directly to CASP or the police if they believe a child is at risk and the DSL, deputies and Headteacher are unavailable, or if they believe their concern has not been acted on. Staff who remain unhappy with the response should escalate to the Chair of Trustees and, if needed, to CASP. Concerns should always lead to help for the child.

7.6 **Legal reporting duties.**

- **Female Genital Mutilation:** any staff member who learns that FGM appears to have been carried out on a girl under 18 tells the DSL immediately, and the police are informed on 101. Staff who are also teachers in a school are personally bound by the mandatory reporting duty and must make that report themselves.
- **Child sexual abuse:** the Crime and Policing Act 2026 creates a legal duty for people in regulated activity with children to report child sexual abuse that a child discloses to them or that they witness. It is expected to come into force no earlier than spring 2027. MCC already applies this standard: every such disclosure is reported to

the DSL immediately and to CASP or the police the same day. This section will be updated when the duty commences.

## 8. Specific safeguarding issues

8.1 Staff are trained on the issues in KCSIE 2026 Part 1 and Annex A. Leicester's local priorities, which MSF shares, are radicalisation, FGM, online safety, contextual safeguarding, knife crime, drugs-related criminal activity, honour-based abuse and forced marriage. All concerns below follow the procedure in section 7.

| Issue | What MCC staff need to know and do |
|---|---|
| **Physical chastisement** | Hitting, smacking, ear-pulling, use of sticks or rulers, stress positions or humiliation are forbidden at MCC in all circumstances. A report of physical punishment by any teacher, in our madrasah or elsewhere, is a safeguarding concern and is reported. |
| **Abuse linked to faith or belief** | Includes harm from beliefs in jinn possession, the evil eye, witchcraft or "exorcism", and harsh chastisement in a place of worship. No religious practice justifies harming a child. Report any child described as possessed or undergoing such treatment. |
| **Child-on-child abuse** | Includes bullying (and cyberbullying), physical violence, sexual violence and harassment, upskirting, sharing nudes or semi-nudes, initiation rituals and abuse in teenage relationships. Never dismiss it as "banter" or "boys being boys". The DSL follows KCSIE Part 5, supports both the victim and the child who caused harm, and seeks advice from CASP or the police as needed. Staff must never view, copy or forward an image; they secure the device and tell the DSL. |
| **Child sexual and criminal exploitation, county lines, serious violence** | Look for unexplained money, phones or clothes, older associates, missing episodes, carrying weapons, or fear. Exploited children are victims even if they seem to agree. Financially motivated sexual extortion ("sextortion") is reported straight to the DSL, who will involve the police. |
| **Radicalisation and extremism (Prevent)** | Be alert to children, and adults, being drawn into extremist views of any kind, including online. The DSL seeks advice from Leicester Prevent (0116 454 6923) and may make a Channel referral. Staff and visiting speakers must not promote extremist or hateful views (section 17). |
| **Honour-based abuse, FGM and forced marriage** | Since February 2023 it is a crime to arrange any marriage, religious or civil, of a person under 18, even without coercion. Report any talk of a child being taken abroad to marry, or of "cutting". Contact: Forced Marriage Unit 020 7008 0151. |

| Issue | What MCC staff need to know and do |
|---|---|
| **Domestic abuse** | Children who see, hear or experience domestic abuse are victims. MSF receives Operation Encompass notifications from Leicestershire Police for its pupils; the MSF DSL may share relevant information with MCC's DSL so that we can offer quiet support. |
| **Children absent from education or missing** | Repeated or unexplained absence can signal abuse, exploitation or forced marriage. See section 12. |
| **Private fostering** | A child under 16 (18 if disabled) living for 28 days or more with someone who is not a parent or close relative. The DSL makes sure Leicester City Council has been told. |
| **Modern slavery and trafficking** | Includes forced labour, domestic servitude and criminal or sexual exploitation. The DSL refers through CASP and the National Referral Mechanism. |
| **Mental health** | Self-harm, low mood or anxiety are passed to the DSL. Staff do not diagnose and do not offer therapy or interventions themselves. |
| **Children questioning their gender** | The DSL follows the DfE guidance referenced in KCSIE 2026, works with parents unless that would put the child at risk, and treats any associated bullying or distress as a welfare matter. Questioning gender is not itself a safeguarding concern. |
| **Cybercrime** | Where a young person may be drawn into hacking or other cyber offences, the DSL considers a referral to the police Cyber Choices programme. |

## 9. Online safety, phones and images

9.1 Online risks fall into four areas, the "4 Cs": **content** (harmful material), **contact** (harmful adults or peers), **conduct** (behaviour such as sharing images or bullying) and **commerce** (scams, gambling, financial pressure). Online and offline harm often happen together.

