



MADANI SCHOOLS FEDERATION

Madani Boys School | Madani Girls School

2020 - 21 **MSF Booklet | DSL Information**

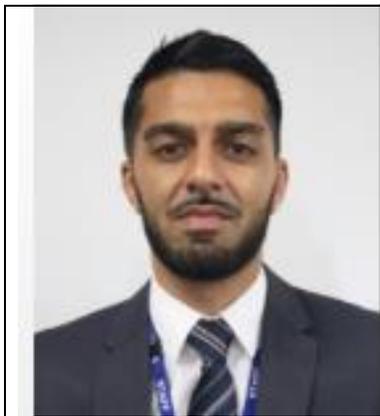
Contacts

Leads including pictures and how to contact them	p.2
Contact for Governor responsible for Safeguarding	p.4
Role of DSL	p. 5
Are you worried a child is in immediate danger?	p.9
Are you worried about a member of staff?	p.9
Are you worried about safeguarding arrangements?	p.10
Are you worried about Health and Fire Safety at the school?	p.10
Key Contacts	p.11
Visitor Safety Information	p.11
Visitor Information	p.12
Public Information	p.12

Madani Schools Federation | Designated Safeguarding leaders

	<p>Mr Rameses Maghrabi Deputy Head Senior Designated Safeguarding Leader</p> <p>Extension - 8096 rmaghrabi@madani.leicester.sch.uk</p>
	<p>Mr Yunus Zamakda Attitude to Learning Manager Designated Safeguarding Leader</p> <p>Extension - 8160 yzamakda@madani.leicester.sch.uk</p>
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	<p>Ms Maryam Chopdat Assistant Head Designated Safeguarding Leader</p> <p>Extension – 8085 mchopdat@madani.leicester.sch.uk</p>
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	<p>Ms Chaitan Rajania Assistant Head Designated Safeguarding Leader</p> <p>Extension - 8085 crajaniam@madani.leicester.sch.uk</p>
	<p>Ms Nina Radford Business Manager Designated Safeguarding Leader</p> <p>Extension - 8081 nradford@madani.leicester.sch.uk</p>



Mr Riyaz Laher
Head of Schools
DSL Trained

Extension - 8091
rlaher@madani.leicester.sch.uk



Mr Hussein Suleman
Chair of Governors
Safeguarding responsibility
DSL Trained

Contact via PA to Director of Trust 8086
chair.governors@madani.leicester.sch.uk

Role of the Designated Safeguarding Lead (taken from KCSIE, DfE 2020)

Annex B: Role of the designated safeguarding lead

Governing bodies, proprietors and management committees should ensure an appropriate **senior member** of staff, from the school or college **leadership team**, is appointed to the role of designated safeguarding lead.¹ The designated safeguarding lead should take **lead responsibility** for safeguarding and child protection (including online safety). This should be explicit in the role holder's job description. This person should have the appropriate status and authority within the school to carry out the duties of the post. They should be given the time, funding, training, resources and support to provide advice and support to other staff on child welfare and child protection matters, to take part in strategy discussions and inter-agency meetings, and/or to support other staff to do so, and to contribute to the assessment of children.

Designated safeguarding leads

It is a matter for individual schools and colleges as to whether they choose to have one or more deputy designated safeguarding leads. Any deputies should be trained to the same standard as the designated safeguarding lead and the role should be explicit in their job description. Whilst the activities of the designated safeguarding lead can be delegated to appropriately trained deputies, the ultimate **lead responsibility** for child protection, as set out above, remains with the designated safeguarding lead, this **lead responsibility** should not be delegated.

Manage referrals

The designated safeguarding lead is expected to:

- refer cases of suspected abuse to the local authority children's social care as required;
- support staff who make referrals to local authority children's social care;
- refer cases to the Channel programme where there is a radicalisation concern as required;
- support staff who make referrals to the Channel programme;
- refer cases where a person is dismissed or left due to risk/harm to a child to the Disclosure and Barring Service as required; and
- refer cases where a crime may have been committed to the Police as required.

