

Safeguarding Policy

Baytul-Mal Foundation is in contact with those who are vulnerable due to difficult circumstances they find themselves in, we are therefore committed to safeguarding all those involved in our charity and the work we do. Everyone has an equal right to protection from harm and exploitation so will take every reasonable step to make sure we keep children and adults safe whether online or over the telephone regardless of religion, age, background, gender, and sexual identity. This includes acting to prevent harm or exploitation in all conduct of our work and taking appropriate steps if we have any concerns about an adult or child.

Our safeguarding commitment is to:

- Respect those we work with regardless of their personal characteristics or life circumstances and promote and prioritise their safety and wellbeing.
- Take reasonable steps to manage risks and keep those involved in our charity and the work we do safe.
- Ensure everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify and respond to safeguarding concerns.
- Respond immediately and appropriately where there are concerns and complaints of harm, exploitation, or abuse.

To meet this commitment, we will ensure:

- We recruit all staff, volunteers and associates safely to prevent the employment or deployment of unsuitable individuals. This includes the use of criminal records checks (where appropriate), references and other appropriate forms of safer recruitment good practices
- All staff and volunteers have access to the Safeguarding Policy, understand their role and responsibilities and can access safeguarding training appropriate to their role
- We assess all our activities and services to identify how we can reduce or eliminate any risks of harm, exploitation or abuse.
- Clear reporting procedures are in place for responding promptly to safeguarding concerns or allegation, which adhere to safeguarding legislation, guidance and recognised good practice
- Confidential, detailed and accurate records of all safeguarding concerns are maintained and stored securely.
- We work in collaboration with key statutory authorities and other partners when responding to a safeguarding concern (when necessary).
- Safeguarding practice and guidance is informed, strengthened and improved by on-going learning and review.

Our staff, volunteers and associates will take care to:

- Always act in the best interests of individuals, respecting and involving those who use our services, providing them with safe and appropriate information that meets their needs and supports their rights.
- Not knowingly act or fail to act in a way that results in harm to others.
- Provide high-quality services to the best of their ability, acting within their competence and not taking on anything they do not believe they can safely do.
- Treat all safeguarding concerns and complaints seriously and report them to the Designated Safeguarding Officer.

- Work in partnership with other organisations, including statutory services like the police and social care to protect those who have been or are at risk of harm, exploitation or abuse.
- Protect confidential information except where the wider duty of care or the public interest might justify making it known.

What does this mean for those who use our services?

Everyone we work with will be treated with respect and dignity and will receive quality support from people who have the skills to deliver them safely to a professional standard, this includes our duty to protect them from harm.

We will be hands-on in seeking the consent of anyone that works or deals with us to any safeguarding action that affects them, unless they lack the capacity to do so or it would put them at serious risk of harm, exploitation or abuse.

What should you do if you have a safeguarding concern?

A safeguarding concern is when you are worried about the safety or well-being of an adult or child because of something seen or heard, or information which has been given to you. A safeguarding concern can involve a Baytul-Mal representative, or a representative from another organisation, endangering the safety or wellbeing of others.

If you have a safeguarding concern you would like to raise with Baytul-Mal, please email admin@baytul-mal.org to ask for Baytul-Mal's Appointed Safeguarding Officer.

If you are worried about the safety or welfare of an adult, you should call the police (999 in an emergency, 101 if it is not an emergency) or your local council's adult social care team (at your local council).

If you are worried about the safety or welfare of a child, you should call the NSPCC adult helpline for confidential advice on: 0808 800 5000.