9.2 **Communication with pupils and parents.** ClassDojo and the Madrasah phone (07542 547 498) are MCC's only official channels. Staff must not:

- contact pupils by personal phone, text, WhatsApp, social media or gaming platforms, or accept pupils as "friends" or followers;
- give pupils personal numbers or accounts, or arrange to meet them outside madrasah activities;
- message parents from personal accounts except where the Headteacher has approved it for a stated purpose.

A message from a pupil to a staff member's personal account is reported to the DSL, not answered.

9.3 **Devices and filtering.** If MCC provides any device or internet access to pupils, it will be filtered and monitored in line with the DfE filtering and monitoring standards, and the arrangement reviewed annually by the DSL. Pupils using MSF equipment are covered by MSF's filtering.

9.4 **Pupils' phones.** Pupils hand in or switch off phones and smart watches during lessons, in line with MSF's site rules. Smart glasses and other wearable recording devices are not allowed on site. Staff do not search a pupil's phone; concerns about its content go to the DSL.

9.5 **Staff phones.** Staff do not use personal phones in front of pupils except in an emergency or to contact the DSL.

9.6 **Photographs and video.** We take images of pupils only with written parental consent, renewed each year, and only on MCC devices or accounts. Images are stored securely, deleted when no longer needed, and never published with a child's full name. Parents filming at events are reminded that images of other children are for personal use only.

9.7 **Generative AI.** Staff must not upload pupils' personal data, images or work containing personal details to AI tools.

## 10. Records, confidentiality and information sharing

10.1 Every concern is recorded on the Concern Record Form (Appendix B) or the secure system the DSL specifies, never on ClassDojo, WhatsApp or in a register. [Decide: paper forms only, or an electronic system such as CPOMS or MyConcern.]

10.2 The DSL keeps a separate child protection file for each child concerned, apart from academic and admin records, in a locked cabinet (or access-controlled system) that only the DSL and deputies can open. Each file has a front sheet and chronology and records: a clear summary of each concern; how it was followed up; actions, decisions and reasons, including decisions **not** to refer; and the outcome.

10.3 Information is shared within MCC only on a "need to know" basis in the child's interests. Data protection law does **not** prevent sharing information to keep a child safe; where needed we share without consent if seeking consent would put the child at risk, or is not possible or reasonable. The DSL records what was shared, with whom, when and why.

10.4 When a pupil leaves MCC for another madrasah or setting, the DSL considers what safeguarding information should be passed on to keep the child safe, and transfers it securely with confirmation of receipt.

10.5 Child protection records are retained in line with MCC's data retention schedule and statutory guidance, and destroyed securely. [Confirm retention period with the Trustees.]

## 11. Working with parents, carers and MSF

### Parents and carers

11.1 Parents are told about this policy at enrolment, through the Information Booklet and on the madrasah website, and are reminded each September. We tell them plainly that MCC has a duty to share concerns with Leicester's children's services and the police, and that we cannot investigate concerns ourselves.

11.2 We normally discuss a concern with parents before making a referral, unless that could put the child at greater risk or harm an investigation, or CASP or the police advise against it. A parent's disagreement does not stop the DSL making a referral.

11.3 At enrolment and each year, parents must give us: the full names and contact details of everyone with parental responsibility and everyone the child lives with; at least two emergency contacts; any court orders affecting contact or collection; relevant medical needs and SEND; and the adults authorised to collect the child. We share information about a pupil only with those who hold parental responsibility, or with adults a parent has authorised in writing.

### Madani Schools Federation

11.4 MCC and MSF are separate organisations sharing a site and many pupils. To make sure nothing falls between us:

- the MCC DSL and the MSF Lead DSL agree, in writing, how and when they share safeguarding information about shared pupils (an information-sharing protocol), reviewed each year;
- concerns arising at madrasah about an MSF pupil are shared with the MSF DSL the same day, unless agencies advise otherwise; MSF may share relevant information with MCC on the same basis;
- a concern about an MSF staff member seen on site, or about an MCC staff member raised by MSF, is passed to the right Headteacher and dealt with under section 15;
- MCC follows MSF's site rules on security, fire evacuation, visitors, phones and lettings.