¹ When a school has a sole proprietor rather than a governing body, appropriate steps should be taken to ensure that the member of the senior leadership team who is appointed as designated safeguarding lead (DSL) is able to discharge that role with sufficient independence, particularly in relation to any allegations involving the proprietor or members of the proprietor's family. This may involve including in the appointment as DSL, written confirmation that part of the duties of the post involve contacting the Local Authority Designated Officer on any matter that the DSL considers cannot be properly dealt with internally. Consideration could also be given to providing the DSL with access to external advice from an appropriate company or legal service.

Work with others

The designated safeguarding lead is expected to:

- act as a point of contact with the three safeguarding partners;
- liaise with the headteacher or principal to inform him or her of issues- especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations;
- as required, liaise with the “case manager” (as per Part four) and the designated officer(s) at the local authority for child protection concerns in cases which concern a staff member;
- liaise with staff (especially pastoral support staff, school nurses, IT Technicians, and SENCOs, or the named person with oversight for SEN in a college and Senior Mental Health Leads) on matters of safety and safeguarding (including online and digital safety) and when deciding whether to make a referral by liaising with relevant agencies; and
- act as a source of support, advice and expertise for all staff.

Training

The designated safeguarding lead (and any deputies) should undergo training to provide them with the knowledge and skills required to carry out the role. This training should be updated at least every two years. The designated safeguarding lead should undertake Prevent awareness training. Training should provide designated safeguarding leads with a good understanding of their own role, and the processes, procedures and responsibilities of other agencies, particularly children's social care, so they:

- understand the assessment process for providing early help and statutory intervention, including local criteria for action and local authority children's social care referral arrangements.² have a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference and be able to attend and contribute to these effectively when required to do so;
- ensure each member of staff has access to, and understands, the school's or college's child protection policy and procedures, especially new and part time staff;
- are alert to the specific needs of children in need, those with special educational needs and young carers;³
- understand relevant data protection legislation and regulations, especially the Data Protection Act 2018 and the General Data Protection Regulation;
- understand the importance of information sharing, both within the school and college, and with the three safeguarding partners, other agencies, organisations and practitioners;
- are able to keep detailed, accurate, secure written records of concerns and referrals;

² Full details in Chapter one of [Working Together to Safeguard Children](#).

³ Section 17(10) Children Act 1989: those unlikely to achieve a reasonable standard of health and development without local authority services, those whose health and development is likely to be significantly impaired without the provision of such services, or disabled children.

- understand and support the school or college with regards to the requirements of the Prevent duty and are able to provide advice and support to staff on protecting children from the risk of radicalisation;
- are able to understand the unique risks associated with online safety and be confident that they have the relevant knowledge and up to date capability required to keep children safe whilst they are online at school or college;
- can recognise the additional risks that children with SEN and disabilities (SEND) face online, for example, from online bullying, grooming and radicalisation and are confident they have the capability to support SEND children to stay safe online; obtain access to resources and attend any relevant or refresher training courses; and
- encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, in any measures the school or college may put in place to protect them.

In addition to the formal training set out above, their knowledge and skills should be refreshed (this might be via e-bulletins, meeting other designated safeguarding leads, or simply taking time to read and digest safeguarding developments) at regular intervals, as required, and at least annually, to allow them to understand and keep up with any developments relevant to their role.

Raise Awareness

The designated safeguarding lead should:

- ensure the school's or college's child protection policies are known, understood and used appropriately;
- ensure the school's or college's child protection policy is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly, and work with governing bodies or proprietors regarding this;
- ensure the child protection policy is available publicly and parents are aware of the fact that referrals about suspected abuse or neglect may be made and the role of the school or college in this; and
- link with the safeguarding partner arrangements to make sure staff are aware of any training opportunities and the latest local policies on local safeguarding arrangements.
- help promote educational outcomes by sharing the information about the welfare, safeguarding and child protection issues that children, including children with a social worker, are experiencing, or have experienced, with teachers and school and college leadership staff. Their role could include ensuring that the school or college, and their staff, know who these children are, understand their academic progress and attainment and maintain a culture of high aspirations for this cohort; supporting teaching staff to identify the challenges that children in this group might face and the additional academic support and adjustments that they could make to best support these children.

