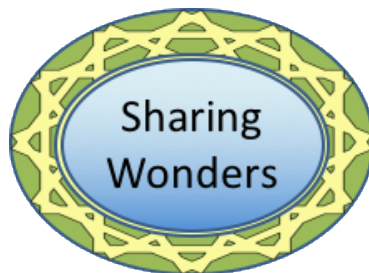


Safeguarding Policy

Organisation Level

V 1.2 August 2020

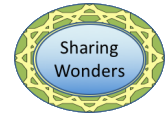


UK Registered Charity 1170087



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Revision History

1.0	16 Feb 2020	First Published version
1.1	03 Jul 2020	Draft version with updates related to managed and non-managed schools
1.2	03 Aug 2020	Published Version



1. Organisation Name

Our organisation's name is Sharing Wonders.

The UK Charity Commission registration number is 1170087

2. Address

Sharing Wonders headquarters is based in the UK, the registered address is:
Sharing Wonders, 58-A, Apex Chambers, Ilford Lane, Ilford, Essex. IG1 2JY. UK

Sharing Wonders is registered in The Gambia as a non-profit organisation, the address is:
Sharing Wonders, Wafa Islamic Center, Brikama Jidda, The Gambia

3. Mission Statement

- Focused on preparing children with a positive start in life by setting up schools providing
 - a safe and conducive environment for children to learn in
 - education both at the initial academic stages and sponsorship to higher education
 - Islamic education based on the teaching of the Quran and Sunnah
- Fund and encourage self-sustainable projects
- Set up local representation where suitable to maximize donation impact
- Humanitarian support the local community through food distribution, clean water, agriculture and medical facilities

4. Purpose

The Purpose of this policy is to protect children from any harm that may be caused due to their coming into contact with Sharing Wonders. This includes harm arising from:

- The conduct of staff or personnel associated with Sharing Wonders
- The design and implementation of Sharing Wonders' programmes

The policy lays out the commitments made by Sharing Wonders, and informs staff and associated personnel of their responsibilities in relation to safeguarding.

5. What is Safeguarding?

In the UK, safeguarding means protecting people's wellbeing and human rights, and enabling them to live free from all types of harm, abuse and neglect.

In our sector, we understand it to mean protecting children from harm that arises from coming into contact with our staff or programmes.



Further definitions related to safeguarding are provided below.

6. Scope

This policy applies to associated personnel whilst engaged with work or visits related to Sharing wonders, including but not limited to the following: senior managers and the board of trustees, paid staff, volunteers, sessional workers, agency staff and students.

7. Policy Statement

Sharing wonders believes that everyone we come into contact with, regardless of age, gender, identity, disability, sexual orientation or ethnic origin has the right to be protected from all forms of harm, abuse, neglect and exploitation. Sharing Wonders will not tolerate abuse and exploitation by staff or associated personnel.

Sharing wonders commits to addressing safeguarding throughout its work, through prevention, reporting and response.

Sharing Wonders abides by the duty of care to safeguard and promote the welfare of children and young people and is committed to safeguarding practices that reflects statutory responsibilities, government guidance and complies with best practice requirements.

Sharing Wonders recognise

- the welfare of children is paramount in all the work we do and in all the decisions we take
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

8. International Policy Statement

Sharing Wonders works within the United Kingdom as well as internationally. We have applied the fundamental aspects of England's Safeguarding policies to the other countries where we operate.

Where another country's policy differs from England's policies, we will respect and abide by that country's laws and policies.

9. Managed Schools vs Partner Schools

Managed Schools

Sharing Wonders currently manages a number of schools within The Gambia. The staff and school operating policies fall under the overarching guidelines within this policy.

Each school has a separate Safeguarding policy document, with the appropriate contact information for that particular school.

Children under the Sharing Wonder's Child Education Sponsorship Programme within our schools, fall under the Sharing Wonders Safeguarding policies.



