



**MAJLIS
KHUDDAMUL AHMADIYYA
UNITED KINGDOM**



Majlis Khuddamul Ahmadiyya Safeguarding Policy Statement

*Policy Owner: MKA UK Safeguarding Committee, MKA UK
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1 - MKA UK Safeguarding Statement

1.1 Policy Statement

The founder of Islam, the Holy Prophet Muhammad (sa) was a champion in his kindness to children. Through his teachings Muslims are taught to respect children, always treat them with kindness, always be truthful to them and protect them from all types of harm.

Majlis Khuddamul Ahmadiyya UK (MKA UK) is an organisation for Ahmadi Muslim Youth in the UK. MKA UK exists for the welfare of its members, especially children and young people. MKA UK is committed in its responsibility to protect all children and young people from all types of harm and abuse, whether in any activity or programme organised by MKA UK, or in the care of a MKA volunteer or staff member. We believe that all children and young people have a right to engage in a safe and positive environment, and enjoy the programmes offered by MKA UK.

1.2 – AMA UK Safeguarding Policy

MKA UK is an auxiliary organisation of the Ahmadiyya Muslim Association UK (AMA UK), which is a separate registered charity. As an auxiliary organisation of AMA UK, MKA UK signs up to the AMA UK Safeguarding Policy.

This means all volunteers, paid workers, or activities organised by MKA UK in adhering to the MKA UK Safeguarding Policy & Procedures are adhering to the AMA UK Safeguarding Policy. The MKA UK Safeguarding Policy & Procedures acts as a supplement to cover specific activities organised by MKA UK.

1.3 - Legislations and Guidance

This policy has been prepared in compliance with the following key documents:

- [The Children Act 1989](#)
- [The Children Act 2004](#)
- [Social Services and Well-being \(Wales\) Act 2014](#)
- [National guidance for child protection in Scotland 2021](#)
- [Working Together to Safeguard Children September 2018](#) (*Statutory guidance on inter-agency working to safeguard and promote the welfare of children*).
- [Keeping children safe in out-of-school settings](#): code of practice (*Safeguarding guidance for providers of activities, after-school clubs, tuition and other out-of-school settings*).
- [The Charities Act 2011](#)

2 – Policy

2.1 - Our Aims are to:

- Create an environment where children and young people can enjoy the programmes and activities offered by MKA UK in a safe and positive environment. Children and young people should be protected from all types of harm and abuse. This policy extends to vulnerable adults.
- Provide all volunteers and staff of MKA UK with the overarching principles that guide our approach to child protection and protecting vulnerable adults.

Children and young people should be understood to mean anyone under the age of 18.

Vulnerable Adults: Anyone over the age of 18 years who may be unable to protect themselves from abuse, harm or exploitation, which may be by reason of illness, age, mental illness, disability or other types of physical or mental impairment. Those at risk may live alone, be dependent on others (care homes etc.), elderly, or socially isolated. person aged 18 or over who may need community care services because of a disability (mental or other), age, or illness.

2.2 - Scope

The policy applies to:

- All MKA UK members of National, Regional and Local Amila
- All volunteers of MKA UK
- Any paid staff of MKA UK
- All trustees of MKA UK
- Any other adult or volunteer who works with MKA UK and comes into contact with children or young people.

3 – Procedures

3.1 – MKA UK Responsibilities

3.1.1 – Lead Trustee & Designated Safeguard Lead

MKA UK will have a lead trustee who is responsible for safeguarding and child protection for MKA UK. In addition to this MKA UK will appoint a Designated Safeguarding Lead (DSL) who is responsible for the development of safeguarding arrangements within the organisation. This will be implemented through the appointment of a Safeguarding Committee. The DSL and the lead trustee for safeguarding maybe the same person. Deputy DSLs will be appointed who will share responsibilities with the DSL and act as a backup if the DSL is not available. The deputy DSLs are also chosen from different areas in the UK to help support coverage in different areas.