Child protection file

Where children leave the school or college (including for in-year transfers) the designated safeguarding lead should ensure their child protection file is transferred to the new school or college as soon as possible. This should be transferred separately from the main pupil file, ensuring secure transit, and confirmation of receipt should be obtained. Receiving schools and colleges should ensure key staff such as designated safeguarding leads and SENCOs or the named person with oversight for SEN in colleges, are aware as required.

In addition to the child protection file, the designated safeguarding lead should also consider if it would be appropriate to share any information with the new school or college in advance of a child leaving. For example, information that would allow the new school or college to continue supporting victims of abuse and have that support in place for when the child arrives.

Availability

During term time the designated safeguarding lead (or a deputy) should always be available (during school or college hours) for staff in the school or college to discuss any safeguarding concerns. Whilst generally speaking the designated safeguarding lead (or deputy) would be expected to be available in person, it is a matter for individual schools and colleges, working with the designated safeguarding lead, to define what "available" means and whether in exceptional circumstances availability via phone and or Skype or other such media is acceptable.

It is a matter for individual schools and colleges and the designated safeguarding lead to arrange adequate and appropriate cover arrangements for any out of hours/out of term activities.

Are you worried a child is in immediate danger?

Without delay you should:



- **Contact** the Children & Young People's 'Duty and Advice Service' directly via the **0116 454 1004 (open 24/7)**
- **And/ Or** if appropriate ring the **Police 0116 222 2222**. In an emergency always call **999**.
- **And** always inform the **Designated Safeguarding Leader R Maghrabi 8096** or one of the **Deputy DSL's Mr Yunus Zamakda 8160, ML Shahid Alhadad 8148 or Ms M Chopdat 8085**

Are you worried about a member of staff?

Without delay you should:



- **Speak** directly only to the **Headteacher Mr Riyaz Laher**
- **Or** for safeguarding concerns about the Headteacher, contact the **Chair Of Governors Mr Hussein Suleman**
- **Or** contact the **LADO (Local Authority Designated Officer) 0116 454 2440** about anyone who works or volunteers with children and young people in Leicester City. Email (non secure): **Lado-allegations-referrals@leicester.gov.uk** Email (secure - can only receive emails from secure email addresses): **Lado-allegations-referrals@leicester.gcsx.gov.uk**

Are you worried about safeguarding arrangements?

Without delay you should:



- Contact the **Chair Of Governors Mr Hussein Suleman**
- **OR** follow the school **Whistleblowing policy**
- **OR** Contact the **LADO (Local Authority Designated Officer) Jude Atkinson** on **0116 454 2440**
- You may also contact the **NSPCC Whistleblowing Advice Line** if you're concerned regarding child protection failures internally via **0800 028 0285** – 8:00 AM to 8:00 PM, Monday to Friday or Email: **help@nspcc.org.uk**

Are you worried about Health and Fire Safety at the school?

Without delay you should:



- Contact the **School Business & Operations Manager: Ms Nina Radford 8081** and **Fire Officers: Mr Hosain Hajhosein / Mr Paul Merritt 8092** to report any concerns or hazards.
- **OR** contact the school reception via the **Receptionist Ms Anisa Khalifa (0116 249 8080)** to report any concerns to the school.
- **OR** in an emergency always call **999**
- **ALWAYS** follow school policies & procedures related to fire, evacuation and Health and Safety

