

WINDSOR MUSLIM ASSOCIATION
: Hanover Way, Windsor.SL4 5NW.Berkshire.UK.
Tel: 00-44-(0) 1753 863809, Hotline 00-44-(0) 79496980980

CHILD PROTECTION POLICY AND PROCEDURE

Code of Behaviour

- DO put this code into practice at all times**
- DO treat everyone with dignity and respect**
- DO set an example you would wish others to follow**
- DO treat all young people equally – show no favouritism**
- DO plan activities that involve more than one other person being present, or at least are within sight and hearing of others**
- DO follow recommended adult / young ratios for meeting and activities**
- DO respect a young person's right to personal privacy**
- DO avoid unacceptable situations within a relationship of trust e. g. a sexual relationship with a member over the age of consent**
- DO allow young people to talk about any concerns they may have**
- DO encourage others to challenge any attitudes or behaviours they do not like**
- DO follow the Association's no alcohol guidance when young people are in your care**
- DO make everyone aware of the Association's child(en) protection procedures parents / teachers / cares, and other helpers**
- DO remember this code even at sensitive moments e.g. when responding to bullying, Bereavement or abuse**
- DO keep other members informed of where you are and what you are doing**
- DO remember someone else might misinterpret your action, no matter how well – intentioned**
- DO take any allegation or concerns of abuse seriously and refer immediately**

DO NOT trivialise abuse

DO NOT form a relationship with a young person that is an abuse of trust

DO NOT permit abusive peer activities e.g. initiation ceremonies, bullying

DO NOT engage in inappropriate behaviour or contact – physical, verbal, sexual

DO NOT play physical contact games with young people

DO NOT make suggestive remarks or threats to a young person, even in fun

DO NOT use inappropriate language – writing, phoning, email, or internet

DO NOT let allegations, suspicions, or concerns about abuse go unreported

DO NOT just rely on your good name to protect you

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What happens if ... ?

If you suspect abuse, a young person confides in you, or a complaint made about any adult or about yourself, it is your duty to report the concern.

If a young person tell you about abuse by someone else:

1. Allow the young person to speak without interruption, accepting what is said
2. Offer immediate understanding and reassurance, while passing no judgment
3. Advice that you will try offer support but you must pass the information on
4. Immediately tell your committee member or District Commissioner
5. Write careful notes of what was said ; use actual words wherever possible
6. Sign, date and pass your notes to your District Commissioner
7. Ensure that no activity arise which could cause any further concern

Note: In an emergency (young person at imminent risk of significant harm) contact police or social service / work department direct. Inform your District Commissioner of the action you have taken.

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If you have a concern about a young person's safety and well being:

1. Immediately tell your committee member or District Commissioner
2. Write careful notes of what you witnessed, heard or was told
3. Sign, date and pass your notes to your District Commissioner
4. Ensure that no activity arises which could cause any further concern

If you receive a complaint or allegation about any adult or about yourself

1. Immediately tell your committee member or District Commissioner
2. write careful notes of what you witnessed, heard or was told
3. Sign, date and pass your notes to your District Commissioner
4. Try to ensure no-one is placed in a position could cause further compromise

Note: Any Adult in committee member has the right to report any concerns, or suspicion about another Member in confidence and free from harassment.

You must refer; you must not investigate.

If in any doubt policy or procedure please contact the Windsor Muslim Association

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