



Safeguarding Policy

Keeping every child at Madressa Mahmoodia safe. October 2026.

Worried about a child?

If a child is in immediate danger, call the police on 999.

Otherwise, speak to our safeguarding lead through the office on 01924 452002, or contact Kirklees Children's Services directly. You do not need proof; telling someone is the right thing to do.

Kirklees Children's Services (Front Door), weekdays	01484 456848 or 01484 414960
Out of hours and weekends	01484 414933
Police, not an emergency	101
NSPCC helpline, for adults	0808 800 5000
Childline, for children and young people	0800 1111

Our safeguarding leads

Any concern about a child, however small, goes to our Designated Safeguarding Lead, or in their absence our Deputy Designated Safeguarding Lead. Both can be reached through the office, and their names are on the safeguarding notice in the building.

1. Our commitment

Madressa Mahmoodia believes that every child has a right to be safe, to be respected and to learn without fear. The welfare of the child is our first concern in everything we do. This policy applies to all trustees, teachers, staff and volunteers, in the Madressa, at the Mahmoodia Centre, on trips and events, and online.

Islam places a trust (amanah) on us for the children in our care. We meet that trust by following the law and the guidance for out-of-school settings, and by working openly with parents and with Kirklees Council.

2. What we do to keep children safe

- We appoint a Designated Safeguarding Lead and a deputy, trained for the role, so a child or adult always has someone to go to.
- Every teacher and regular volunteer has an enhanced DBS check, references and an interview before they start (safer recruitment), and safeguarding training when they join and at least every two years.
- Staff follow a code of conduct: no physical punishment of any kind, ever; no humiliating or frightening a child; no being alone with a child out of sight when it can be avoided; and no private messaging or social media contact with pupils.
- We keep an up to date register, follow up on unexplained absence, and hand children only to the adults their parents have named.
- We keep medical needs and emergency contacts on record, and have first aiders on site.
- Our building is kept secure during classes and visitors sign in.

3. Recognising abuse

Abuse can be physical, emotional or sexual, or neglect. It can happen online, and between children. Staff are trained to notice the signs, which can include unexplained injuries, a change in behaviour, fear of going home, being withdrawn, or a child saying something that worries them. Staff are also alert to radicalisation (under the Prevent duty), child exploitation, female genital mutilation and forced marriage.

4. If a child tells you something

- Stay calm, listen, and let the child speak in their own words.
- Do not promise to keep it a secret. Explain that you will need to tell someone who can help.
- Do not ask leading questions or investigate yourself.
- Write down what was said and seen as soon as you can, in the child's words, with the date and time, and sign it.
- Tell the Designated Safeguarding Lead the same day. If a child is in immediate danger, call 999.

5. What happens next

The Designated Safeguarding Lead decides on the next step, which may be a referral to Kirklees Children's Services or the police. Anyone can make a referral directly if they believe a child is at risk, without waiting. We will normally talk to parents about a concern, unless doing so could put the child at greater risk.

6. Concerns about a member of staff

A concern about a teacher, staff member or volunteer goes straight to the Designated Safeguarding Lead, or to the Chair of Trustees if it is about the Designated Safeguarding Lead. It is referred to the Kirklees Local Authority Designated Officer (LADO), through the Front Door on 01484 414960, within one working day. Staff who raise a concern in good faith are protected, and we expect them to speak up.

7. Online safety and photographs

We take and share photographs of children only with their parents' consent, and never with their full names. Staff use the Madressa's own channels, never personal accounts, to contact parents. Our online learning pages need no sign-in for children and collect nothing about them.

8. Records

Safeguarding records are kept separately from other records, stored securely, and shared only with those who need to know to protect a child, as the law allows.

9. Review

The trustees review this policy every year, and after any serious incident. Written October 2026; next review October 2027.