The DSL and the deputy DSLs will overlook the following responsibilities:

- Report any concerns of safeguarding issues to the relevant local child protection services or the police.
- Ensure the Safeguarding Policy & Procedure is well understood and implemented across MKA UK. As the primary means of achieving this, mandatory training and assessments should be conducted to ensure the content of the Policy & Procedure has been understood.
- Performing background checks of MKA UK leaders, and any volunteers or paid staff that come into contact with children or young people.
- Ensure the MKA UK Safeguarding Policy is reviewed regularly and kept up to date with the latest guidance and legislation. This should also include a review of the latest activities within MKA UK and necessary updates if the procedures need to be updated to reflect anything not previously covered.
- Be available for all members and volunteers of MKA UK, or any parents/guardians to members of MKA, to discuss any safeguarding issues or concerns.
- Implement the safeguarding reporting structure for raising any concerns of safeguarding issues, and for raising complaints against an adult.

The DSL and the deputy DSLs should receive adequate training for their role that is renewed at least every 2 years.

3.1.2 – MKA UK Regional Safeguarding Coordinators

A Regional Safeguarding Coordinator will be appointed in every region. The main objective of the Coordinator will be to assist the National DSL in implementing the Policy and Procedures in the respective Regions. This includes reinforcing the reporting structure to facilitate any concerns or safeguarding issues escalated to the National DSL or deputy DSL without any delay.

They should carry out a risk assessment on the specific activities in the region and Qiadats and flag any activities that need further attention or training to the National Committee.

3.1.3 – MKA UK Leaders, volunteers who work closely with children or young people

"O ye People, everyone of you is a guardian and is responsible to God Almighty for the people in his care"
(Bukhari)

MKA UK Leaders should be understood to mean any member of National Amila, a Regional/Local Qaid, or a Regional/Local Nazim Atfal. MKA UK Leaders, and in addition any volunteer who works closely with children or young people, should read, and sign a declaration that they have understood and are committed to implementing the MKA UK Safeguarding Policy & Procedures.

It is the responsibility of MKA UK Leaders to ensure any volunteers or staff working under them who will be working with children or young people should be

vetted via the Safeguarding Committee background checks. Anyone who is not vetted or has been flagged as not suitable will not be allowed to work with children or young people in any setting.

3.1.4 – Any other adult who works with MKA UK

Any other adult who is not necessarily a member of MKA UK but works children or young people with MKA UK, should have the policy and procedures shared with them. They should also be given a briefing on their role of responsibilities for safeguarding. Depending on the level of interaction with children and young people, they might be required to sign a declaration to confirm their understanding and commitment to implement the safeguarding procedures.

3.1.5 – Vetting of MKA UK Leaders and Volunteers

All MKA Leaders are considered vital in the role of safeguarding. As such all trustees of MKA UK, members National Amila, Regional/Local Qaideen, and Regional/Local Nazimeen Atfal are subject to a background check subject to their appointment. In addition, any volunteer, staff member or other adult, who comes into contact with children or young people within MKA UK will be subject to a background check into the character of the person.

Anyone who is deemed not appropriate to work with children or young people will not be allowed to continue in their role as an MKA UK Leader, and will be flagged as someone who is not allowed to work with children or young people within MKA UK.

Verily, Allah enjoins justice, and the doing of good to others; and giving like kindred; and forbids indecency, and manifest evil, and wrongful transgression. He admonished you that you may take heed.

(Holy Quran, Chapter 19 verse 61)

3.2 – Recognising and responding to abuse

Safeguarding children is defined in the [Working together to safeguard children](#) guidance as:

- protecting children from maltreatment
- preventing impairment of children's health or development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- taking action to enable all children to have the best outcomes

3.2.1 – Recognising abuse

It is important to note that children or young people may find it hard to speak out about abuse. They may have been the subject of abuse for a very long time. It is vital that if a child or young person chooses to speak to someone, that they

are taken seriously. But even if they choose not to speak about it, they may be showing signs of abuse that is important to recognise.