11.5 MSF's policy is not a substitute for this one. MCC's DSL remains responsible for decisions about MCC's pupils and activities.

## 12. Attendance, arrival, collection and missing children

12.1 **Registers.** Teachers take the register on ClassDojo within the first 10 minutes of every session. The office follows up any unexplained absence that day through the Madrasah phone. Staff recount pupils at every move between rooms, at prayer and at fire drills.

12.2 **Patterns of absence.** The Attendance Lead reports to the DSL any child who is absent repeatedly or for long periods, absent without explanation, or whose absences follow a worrying pattern. The DSL considers whether there is a safeguarding concern and, for MSF pupils, checks with the MSF DSL.

12.3 **Arrival and transition.** School Session pupils come straight from school to madrasah and stay on site, supervised. After-school clubs or interventions are allowed only when the madrasah has been told the club and days in advance.

12.4 **Collection.** Children are released only to an adult listed on their record, or one a parent has authorised to the madrasah in advance. Younger children (including Pray & Play) are handed over in person and never leave unaccompanied. Older pupils may walk home only with written parental consent. Pupils stay in full uniform until collected; the white burqa for younger girls also helps visibility after dark.

12.5 **Uncollected children.** Two staff stay with any child not collected, on site and in view of each other. Staff phone the parents and emergency contacts. If no one is reached 30 minutes after the session ends, the DSL is told and contacts CASP's out-of-hours Duty & Advice service, or the police if there is concern. Staff never take a child home in their own car.

12.6 **Missing child.** If a child cannot be found:

1. The teacher alerts the DSL or senior member of staff at once; other children stay supervised.
2. Staff search the site systematically (classrooms, toilets and wuḍūʾ areas, masjid, sports hall, car parks, gates), and MSF site staff are asked to help.
3. Parents are contacted to check whether the child was collected.
4. If the child is not found within 15 minutes, the DSL calls **999** and gives a description.

5. The DSL records everything and reviews what happened with the Trustees.

12.7 **Children leaving the roll.** Where a child leaves the madrasah unexpectedly and we have concerns, the DSL considers whether to share them with CASP or the child's school.

## 13. Safer recruitment

13.1 MCC follows KCSIE 2026 Part 3. At least one person on every interview panel has completed safer recruitment training. Teaching or supervising children at the madrasah is **regulated activity**.

13.2 Before anyone starts work, we complete and record:

- an application form (not a CV alone) with full employment history, gaps explained;
- identity and right-to-work checks;
- an **enhanced DBS check with children's barred list check** (new, or the Update Service where valid);
- two references, including the most recent employer, taken up before interview where possible and checked with the referee;
- a self-declaration of any criminal record or other information affecting suitability;
- verification of relevant qualifications, and checks for anyone who has lived or worked abroad;
- online searches on shortlisted candidates as part of due diligence, with candidates told this will happen;
- an interview with questions that explore attitudes to children and safeguarding.

13.3 **Volunteers.** From 1 September 2026 the Crime and Policing Act 2026 removes the exemption for supervised volunteers. Any volunteer who regularly teaches, supervises or cares for children at MCC therefore needs an enhanced DBS with barred list check, like paid staff. One-off helpers at events are never left alone with children.

13.4 **Trustees and governors** have an enhanced DBS check and a section 128 check.

13.5 **Single Central Record (SCR).** The Administrative Manager keeps an SCR of all checks for staff, cover teachers, volunteers and Trustees. The Headteacher checks it at least termly and the Named Safeguarding Trustee audits it annually.

13.6 New staff serve a 3-month probation. Employment is conditional on satisfactory DBS and references. Agency or contractor staff working with children are covered by written confirmation of their checks.

13.7 Safer recruitment continues after appointment: staff must tell the Headteacher straight away about any caution, conviction, police investigation or other matter that could affect their suitability.

## 14. Staff conduct and positions of trust

14.1 Every adult follows the MCC Staff Code of Conduct and the Safer Recruitment Consortium's *Guidance for safer working practice*. Breaches may lead to disciplinary action.

14.2 **Positions of trust.** Under the Sexual Offences Act 2003, as extended in 2022, it is a criminal offence for anyone aged 18 or over who regularly coaches, teaches or supervises children in a religious setting to engage in sexual activity with a child under 18 in their care, even if the child is 16 or 17. Any romantic or sexual contact, messaging or "special relationship" with a pupil is gross misconduct and is reported to the LADO.

