



## **PROTECTION & SAFEGUARDING POLICY**

At **AL-MARYAM**, following the guiding principles of the Charity Commission, a formal policy for safeguarding vulnerable adults and children, is hereby placed on record; it covers all aspects of the Charity Commission safeguarding requirements too.

AL-MARYAM's trustees, executive members & volunteers comprehend that a policy is nothing more than a piece of paper, unless we understand it thoroughly and make out our intentions to implement it sincerely; and any necessary DBS checks and training are vigilantly carried out.

As importantly, the trustees will periodically confirm its proper implementation especially when our food-giving activities are going at full bloom.

AL-MARYAM's major STATEMENT is that '***A trustee or executive member oversees safeguarding of vulnerable individuals & children, as foremost requirement; thus to input regular reviews of compliance and reports of any breaches in safeguarding practice***'.

In every trustee meeting of AL-MARYAM, review of this policy and appointing a lead trustee for safeguarding, will be made as the foremost important item on the Agenda.

### **What Included**

AL-MARYAM gives-away raw & cooked food as its prime activity – thus work with vulnerable, elderly and accompanied children. We formulate this safeguarding policy which includes the following main goals to:

- Protect people from harm.
- Make sure people can raise safeguarding concerns.
- Handle allegations or incidents.
- Respond, including reporting to the relevant authorities.

AND further that:

- It be reviewed and approved by the Trustees / Board periodically.
- The requirement for DBS checks be strictly fulfilled.

- Training of members & volunteers be ensured.
- Our process for assessing and managing risks be flawless.

### **Purpose - Protecting Children & Vulnerable Adults**

AL-MARYAM's charitable activities include working with vulnerable people. The purpose of this policy is to protect children and vulnerable adults and provide stakeholders and the public with the overarching principles that guide our approach in doing so.

### **Safeguarding Principles**

AL-MARYAM believes that:

- Nobody who is involved in our work should ever experience abuse, harm, neglect or exploitation.
- We all have a responsibility to promote the welfare of all of our beneficiaries, staff and volunteers, to keep them safe and to work in a way that protects them.
- We all have a collective responsibility for creating a culture in which our people not only feel safe, but also able to speak up, if they have any concerns.

### **Safeguarding Policy Applicability**

This safeguarding policy applies to anyone working on our behalf, including our charity trustees, members, guests, visitors, recipients of food and volunteers.

AL-MARYAM's Project Managers and Partner Organisations, if there, will be required to have their own safeguarding procedures that must, as a minimum, meet the standards outlined below, and include any additional legal or regulatory requirements specific to their work. These may, but are not limited to:

- Other UK regulators, if applicable, such as Ofsted or CQC.
- Other authorities, such as the DfES or NHS.

There may be other requirements or frameworks for other Orgs.

- Charity Commission guidance - working overseas.
- The International Child Safeguarding Standards.
- Keeping children safe online assessment tool.

Safeguarding will be appropriately reflected in other relevant policies and procedures.

**Abuse** may take many forms, such as physical, psychological or emotional, financial, sexual or institutional abuse, including neglect and exploitation. Signs that may indicate the different types of abuse should be identified in the given situation vigilantly.

## **Reporting Safeguarding Concerns**

If a crime is in progress, or an individual is in immediate danger, call the police, as you would do or react in other circumstances.

If you are a beneficiary, or member of the public, make your concerns known to a member of our team, who will alert a senior member of AL-MARYAM.

For members of our Charity, make your concerns known to your Project Manager. If you feel unable to do so, speak to a trustee.

The trustees are mindful of their reporting obligations to the Charity Commission in respect of Serious Incident Reporting and, if applicable, other regulators. They are aware of the Government guidance on handling safeguarding allegations.

## **Trustee Safeguarding Responsibilities**

AL-MARYAM has made responsibilities clear for trustees, executive members, volunteers and individuals associated with the organisation, passed on necessary briefings, to enable them to carry out their role. The same are reflected in Committee Reports and annual plans and minutes for the trustees, as necessary.

Trustees are aware of and will comply with the Charity Commission guidance on safeguarding and protecting people and also the 10 actions trustee boards need to take to ensure good safeguarding governance.

At AL-MARYAM, Trustee [Admin] will be the LEAD TRUSTEE with the given responsibility for the oversight of all aspects of safety, including whistleblowing and H&SW. This will include:

- Creating a culture of respect, in which everyone feels satisfied, safe and able to speak up.
- An annual review of safety, with recommendations to the Trustees.
- Receiving regular reports, to ensure this and related policies are being applied consistently.
- Providing oversight of any lapses in safeguarding.
- And ensuring that any issues are properly investigated and dealt with quickly, fairly and sensitively, and any reporting to the Police / statutory authorities is carried out.
- Leading the organisation in way that makes everyone feels safe and able to speak up.
- Ensuring safeguarding risk assessments are carried out and appropriate action taken to minimise these risks, as part of our risk management processes.
- Ensuring that all relevant checks are carried out in recruiting staff and volunteers.
- Planning programmes / activities to take into account potential safeguarding risks, to ensure these are adequately mitigated.
- Ensuring that all appointments that require DBS clearance and safeguarding training are identified, including the level of DBS and any training required.

- Ensuring that a central register is maintained and subject to regular monitoring to ensure that DBS clearances and training are kept up-to-date.
- Ensuring that safeguarding requirements (i.e. DBS) and responsibilities are reflected in job descriptions and personal development plans, as appropriate.
- Listening and engaging, beneficiaries, staff, volunteers and others and involving them as appropriate.
- Responding to any concerns sensitively and acting quickly to address these.
- Ensuring that personal data is stored and managed in a safe way that is compliant with data protection regulations, including valid consent to use any imagery or video.
- Making staff, volunteers and others aware of:
  - Our safeguarding procedures and their specific safeguarding responsibilities on induction, with regular updates / reminders, as necessary.
  - The signs of potential abuse and how to report these.

**Everyone:** To be aware of our procedures, undertake any necessary training, be aware of the risks and signs of potential abuse and, if you have concerns, to report these immediately [see above].

### **Safeguarding & Fundraising**

AL-MARYAM will ensure that:

- We all comply with the Code of Fundraising Practice.
- Staff and volunteers are made aware of the Institute of Fundraising guidance on keeping fundraising safe and the NCVO Guidance on vulnerable people and fundraising.
- Our fundraising material is accessible, clear and ethical, including not placing any undue pressure on individuals to donate.
- We do not either solicit nor accept donations from anyone whom we know or think may not be competent to make their own decisions.
- We are sensitive to any particular need that a donor may have.

### **Online Safeguarding**

AL-MARYAM will also identify and manage online risks by ensuring:

- Volunteers, staff and trustees understand how to keep themselves safe online. You could use high privacy settings and password access to meetings to support this.
- The online services you provide are suitable for your users. For example, use age restrictions and offer password protection to help keep people safe.
- The services we use and / or provide are safe and in line with our code of conduct.
- Protect people's personal data and follow GDPR legislation.
- We have permission to display any images on our website or social media accounts, including consent from an individual, parent, etc.
- We clearly explain how users can report online concerns. Concerns may be reported using this policy, or direct to a social media provider using their

reporting process. If you are unsure, you can contact one of specific organisations, who would help you further.

This policy takes force with immediate effect; 1st September 2022 and will continue to hold strength unless amended or repealed.

INAM R SEHRI  
Trustee AL-MARYAM

NAJEEB ULLAH  
Trustee AL-MARYAM

ALIYA S HASHMI  
Trustee AL-MARYAM