Type of abuse	Signs
Physical	<ul style="list-style-type: none"> • Bruising in unusual areas that occur in places which are not normally exposed to falls. • Concentration of bruising or bruising that might look like they have been caused by fingers or an object. • Any injuries not consistent with the explanation given. • Burn marks that do not look accidental or appear to have a clear shape of an object. • Reluctance to go home to parents/guardian.
Neglect	<ul style="list-style-type: none"> • Appear to be hungry often, gorging food. • Appear dirty or smelly. • Clothes do not look like they have been washed regularly or wearing of clothes not appropriate for the weather. • Untreated illnesses.
Sexual	<ul style="list-style-type: none"> • Language or sexual behaviour you wouldn't expect them to know for their age. • Inappropriate bed-sharing arrangements at home. • Telling you about being asked to 'keep a secret' or dropping hints or clues about abuse. • Avoiding being alone with/frightened of a person they know.
Emotional	<ul style="list-style-type: none"> • Prone to emotional outbursts or struggling to control emotions. • Seem isolated or lack many friends. • Struggle to make new relationships. • Using language you wouldn't expect for their age. • Attention seeking behaviour. • Running away, stealing, lying. • Self Harm.

3.2.2 – Protecting children from bullying

Bullying can happen anywhere and involve people of any age. It is important to note bullying can take many different forms:

- Verbal abuse
 - name calling, saying nasty things about a child or their family
- Physical abuse
 - hitting, pushing
- Emotional abuse
 - making threats or undermining a child
 - excluding a child for an activity or game
- Cyber bullying
 - sending abusing or upsetting messages
 - setting up of any form of hate group
 - creating/sharing of malicious images/videos
 - trolling
 - excluding a child from online games or groups

Incidents of bullying might not be obvious, so it is useful to recognise the signs of bullying in a victim:

- reluctance to join in an activity
- becoming withdrawn and lacking self esteem
- changes in performance or behaviour
- changes in appearance
- not spending time with usual friends or circles

3.2.3 – Peer to Peer Abuse/Bullying Prevention & Response

It is important to establish very clearly that MKA UK will not tolerate bullying or peer to peer abuse of any kind. To help prevent bullying you should:

- Speak to children and young people about what bullying is and how it impacts people.
- Focus on the teachings of Islam that promotes tolerance and understanding amongst all followers.
- Consider areas where bullying might occur, e.g. in unsupervised areas, or when children or young people might be engaged in mobile phone use.
- Make it clear that any incidents of bullying will be dealt with, and may include if necessary, sending people found to be bullying home.

Where incidents of bullying occur consider the appropriate response, taking into account the dynamics of the group. In the first instance talking about it and educating everyone is the correct response. If someone is not responding to this or the level of bullying is already serious, you will need to warn that individual or send that individual home. The parents should be informed why the child is being sent home. Your respective MKA UK leader (ie National Amila member, Local or

Regional Qaid or Nazim Atfal) responsible should be informed so they can follow up with the individual and parent. It should be made clear the implications of bullying, and what is expected from the child if he is to be allowed to re-join the activity in the future. If a child is ever sent home for bullying, then it should be flagged to the DSL or a deputy.

3.2.4 – Discriminatory Abuse

Discrimination is a form of abuse those focusses on a difference or perceived difference in someone or a group of people. In his farewell sermon, the Holy Prophet Muhammed (sa) made it clear that any form of discrimination, whether based on race, or colour or otherwise, has no place in Islam. In fact, appreciating and recognising benefits should be a means for greater benefit for MKA UK as an organisation. This is the basis for how MKA UK operates. As such any form of discriminatory abuse will not be tolerated within MKA UK. Discrimination can take on many forms, below are some common examples:

- **Direction Discrimination** – treating someone with a particular characteristic less favourably than others.
- **Indirect Discrimination** – where rules or arrangements are put in place for everyone but puts a particular group of people at a disadvantage,
- **Harassment or Victimisation** – where someone is unfairly victimised or harassed because of a particular characteristic.

Please see section on [Bullying Prevention & Response](#) on useful tips and appropriate responses to that can be applied to discriminatory abuse.