14.3 **Working one-to-one.** Hifz sabaq, revision (sabaq para and dor) and tajwīd correction often involve one child reciting to one teacher. This happens in the open classroom, in sight of other pupils or staff, with the door open or a

vision panel clear. Teachers do not keep a child alone after a session, in a closed room, in a car or off site. If a private conversation is needed, another adult is told and the door stays open.

14.4 **Physical contact.** Contact is kept to what is necessary (first aid, preventing danger). Staff never use physical punishment. Reasonable force is used only to stop a child hurting themselves or others, with the minimum force needed; it is recorded and reported to the Headteacher the same day.

14.5 **Behaviour and sanctions** follow the MCC Behaviour Policy and the A.S.K reflection process. Sanctions such as supervised detentions are never humiliating, frightening or physical.

14.6 **Gender and supervision.** Boys' and girls' classes are taught separately; mu'allimahs teach girls. A male member of staff who needs to deal with a girl (and vice versa) does so in view of another adult.

14.7 **Intimate care and first aid.** First aid is given by trained first aiders, in view of another adult where possible, and recorded. Staff do not give medicine except under the medical needs procedure with written parental consent. Any intimate care for a young child follows a written plan agreed with parents.

14.8 **Gifts, favouritism and lifts.** Staff do not give personal gifts to individual pupils or accept significant gifts, and do not single out pupils for special attention. Staff do not give pupils lifts unless the Headteacher and parents have agreed in advance.

14.9 **Self-reporting.** Staff are encouraged to tell the Headteacher if they find themselves in a situation that could be misunderstood, so that it can be recorded and dealt with fairly.

## 15. Allegations and low-level concerns about adults

15.1 This section covers anyone working for or on behalf of MCC, paid or unpaid: teachers, cover staff, volunteers, Trustees, contractors and visiting speakers. It follows KCSIE 2026 Part 4 and the LLR procedure on allegations against people who work with children.

### Allegations that may meet the harm threshold

15.2 An allegation meets the threshold if an adult has, or may have:

- behaved in a way that has harmed a child, or may have harmed a child;
- possibly committed a criminal offence against or related to a child;
- behaved towards a child or children in a way that indicates they may pose a risk of harm; or
- behaved, inside or outside work, in a way that suggests they may not be suitable to work with children ("transferable risk").

15.3 What to do:

| If the concern is about | Tell | Who then contacts the LADO |
|---|---|---|
| A member of MCC staff, volunteer, contractor or visitor | The Headteacher, immediately | Headteacher, within one working day |
| The Headteacher (who is also DSL and a Trustee) | The Chair of Trustees, directly; do not tell the Headteacher | Chair of Trustees, within one working day |
| A Trustee | The Headteacher, or the Chair (if about the Chair, the Named Safeguarding Trustee/Governor) | Whoever receives it |

| If the concern is about | Tell | Who then contacts the LADO |
|---|---|---|
| An MSF staff member seen on site | The MCC Headteacher, who informs the MSF Headteacher | MSF, under its procedure |

15.4 **LADO, Leicester City Council: 0116 454 2440.** Nobody at MCC investigates, questions witnesses or tells the person concerned before LADO advice, unless the LADO agrees. Decisions on suspension are taken with LADO advice and are not a sign of guilt. Any staff member may contact the LADO directly if they feel unable to raise the concern internally.

15.5 Where the risk is immediate, the police are called first. Where the allegation arises during a letting or event on MSF premises, MSF's Headteacher is also told.

15.6 After the outcome, MCC will: refer to the **Disclosure and Barring Service** anyone removed from regulated activity (or who would have been, had they not left) because they harmed or posed a risk of harm to a child; consider a referral to the Teaching Regulation Agency where the person is a qualified teacher; record the outcome on the person's file (but not unfounded, false or malicious allegations in references); and report a **serious incident** to the Charity Commission.

### Low-level concerns

15.7 A low-level concern is any concern, however small, that an adult has acted in a way that is inconsistent with the Staff Code of Conduct (including outside work) but does not meet the harm threshold. Examples: being over-friendly with pupils, having favourites, taking photos of pupils on a personal phone, being alone with a child in a closed room, using inappropriate language, or humiliating children.

15.8 Low-level concerns, including self-reports, go to the Headteacher (or about the Headteacher, to the Chair of Trustees), who is the decision-maker. They are recorded in writing, kept confidential and reviewed so that patterns are spotted. If a pattern emerges or the concern becomes more serious, it is treated as an allegation and the LADO is consulted. Low-level concerns are not included in references unless they were substantiated through a disciplinary process.