Sharing Wonders does not manage any boarding (overnight) or day-care facility schools.

Partner Schools

Sharing Wonders provides sponsored support to children who attend non-Sharing Wonders Schools.

As a responsible organisation, we aim to ensure these schools have Safeguarding procedures in place to provide a safe environment for children. We provide guidance and advice to these schools where needed.

We will withdraw our support if we believe any schools is not providing a safe environment for their children.

10. Definitions

Child

The definition of a child is anyone who has not yet reached their 18th birthday, even if they are living independently, are a member of the armed forces or is in hospital.

Child and Adult Abuse

Children and adults may be vulnerable to neglect and abuse or exploitation from within their family and from individuals they come across in their daily lives. There are 4 main categories of abuse, which are: sexual, physical, emotional abuse, and neglect. It is important to be aware of more specific types of abuse that fall within these categories, they are:

- Bullying and cyberbullying
- Child sexual exploitation
- Child Criminal exploitation
- Child trafficking
- Domestic abuse
- Female genital mutilation
- Grooming
- Historical abuse
- Online abuse

Safeguarding children

England's definition of Safeguarding children is defined in [Working Together to Safeguard Children 2018](#) as:

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

Legal Framework

This policy has been drawn up based on legislation, policy and guidance that seeks to protect children in England. A summary of the key legislation is available from nspcc.org.uk/learning.



Sharing Wonders works towards having in place arrangements that reflect the importance of safeguarding and promoting the welfare of children and young people.

The Prevent duty

Some organisations in England, Scotland and Wales have a duty, as a specified authority under section 26 of the Counterterrorism and Security Act 2015, to identify vulnerable children and young people and prevent them from being drawn into terrorism. This is known as the Prevent duty. These organisations include:

- Schools
- Registered childcare providers
- Local authorities
- Police
- Prisons and probation services
- NHS trusts and foundations.
- Other organisations may also have Prevent duties if they perform delegated local authority functions.

Children can be exposed to different views and receive information from various sources. Some of these views may be considered radical or extreme.

Radicalisation is the process through which a person comes to support or be involved in extremist ideologies. It can result in a person becoming drawn into terrorism and is a form of harm.

Extremism is vocal or active opposition to fundamental values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs.

Serious Incident

The UK Charity Commission defined a Serious Incident as an adverse event, whether actual or alleged, which results in or risks significant:

- harm to your charity's beneficiaries, staff, volunteers or others who come into contact with your charity through its work (who are collectively referred to throughout this guidance as people who come into contact with your charity through its work)
- loss of your charity's money or assets
- damage to your charity's property
- harm to your charity's work or reputation

11. Prevention

Sharing Wonders responsibilities

Sharing Wonders will:

- Ensure all staff have access to, are familiar with, and know their responsibilities within this policy
- Design and undertake all its programmes and activities in a way that protects people from any risk of harm that may arise from their coming into contact with Sharing wonders. This includes the way in which information about individuals in our programmes is gathered and communicated

- Implement stringent safeguarding procedures when recruiting, managing and deploying staff and associated personnel, please see below for further detail
- Ensure staff receive training on safeguarding at a level commensurate with their role in the organization, please see below for further detail
- Follow up on reports of safeguarding concerns promptly and according to due process

Staff Responsibilities:

Sharing Wonders Staff and associated personnel must not:

- Engage in sexual activity with anyone under the age of 18
- Sexually abuse or exploit children
- Subject a child to physical, emotional or psychological abuse, or neglect
- Engage in any commercially exploitative activities with children including child labour or trafficking

12. Reporting

Sharing Wonders will ensure that safe, appropriate, accessible means of reporting safeguarding concerns are made available to staff and the communities we work with.

Sharing Wonders will also accept complaints from external sources such as members of the public, partners and official bodies

Staff members who have a complaint or concern relating to safeguarding should report it immediately to their Safeguarding Focal Point [as appropriate] or line manager. If the staff member does not feel comfortable reporting to their Safeguarding Focal Point or line manager (for example if they feel that the report will not be taken seriously, or if that person is implicated in the concern) they may report to any other appropriate staff member.