3.2.5 – Responding to a child raising a concern

If a child or young person does speak to you about abuse, it is your duty to listen and report the concern:

- **Listen** - take the time to listen carefully to what they are saying without interruption.
- **Reassure** - reassure them that you are taking their concerns seriously while passing no judgement.
- **Make careful factual notes** - these notes will be important when reporting to the DSL or authorities.
- **Never promise you will keep something confidential** – you will need to report the incident to the DSL who will need to report it to the relevant authorities. But you shouldn't share this information with anyone who does not need to know.
- **Record** – record the incident and pass on directly to a DSL or deputy DSL. Read the section below for more details.
- **If there is immediate danger to the child, you must contact the relevant emergency services right away.**

3.2.6 – What to do if you suspect abuse

If you suspect abuse, it is your duty to report the concern. You should never assume, nor is it a defence to assume someone else will report the concern.

- **Try to speak to the child** – try to build a positive relationship with the child where the child might open up to you. If the child is unwilling to speak to then do not press them, instead let them know you are available to listen, or try to identify someone appropriate they might choose to speak to.
- **Keep notes** – takes notes or keep a diary to track signs or any patterns of behaviour.
- **Speak to other people** – speak to colleagues in a confidential way to see if they have a perspective on the situation.
- **Speak to a DSL or deputy DSL** – **you must report** any suspicion to the DSL or deputy DSL without any delay.
- **If there is immediate danger to the child, you must contact the relevant emergency services right away.**

3.2.7 – Allegations against an adult

Any allegations made against an adult should be report to your direct MKA Leader, or to the DSL directly **without any delay**. This includes if an allegation is made against you.

If the allegation is against the MKA Leader, then speak to the DSL directly. If the allegation is against the DSL, you should speak to Sadr Majlis UK directly.

MKA UK is an auxiliary organisation of the Ahmadiyya Muslim Association UK (AMA UK). If an allegation is made against a senior trustee of MKA UK, then you speak to the Designated Safeguarding Lead of AMA UK or the Amir UK.

Please find contact details at the [end of this document](#).

3.3 Recording and Responding

3.3.1 – Recording

"You cannot save yourselves with hypocrisy, for your God is He who sees the innermost depth of man... So become straightforward, clean, pure and truthful. If even a particle of darkness is left within you, it will dispel all your light..."

Promised Messiah (as)

It is important any incident or suspicions of abuse, any complaints or allegations are recorded and passed onto the DSL or deputy DSL. Even if the child has asked you not to tell anyone, **the welfare of the child is the paramount concern**. Failure to do so is considered to be a breach of the procedure.

When recording any incident, you should:

- Make detailed + factual notes about the incident or suspicion:
 - Note times and dates of any incident.
 - The name and relevant details of the child.
 - The name and relevant details of the adult if there is an allegation made.
 - Record exactly what has been observed or said and by whom – do not add opinions, try to use the exact words you are told.
 - Any information you may be given about the alleged abuser.
 - Take notes or a diary to keep track of signs of suspected/alleged abuse or any patterns of behaviour that is concerning you.
 - Do not attempt to investigate anything further yourself. Your duty is to listen and obtain the facts that is available to you and report it.
- **If there is immediate danger to the child, you must contact the relevant emergency services right away.**
- Report the incident via the online form available on our website <https://khuddam.org.uk/safeguarding/> or alternatively email the incident details to safeguarding@khuddam.co.uk. They may need to contact the relevant authorities and your assistance may be required when speaking to the authorities.
- Unless told otherwise, you must not speak to anyone else about this other than the relevant authorities or the DSL/deputy DSL.

3.3.2 – Parent Reporting

The local MKA UK leaders (the Local/Regional Qaid and Local/Regional Nazim Atfal) should make it clear to parents who they can contact to report any concerns.

3.3.3 – Informing Parents

You should seek advice from the National DSL or deputy before informing parents of any concerns, as doing so may put the child at greater risk. Parents may not be informed automatically of any incident relating to their child, these include situations where informing the parents might put the child at further risk. But where the National DSL or deputy agree there are no risks or concerns, then parents should be informed with immediate effect.