## 16. Whistleblowing

16.1 Children cannot be expected to speak up in a place where adults stay silent. Every adult at MCC has a duty to raise concerns about poor or unsafe practice, the conduct of colleagues, or failures in how safeguarding is handled.

16.2 Raise it with the Headteacher, or with the Chair of Trustees if it concerns the Headteacher or the Headteacher's handling of a matter. Concerns raised in good faith are protected: no one will suffer for raising them, even if they turn out to be unfounded.

16.3 If you do not feel able to raise a concern internally, or feel it has not been dealt with:

- **LADO**, Leicester City Council: 0116 454 2440
- **CASP**: 0116 454 1004
- **NSPCC Whistleblowing Advice Line**: 0800 028 0285 · help@nspcc.org.uk
- **Charity Commission**, for concerns about how the charity is run

## 17. Premises, visitors, trips and events

17.1 **Using MSF's premises.** MCC uses MSF's site under a written hire agreement or memorandum of understanding. That agreement records that: MCC has its own safeguarding policy, DSL and procedures, and MSF may inspect them; MCC follows MSF's site security, fire, visitor and lettings rules; allegations arising during MCC activities are handled under section 15, with MSF informed; and failure to meet these terms can end the agreement. The Trustees review it each year. [Confirm the agreement is in place and includes these terms.]

17.2 **Site security and safety.** Staff wear their MCC ID lanyards at all times, and hi-vis during fire evacuations. Gates are managed in line with MSF arrangements; Gate 1 is the arrival point. Fire procedures, assembly points and register re-checks follow the MCC fire procedure.

17.3 **Shared spaces.** In Madani Masjid, the sports hall and corridors, members of the public or MSF staff may be present. Pupils go there only with staff, in groups, and staff stay with them. Toilets and wuḍūʾ areas are checked regularly, used in small groups, and kept separate for boys and girls; adults do not use pupils' facilities while pupils are present.

17.4 **Visitors.** All visitors sign in, show ID, wear a visitor badge and are told who the DSL is. A visitor without a DBS check is never left alone with a child.

17.5 **Visiting speakers and imams.** The Headteacher approves any external speaker in advance, checks their background and content, and briefs them on this policy. A staff member stays present throughout. Speakers must not promote extremist, hateful or divisive views.

17.6 **Trips, competitions and events.** Each trip or off-site event (for example MCC United fixtures or Khidmah fun days) needs Headteacher approval, a written risk assessment, parental consent, a register, adequate staff of the right gender for the group, and a first aider. Overnight stays need separate sleeping areas and at least one male and one female supervisor for mixed groups. Evening events such as jalsahs and parents' evenings keep pupils supervised until handed to a parent.

17.7 **Lettings by MCC.** If MCC ever hires space to another group running activities for children, it will require that group's own safeguarding policy and DSL in writing, as MSF requires of MCC.

## 18. Related policies, legal framework and review

18.1 **Related MCC policies** (each approved by the Trustees, with its date and review date recorded): Staff Code of Conduct; Behaviour (including anti-bullying and the A.S.K reflection process); Attendance, Arrival and Collection; Online Safety and Acceptable Use; Photography and Images; Safer Recruitment; Managing Allegations and Low-Level Concerns; Whistleblowing; Complaints; Health and Safety (including fire and site security); First Aid and Medical Needs; Trips and Events; Data Protection and Records Retention; Equality.

18.2 **Legislation and guidance this policy follows:**

- Keeping Children Safe in Education 2026 (DfE, in force 1 September 2026) — adopted as best practice
- Working Together to Safeguard Children 2026 (DfE, March 2026)
- After-school clubs, community activities and tuition: safeguarding guidance for providers (DfE, September 2023)
- Children Acts 1989 and 2004; Safeguarding Vulnerable Groups Act 2006
- Sexual Offences Act 2003 (positions of trust, as amended by the Police, Crime, Sentencing and Courts Act 2022)
- Crime and Policing Act 2026 (regulated activity changes; duty to report child sexual abuse when commenced)
- Female Genital Mutilation Act 2003; Marriage and Civil Partnership (Minimum Age) Act 2022

- Counter-Terrorism and Security Act 2015 (Prevent duty guidance); Domestic Abuse Act 2021
- Data Protection Act 2018 and UK GDPR; *Information sharing: advice for practitioners* (DfE, 2024)
- *Guidance for safer working practice* (Safer Recruitment Consortium)
- Charity Commission guidance on safeguarding and serious incident reporting
- Leicester Safeguarding Children Partnership and LLR multi-agency procedures; MSF Safeguarding/Child Protection Policy v1.6

18.3 **Review.** The DSL reviews this policy every August, and sooner after any change in law or guidance, a serious incident, or an LSCPB or Charity Commission recommendation. Staff are invited to contribute. The Trustees approve the reviewed policy before the new academic year.

