

Online Safeguarding Procedures

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1. Introduction

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

1.2 Our online Madrassah was developed with the aim of 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 the service.

1.3 The following sections set out the procedures that should be followed if an incident occurs.

1.4 The safety and wellbeing of any student or other person using the Online Madrassah is paramount. These procedures aim to ensure a prompt response to any incident and to minimise any further harm to a student or other person.

1.5 There are differing severities of behaviour which could be witnessed during a lesson session. Some behaviour would warrant only a report to the Madrassah headteacher/representative; other behaviour maybe of a more serious nature where a direct report to the police may be necessary.

1.6 Each section below sets out the recommended procedure which should be followed. It is always the responsibility of the person alerted to the incident to take some action to protect the student or other person. the Madrassah will not be responsible for any non-compliance with the recommended procedure.

1.7 The procedures are not an exhaustive list; therefore if an incident occurs that is not covered in this document you are advised to contact the Madrassah, or the police if you believe that it may be a criminal matter.

2. Teachers

If a teacher sees/experiences:

2.1 Inappropriate language

The teacher will request, in a polite manner, that the student or other persons using inappropriate language refrains from doing so during the lesson. If the language continues the teacher will explain that they will terminate the session due to the language and will report the matter to the Madrassah headteacher who will decide on any further use of the service by the student or other person involved. The teacher will have no further contact with the student unless by mutual agreement with the Madrassah. Any unsolicited contact from the student or other persons following the termination of the session should be reported to the Madrassah headteacher.

2.2 Inappropriate behaviour

The teacher will request, in a polite manner, that the student or other persons involved in the inappropriate behaviour refrains from the behaviour during the lesson session. If the behaviour continues the teacher will explain that they will terminate the session due to the behaviour and will report the matter to the Madrassah headteacher who will decide on any further use of the service by the student or other person involved. The teacher should have no further contact with the student unless by mutual agreement with the Madrassah headteacher. Any unsolicited contact from the student or other persons following the termination of the session should be reported to the Madrassah headteacher.

2.3 Inappropriate or abusive images

Any display of adult images whilst in the presence of a student may constitute an offence under UK law. Any teacher witnessing the display of adult images by or towards a student should explain that the images should not be displayed during a lesson session, terminate the session and report the matter to the Madrassah headteacher.

2.3.1 Any display of child abuse images or indecent images of a child (for these purposes, a 'child' is defined as anyone under the age of 18 years) is an offence under UK law. Any teacher witnessing a display of indecent images of a child by or in the presence of a student should explain that due to the nature of the images they will terminate the session. The teacher should then inform the UK police. The teacher should also inform the Madrassah headteacher of the incident to ensure any recordings can be preserved and made available for any police investigation. The teacher should have no further contact with the student or any other person involved in the incident. Any unsolicited contact from the student or other persons following the termination of the session should be reported to the police and the Madrassah headteacher immediately.

2.3.2 This action should be taken so that the correct authorities can be alerted and can deal appropriately with the incident.

2.3.3 The display of any other images perceived to be inappropriate, either due to the age of the student or the content of the image shall be reported to the Madrassah headteacher at the discretion of the parent/responsible adult.

2.4 Disclosure of/witness to abuse towards or in the presence of a student

Any physical or sexual abuse of a child is an offence under UK law. If a teacher receives information about such abuse from the student or other person present they should reassure the person that they can get assistance for them. It is the responsibility of the teacher to contact the UK police and report what has been witnessed.

2.4.1. If the teacher witnesses any such abuse at first-hand they should immediately contact the police and report the incident. The teacher should also inform the Madrassah headteacher of the incident to ensure



any recordings can be preserved and made available for any police investigation. The teacher should have no further contact with the student or other person involved in the incident. Any unsolicited contact from the student or other persons following the termination of the session should be reported to the police and the Madrassah headteacher immediately.

2.5 Disclosure of inappropriate/sensitive information

During a lesson sensitive information may be offered by a student or other person present. If the information relates to any kind of abuse the teacher should refer to 'Disclosure of/witness to abuse towards or in the presence of a student', above. The student or other person present should be discouraged from disclosing sensitive information by the teacher. If the information continues to be shared the teacher will determine the impact of the information and decide whether to continue or terminate the session and report the incident to the Madrassah headteacher.

2.6 Any information disclosed regarding the safety of a child should always be reported immediately to the UK police.

3. Students

If a student sees/experiences:

3.1 Inappropriate language

The student will inform a parent/responsible adult of the teacher using inappropriate language. The parent/responsible adult should ask the teacher to refrain from using inappropriate language during the lesson session. If the language continues the parent/responsible adult should explain that they will terminate the session and will report the matter to the Madrassah headteacher, who will decide on any further use of the service by the teacher. The student and parent/responsible adult should have no further contact with the teacher unless by mutual agreement with the Madrassah. Any unsolicited contact from the teacher after termination of the session should be reported to the Madrassah.

3.1.1. If a parent/responsible adult are not present or readily available the student should report the language as soon as possible to a parent/responsible adult who will take the decision to report the incident.

3.2 Inappropriate behaviour

The student will inform a parent/responsible adult of the teacher using inappropriate behaviour. The parent/responsible adult should ask the teacher to refrain from using inappropriate behaviour during the lesson session. If the behaviour continues the parent/responsible adult will explain that they will terminate the session due to the behaviour and will report the matter to the Madrassah who will decide on any further use of the service by teacher. The student, parent/responsible adult should have no further contact with the teacher unless by mutual agreement with the Madrassah. Any unsolicited contact from the teacher after termination of the session should be reported to the Madrassah.