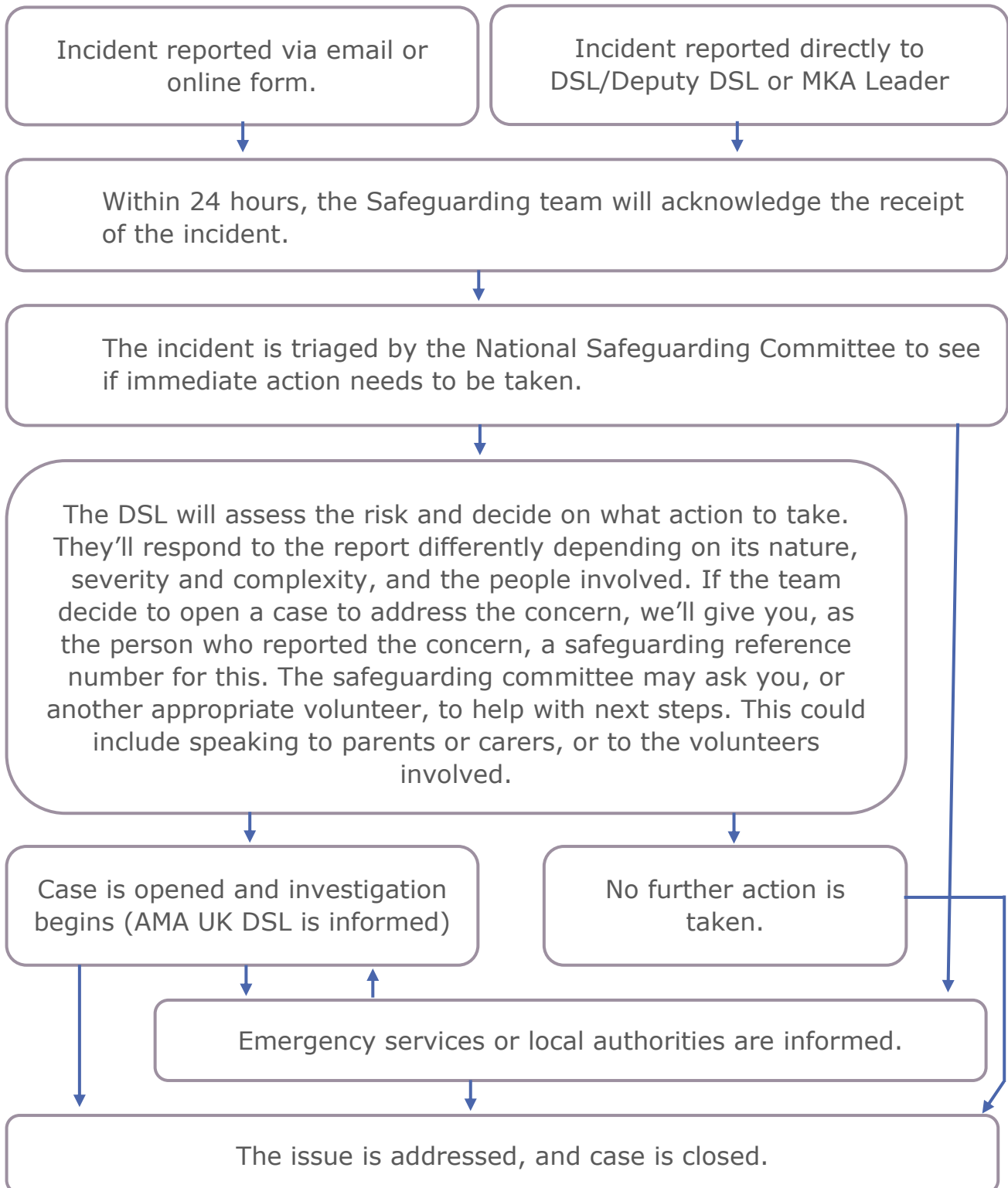
3.3.4 – Support for victims

MKA UK has a support system in place to assist victims of any kind with pastoral care, which the **MKA UK Tarbiyyat** department provides. MKA UK also recognises and encourages the need for professional help in some cases. No matter should be considered too big or small to speak to someone about it. Please see the MKA UK Tarbiyyat [contact details](#) in the end of this document.