Key contacts



- **Designated Safeguarding Leader** Mr R Maghrabi 0116 249 8096
- **Deputy DSL's** Mr Y Zamakda 8160, ML Shahid 8148 or Ms M Chopdat 8085
- **Children & Young People's 'Duty & Advice Service'** 0116 454 1004 (24/7)
- **Leicester LADO (Local Authority Designated Officer)** Jude Atkinson 0116 454 2440
- **Children Missing from Education Lead** Ellen Collier 0116 454 5510
- **Leicestershire Police** 0116 222 2222/ **Emergency ONLY** 999
- **Prevent Co-ordinator (Advice/ Referral)** Sean Arbuthnot 0116 273 3459/ 07970 299615
- **Early Help** 0116 454 1694/ early-help@Leicester.gov.uk
- **Forced Marriage Unit** fmu@fco.gov.uk/ 020 7008 0151
- **Female Genital Mutilation Helpline** fgmhelp@nspcc.org/ 0800 028 3550
- **NSPCC whistleblowing helpline** 0800 028 0285 8am-8pm, Mon-Fri or Email: help@nspcc.org.uk

Visitor Safety information

FIRE

The Fire Alarm is a continuous dual tone siren (Constant tone for invac). When activated please, leave the building via the nearest exit following the signage around the building. Visitors assemble in the Boys / Girls playgrounds respectively. Please notify the school of any conditions that may affect your mobility when booking your visit and on arrival.

FIRST AID

Contact Reception (8080) to call a First Aider if required.

GENERAL

If you notice a safety issue whilst on site please notify your host/ senior leader or Reception as appropriate who will notify the Facilities Team. Follow specialist safety guidance in the area that you are visiting. (e.g. COSHH). All contractors should sign the 'Authorisation to Work' register located in the Operations Manager/ Facilities Office.

Designated Safeguarding Leader:
R Maghrabi (8096)

Deputy Safeguarding Leaders:
Mr Yunus Zamakda (8160)
Mr Shahid Alhadad (8148)
Ms Maryam Chopdat(8085)

HELP@madani.leicester.sch.uk

Business & Operations Manager: Ms Nina Radford (8081)

Fire Officers: Mr Hosain Hajhosein / Mr Paul Merrifield (8092)

Reception: Ms Anisa Khalifa (8080)

Head of Schools: Mr Riyaz Laher

Madani Schools Federation is committed to the Safeguarding of all visitors, staff and students.



- RECEPTION**
- Please ensure you sign in on arrival and collect/ follow the visitor safety information provided.
 - Be prepared to identify yourself with an authorised ID (E.G Driving license photo card).
 - When requested Staff or volunteers wearing veils must also identify themselves upon arrival with the Receptionist or HR.
 - Provide DBS details if required (required for all staff & frequent volunteers at our school).
 - All visits must be approved in advance, your host will be required to complete visitor documentation.

- CONDUCT**
- Be aware that all adults in the School are role models for young people.
 - Avoid any conduct that could lead to questions as to your motivations or intentions towards young people.
 - Work in an open and transparent way with other colleagues.
 - Schools policies related to conduct should be followed by any adult working in and around the school.

- CONCERNS**
- If you are concerned about a child's safety or well-being, please alert a Designated Safeguarding Leader.
 - You will be required to provide details, complete a signed statement &/ or a LSCPB MARF form without delay.
 - OR contact the Children & Young People's Service directly via 0116 454 1004 (open 24/7).
 - If you are concerned about a member of staff please contact the Head of Schools – Mr Riyaz Laher (8091).

By entering this site you acknowledge and agree to the schools adopted policies particularly those related to the safeguarding of children and H&S. If you do not agree to these terms and conditions, please do not access this site.

Our policies & procedures are available on our website www.madani.leicester.sch.uk and are available on request via the school office. These policies reflect current legislation, accepted best practice and complies with government guidance and local LSCP procedures (Leicester Safeguarding Children Partnership).



PUBLIC NOTICE



By entering this site you acknowledge and agree to the schools adopted policies particularly those related to the safeguarding of children & Health and Fire Safety. If you do not agree to these terms and conditions, please do not access this site.

Our policies & procedures are available on our website www.madani.leicester.sch.uk and are available on request via the school office.

On behalf of the Governing Body & SLT Team, thank you & jazakAllah khair for your support.