## Appendix A: Key contacts

Leicester contacts are taken from MSF's 2026–27 policy; the DSL checks them each September.

| Service | Use it for | Contact |
|---|---|---|
| Emergency | A child in immediate danger | **999** |
| Leicestershire Police (non-emergency) | Reporting a crime or FGM | 101 · 0116 222 2222 |
| CASP — Children's Assessment, Support and Prevention, Leicester City Council | Advice and referrals about a child; out-of-hours Duty & Advice | 0116 454 1004 · casp-team@leicester.gov.uk · das.team@leicester.gov.uk |
| Early Help & Support | Community Early Help and Targeted Family Help (MARF) | early-help@leicester.gov.uk |
| LADO and Safeguarding in Education, Leicester City Council | Allegations and low-level concerns about adults; DSL advice | 0116 454 2440 · safeguardingineducation@leicester.gov.uk |
| Prevent, Leicester City | Concerns about radicalisation | 0116 454 6923 |
| Leicester Safeguarding Children Partnership | Local procedures and training | 0116 454 6520 · llrscb.proceduresonline.com |
| MSF Lead DSL | Shared pupils, site matters | dsl@madani.leicester.sch.uk · 0116 249 8080 |
| UAVA (United Against Violence and Abuse) | Domestic and sexual abuse support | 0808 802 0028 |
| Forced Marriage Unit | Advice on forced marriage | 020 7008 0151 · fmu@fcdo.gov.uk |
| NSPCC FGM Helpline | Advice on FGM | 0800 028 3550 |

| Service | Use it for | Contact |
|---|---|---|
| NSPCC Whistleblowing Advice Line | Concerns you cannot raise internally | 0800 028 0285 · help@nspcc.org.uk |
| CEOP | Reporting online sexual abuse or grooming | ceop.police.uk |

## Appendix B: Concern Record Form

Complete the same day and hand to the DSL or a deputy in person. Do not keep a copy.

| Field | Entry |
|---|---|
| Child's full name | |
| Date of birth / class | |
| Your name and role | |
| Date and time of the incident or disclosure | |
| Where it happened and who was present | |
| What the child said (exact words, including slang) | |
| What you saw (behaviour, injuries — attach a body map) | |
| What you said or did | |
| Have you raised a similar concern before? | |
| Passed to (name, role, date, time) | |
| Your signature and date | |
| **DSL use:** action taken, decision and reason, referral (CASP / police / Prevent / MSF DSL / none), outcome | |

## Appendix C: Safeguarding induction checklist

For every new member of staff, cover teacher, volunteer and regular visitor. Name: _____ Role: _____ Start date: _____

- Enhanced DBS with barred list check and references received and recorded on the SCR
- Read and signed this policy and the Staff Code of Conduct
- Read KCSIE 2026 Part 1 via the MCC staff briefing and signed its sign-off record
- Told who the DSL and deputy DSLs are, and shown the safeguarding posters
- Shown how to complete a Concern Record Form and body map
- Briefed on low-level concerns, allegations and whistleblowing, including the LADO and NSPCC lines
- Briefed on phones, messaging, photos and the ClassDojo-only rule

- Briefed on registers, collection, uncollected and missing child procedures
- Briefed on fire procedure, first aiders and site rules on MSF premises
- Briefed on positions of trust, one-to-one Hifz practice and the ban on physical punishment

Inducted by (DSL/deputy): _____ Date: _____ · Staff signature: _____

## Appendix D: Staff quick guide — if you are worried about a child

1. **Danger now?** Call 999, then tell the DSL.
2. **Listen, don't investigate, don't promise secrecy.**
3. **Tell** the DSL or a deputy before the child goes home.
4. **Write** it on the Concern Record Form the same day.
5. **About an adult?** Tell the Headteacher. **About the Headteacher?** Tell the Chair of Trustees. Or call the LADO: 0116 454 2440.
6. **Not happy with the response?** Call CASP on 0116 454 1004 yourself.