

Online Safeguarding Policy

Version	1	Approved by	
Dated	21.03.2020	Next review due on	21.03.2021

1. Introduction

1.1 UKIM Madrassah is committed to ensuring the highest possible standard of safeguarding. The personal safety and wellbeing of each student and teacher is paramount.

1.2 Our aim is ensuring that lessons take place in a safe environment. This is reflected in a number of key built-in features and defined a set of policies and procedures for the students, parents/responsible adults and teachers who use this service.

2. Legislative Framework/Related Policies

2.1 These policies and procedures aim to ensure that all persons using the Madrassah services can do so safely within child safeguarding standards and UK law.

These policies should be read in conjunction with the Madrassah Terms and Conditions and the procedures.

3. Aims

3.1 The aim of this policy is to safeguard all students and other persons using the Madrassah system whilst they are within an online lesson.

3.2 This policy document contains the responsibilities of all persons using the Madrassah, including teachers, students, parents (responsible adults) and teachers.

3.3 It is important that all persons using or working on behalf of the Madrassah are aware of this policy and have familiarised themselves with the detailed safeguarding procedures.

3.4 This policy should be read and understood before engaging in any activity arranged through the Madrassah and the responsibilities and procedures therein adhered to. Contravention of the policy document could lead to suspension.

4. General Information

Registration of Teachers

4.1 The online Madrassah system has been designed so that it will only accept sign up and registration from teachers who are at one of our accepted UKIM centres. In order to be part of the teaching community, teachers must be affiliated to a UKIM centre.

4.2 The online Madrassah only employ's teachers with an enhanced DBS check and who have completed a safeguarding course.

5. Privacy

5.1 The contents of all communications between teachers, parents and students will go via the site in order to preserve anonymity of the student to the teacher.

5.2 The teacher will not be aware of the contact details of the student or parent/responsible adult and will not be able to communicate with them directly. The teacher will not be able to initiate contact with parents or students.

5.3 All personal details about the student and parents, including contact address and phone number, will remain private and confidential and will not be available to the teacher.

5.5 All data held by the Madrassah is in accordance with the Data Protection Act 1998 and the General Data Protection Regulation (GDPR).

6. Recording of sessions

6.1 All lessons may be recorded and monitored for quality purposes. The recordings remain the property of the Madrassah.

6.2 The Madrassah may review any sessions where a report has been made by any person using the Madrassah for the purpose of investigating the report.

6.3 The Madrassah will allow access to UK law enforcement of any recording where it is reported a criminal offence may have occurred in relation to a specific session.

Online Madrassah Roles and Responsibilities

7. The Teacher

7.1 The teacher shall:

- Ensure that their environment does not display any inappropriate images or documentation capable of being viewed by the student or parent/responsible adult when conducting a session.



- Treat students fairly and without prejudice or discrimination.
- Always ensure language is appropriate and not offensive or discriminatory.
- Ensure any contact with the student is appropriate to their role as a teacher and confined to the relevant lesson session.
- Not make any improper suggestions to a student.
- Not send unsolicited communications to the student or parent/responsible adult.
- Value and take students' contributions seriously.
- Report any dispute with a student or parent/responsible adult to the Madrassah.
- Report any inappropriate behaviour or illegal activity identified within a lesson session by the student or third party, in accordance with procedures set out in Safeguarding procedures.
- Ensure that if no parent/responsible adult is present during a lesson session that the student is comfortable to continue the session; if not, they can terminate the session.
- Be aware that the sessions are recorded.

8. The Student

8.1 Students can register with the service but cannot start using the service until a sponsor/parent/guardian/carer over the age of 18 has formally registered and agreed to be the formal sponsor and to hold legal relationship with the site.

8.2 The student shall:

- Treat the teacher with respect and fairness, and not subject them to abusive behaviour or language.
- Not make any improper suggestions to the teacher.
- Have no communication with the teacher outside the lesson session.
- Report any dispute with a teacher to a parent/responsible adult.
- Report any inappropriate behaviour or illegal activity by a teacher within a session.
- Be aware that the sessions are recorded.

9. Parent/Responsible adult

9.1 The parent/responsible adult shall:

- Ensure the student is fully aware of the Madrassah Safeguarding Policy.
- Always be responsible for the welfare of the student during the session.



- Always be responsible for the physical environment of the pupil during the session ensuring it is safe and appropriate.
- If they consider it appropriate, be present or available during a teacher session so any concerns encountered by the student can be reported as soon as possible and ensure the student and teacher are behaving in an appropriate manner.
- Ensure that teachers will be treated with respect and fairness by the student and will not be subjected to abusive behaviour or language.
- Ensure that no improper suggestions are made by either the teacher or student.
- Ensure the student has no communication with the teacher outside the lesson session.
- Report any unsolicited communications between the teacher and student if appropriate.
- Report any dispute with a teacher to the Madrassah.
- Report any inappropriate behaviour or illegal activity by a teacher.
- Be aware all lessons will be recorded.

10. Madrassah headteacher or other Madrassah representative

10.1 For the purpose of this policy document a 'responsible adult' includes teachers and Madrassah representatives.

10.2 The headteacher or Madrassah representative shall:

- Be responsible for the welfare of the student during the session.
- Be responsible for the physical environment of the student during the session, ensuring that it is safe and appropriate.
- Be responsible for behaviour of the student during the session, ensuring that teachers will be treated with respect and fairness and will not be subjected to abusive behaviour or language.
- Ensure that no improper suggestions are made by either the teacher or student.
- Be present or available for the student during the session to address any issues.
- Report any dispute with a teacher to the Madrassah.
- Report any inappropriate behaviour or illegal activity by a teacher within a session.
- Be aware that all lessons will be recorded.

11. UKIM National Education Team

11.1 The UKIM National Education Team shall:

- Ensure that any dispute between persons using the Madrassah services is handled efficiently and fairly without discrimination.
- Deal with reports of possible illegal activity promptly, ensuring the safety and wellbeing of the student and/or teacher.
- Regularly review the policy and procedures to ensure they are relevant and adequate to safeguard all persons using the Madrassah services.

12. Compliance

12.1 All persons using the Madrassah services have a responsibility to familiarise themselves with the Safeguarding Policy.

12.2 Any teacher reported for a breach of the Safeguarding Policy will be suspended from the site until the incident has been investigated by the appropriate authority. The reporter may be informed of the resolution if appropriate.

12.3 The final decision on action taken for minor breaches of the Safeguarding Policy will be the responsibility of the Madrassah.

12.4 Any person reported for illegal activity whilst using the Madrassah services may be reported to police and will be barred from the service.

12.5 Any person reported for causing harm to a student or subjecting the student to sexual abuse will be reported to police and barred from the service.

13. Review

13.1 The Safeguarding Policy and procedures will be reviewed by the Madrassah on a regular basis to ensure it is adequate and relevant to safeguarding standards.