3.2.1 If a parent/responsible adult are not present or readily available the student should report the behaviour as soon as possible to a parent/responsible adult who will take a decision to report the incident.

3.2.2 If the behaviour is of a sexual nature towards a student by a teacher, the student should immediately inform a parent/responsible adult and terminate the session. The parent/responsible adult should inform the UK police and the Madrassah immediately.

3.3 Inappropriate or Abusive images

Any display of adult images whilst in the presence of a student may constitute an offence under UK law. Any student witnessing the display of adult images by a teacher should immediately terminate the session and report this to a parent/responsible adult who should inform the UK police.

3.3.1 Any display of child abuse images or indecent images of a child (for these purposes, a 'child' is defined as anyone under the age of 18 years) is an offence under UK law. Any student witnessing a display of indecent images of a child should immediately terminate the session and report this to a parent/responsible adult, who should inform the UK police.

3.3.2 The parent/responsible adult should also inform the Madrassah of the incident to ensure that any recordings can be preserved and made available for any police investigation. The student, parent/responsible adult should have no further contact with the teacher involved in the incident. Any unsolicited contact from the teacher following the discontinuation of the session should be reported to the police and the Madrassah immediately.

3.3.3 This action should be taken so that the correct authorities can be alerted and can deal appropriately with the incident.

3.3.4 The display of any other images perceived to be inappropriate either due to age of the student or content of the image shall be reported to the Madrassah at the discretion of the parent/responsible adult.

3.4 Disclosure of/witness to abuse

Any physical or sexual abuse of a person is an offence under UK law. If a student receives information about such abuse from the teacher or other person present they should immediately inform a parent/responsible adult. It is the responsibility of the parent/responsible adult to contact the UK police and report what was witnessed.

3.4.1. If the student witnesses any such abuse at first-hand they should immediately contact a parent/responsible adult who should immediately inform the UK police. The parent/responsible adult should also inform the Madrassah of the incident to ensure that any recordings can be preserved and made available for any police investigation. The student, parent/responsible adult should have no further contact with the teacher involved in the incident. Any unsolicited contact from the teacher following the termination of the session should be reported to the parent/responsible adult immediately.

3.4.1 This action should be taken so the correct authorities can be alerted and can deal appropriately with the incident.

3.5. Disclosure of inappropriate/sensitive information

During a lesson sensitive information may be offered by a teacher (If the information relates to any kind of abuse the student should refer to 'Disclosure of/Witness to abuse'). The teacher should be discouraged from disclosing sensitive information by the student, parent/responsible adult. The parent/responsible adult will determine the impact of the information and decide whether to continue or terminate the session and report the incident to the Madrassah.

Any information disclosed regarding the safety of a child should always be immediately reported to the UK police.

3.5.1 Any teacher reported by a parent/responsible adult will be suspended from the Madrassah until the incident has been investigated by the appropriate authority. The parent/responsible adult may be informed of the resolution if appropriate.

4. Parents/Responsible Adults

4.1 As per the policy document, the parent/responsible adult has primary responsibility for the welfare and safety of the student during a lesson and should be present or available to deal with any concerns or incidents reported by the student.

4.2 It is also the duty of the parent/responsible adult to ensure the wellbeing of the child if they have been affected by anything said or done by the teacher.

4.3 If a parent/responsible adult is alerted by the student to any inappropriate behaviour/language or information by the student or they witness any inappropriate behaviour/language or information by the teacher, they should immediately speak to the teacher, state their concern and inform them they are terminating the session. The incident should then be reported to the Madrassah to take appropriate action. As there is a recording of the session available, the parent/responsible adult may review the session before taking further action.

4.4 The parent/responsible adult should have no further contact with the teacher involved in the incident. Any unsolicited communication from the teacher should be reported to the police and the Madrassah as soon as possible.

4.5 If a parent/responsible adult is alerted by the student to any inappropriate or abusive images or they witness any inappropriate or abusive images displayed by the teacher, they should immediately speak to the teacher, state their concern and inform them they are terminating the session. The parent/responsible adult should inform the UK police (if appropriate) and (in all cases) the Madrassah of the incident to ensure that any recordings can be preserved and made available to any police investigation.

4.6 The parent/responsible adult should have no further contact with the teacher involved in the incident. Any unsolicited communication from the teacher should be reported to the police and the Madrassah as soon as possible.

4.7 As there is a recording of the session available, the parent/responsible adult may review the session before taking further action.

4.8 Any teacher reported by a parent/responsible adult will be suspended from the site until the incident has been investigated by the appropriate authority. The parent/responsible adult will be informed of the resolution if appropriate.

5. Madrassah headteacher or other Madrassah representative

5.1 The headteacher or Madrassah representative shall follow the procedures outlined for 'Parent/Responsible adult' in Section 4.

5.2 Additionally the headteacher or Madrassah representative should inform the parent of the student about the incident and, as appropriate, the school's Child Protection officer.

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

6. UKIM National Education Team

6.1 The Safeguarding Policy and procedures of the Online Madrassah and services are the responsibility of the UKIM National Education Team.

6.2 Any report of a contravention of the Safeguarding Policy will be reviewed by the UKIM National Education Team, who may engage independent Child Protection consultants to ensure that an appropriate course of action is taken.

6.3 Any incident reported to the Madrassah shall be reviewed as soon as possible to ensure a timely resolution.

6.4 If a report concerns minor breach of the safeguarding policy, the Madrassah can make a decision as to appropriate action which may include barring the reported person from using the Madrassah.

6.5 If a report is received by the Madrassah which concerns the immediate safety of a student or any illegal activity during an lesson session, they will be required to contact UK police and report the incident to the UKIM National Education Team.