13. Response

Sharing Wonders will follow up safeguarding reports and concerns according to policy and procedure, and legal and statutory obligations.

Failure to comply with the policy and related procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation.

Detailed reporting and response measures are outlined in each school's Safeguarding policy document, with the appropriate contact information for that particular school.

Notifying Charity Commission

If the incident in a Managed School is of an extremely serious nature, the Director of Operations of Sharing Wonders will notify the UK Charity Commission of a 'Serious Incident'.

14. Training and Awareness

Sharing Wonders will ensure an appropriate level of safeguarding training is available to its Trustees, Employees, Volunteers and any relevant persons linked to the organisation who requires it (e.g. contractors).



For all employees who are working or volunteering with children, this requires them as a minimum to have awareness training that enables them to:

- Understand what safeguarding is and their role in safeguarding children.
- Recognise a child potentially in need of safeguarding and take action.
- Understand how to report a safeguarding Alert.
- Understand dignity and respect when working with children.
- Have knowledge of the Safeguarding Children Policy.

15. Confidentiality and Information Sharing

Sharing Wonders expects all employees, volunteers and trustees to maintain confidentiality. Information will only be shared in line with the General Data Protection Regulations (GDPR) and Data Protection.

However, information should be shared with the relevant Authority if a child is deemed to be at risk of harm or **contact the police if they are in immediate danger, or a crime has been committed.**

16. Recording and Record Keeping

A written record must be kept about any concern regarding a child with safeguarding needs. This must include details of the person involved, the nature of the concern and the actions taken, decision made and why they were made.

All records must be signed and dated. All records must be securely and confidentially stored in line with General Data Protection Regulations (GDPR).

17. Safe Recruitment & Selection

Sharing Wonders is committed to safe employment and safe recruitment practices, that reduce the risk of harm to children from people unsuitable to work with them or have contact with them.

Sharing Wonders Trustees recruited from the UK, undergo a Disclosure and Barring Service (DBS) check. If a Trustee is appointed from another country, steps will be taken to ensure they undergo the relevant checks related to that country.

Staff employed in Sharing Wonder's managed schools in The Gambia, undergo Police background checks.

18. Use of Mobile Phones and other Digital Technology

All employees, trustees and volunteers should be aware that they should not photograph children and young people without the explicit consent of the person with parental responsibilities.



19. Social Media

Trustees, staff and volunteers should be aware that content uploaded to social media is not private and can be re-posted or distributed beyond the intended recipients. Therefore, use of social media should be conducted with professionalism and respect. Users should be aware when using Social Media, that they do not go against the principles of Safeguarding as outlined in this document.

20. Whistleblowing

It is important that people within Sharing Wonders have the confidence to come forward to speak or act if they are unhappy with anything. Whistle blowing occurs when a person raises a concern about dangerous or illegal activity, or any wrong- doing within their organisation. This includes concerns about another employee or volunteer. There is also a requirement by Sharing Wonders to protect whistleblowers.



21. Important Contacts

Trustee for Safeguarding

Name: Aman Ali
Role: Director of Operations
Email: admin@sharingwonders.org
Telephone: +44 746 233 5767

Trustee - Deputy Safeguarding

Name: Mrs Bader Ali
Role: Trustee
Email: admin@sharingwonders.org
Telephone: +44 746 233 5767

Trustee

Name: Mrs Nasreen Bajwa
Role: Trustee
Email: admin@sharingwonders.org
Telephone: +44 746 233 5767

UK Police

Emergency – 999
Non-emergency – 101

NSPCC Helpline

0808 800 5000

22. Document Approval

This version of the constitution was adopted on the final date signed below and Founding Trustees, and supersedes any previous constitution version.

Date this version was approved: 3rd August 2020