3.3.5 – Reporting

The DSL or Deputy DSL will report any incident to the relevant authorities. And Safeguarding incidents should be report to the relevant local authority (e.g., the Local Authority Designated Authority). Any urgent will be reported to the relevant emergency services without delay.

3.3.6 – Reporting procedure



3.4 – Working with children and younger people

3.4.1 – Code of behaviour

In his sermon at the MKA UK Ijtema 2021, Hazrat Khalifatul Masih V (aba) reminded all members of MKA UK that they should always consider their position as a position of influence on younger members and future generations. As such always consider your conduct as having an impact on the people around you, particularly children and young people. **In particular, remember to:**

- Always put these procedures into practice.
- Report any allegations of concerns of abuse immediately.
- Treat everyone with dignity and respect.
- Always act with integrity and honesty.
- Make sure everyone is aware of the safeguarding policy and procedures.
- Make sure children and young people are aware on what safeguarding is, who they can speak to if there is a concern, and that MKA UK is an organisation that takes safeguarding very seriously.
- Avoid situations where you are alone with a child or young person.
- Avoid playing physical games which might be seen or considered inappropriate.
- Appreciate the context of any physical touch – a hug in the context of a group is very different to a hug behind closed doors.
- Keep doors open and windows visible where you are with children or young people
- Keep your colleagues informed on what you are doing.
- Consult with your MKA Leader, or DSL if you are unsure about anything.

NEVER

- Trivialise any safeguarding issue.
- Use inappropriate language or allow inappropriate language in any environment in MKA UK.
- Permit bullying.
- Let any allegation or suspicion go unreported.

3.4.2 – Events, trips and overnight stays

Any event or trip, including an Ijtema, should have its own safeguarding risk assessment as part of the planning of the event. This should include an assessment:

- Of possible scenarios where there is the potential of a safeguarding issue.
- Identifying any volunteers or staff members who will come into contact with children or young people.

- An assessment of the level of supervision and if additional support is required.
- Will the facilities being used also be use by anyone else, including members of the public, and other members of the AMA UK community.
- Identifying any overnight stays and trips.

Risk mitigations include:

- Reading this Procedure document.
- Specific training or discussions with volunteers of what to be mindful of.
- Clarification for all the volunteers involved what the specific reporting procedure will be for this specific event.
- Specific to the event, remind everyone (including children, parents, and volunteers) of the procedures in place for the event, including who to go to if there is an issue or concern to report.
- Appointing a specific person to overlook safeguarding for this event.
- Consulting with the MKA Leader or DSL if you are unsure about anything.

For any event where there is an overnight stay, the MKA UK Leader should inform the DSL or deputy DSL. Only those who have appropriate vetting will be allowed to supervise overnight stays. Such an event may need to have a dedicated Safeguarding Procedure and team in place (e.g., for a Spring Retreat or a National Ijtema).

If lifts are needed for children or young people, make sure:

- Parental consent is always sought.
- The relevant MKA UK Leader is aware, including who the person offering the lift.
- The person giving a lift should report to the parent and relevant MKA UK leader once the person has been picked up and dropped off.

3.4.3 – Communicating with children & young people

As part of the safeguarding procedure, children and young people should be explained what safeguarding is. This should include:

- What the MKA UK safeguarding policy aims to achieve.
- What children and young people should expect from MKA UK.
- What is expected of children and young people.
- Who they can speak to if they have a concern they want to raise.

Above all else children and young people should be made to feel their concerns will be taken seriously and responded to appropriately.

4 – MKA UK Safeguarding contact list

MKA UK Designated Safeguarding Lead:

Naib Sadr MKA UK – safeguarding@khuddam.co.uk

MKA UK Deputy Designated Safeguarding Lead:

Mohtamim Atfal – atfal@khuddam.co.uk

AMA UK Designated Safeguarding Lead:

safeguarding@ahmadiyyauk.org

MKA UK Tarbiyyat Support Line:

Mohtamim Tarbiyyat - tarbiyyat@khuddam.co.uk