SAFEGUARDING POLICY

Policy owner	Founder/CEO — Shaykh Dr. Abdifatah Ali Ahmed
Applies to	All staff, volunteers and associates of Manara Community Solutions
Review cycle	Annually
Last reviewed	July 2026
Next review	July 2027

1. Purpose

Manara Community Solutions is committed to safeguarding and promoting the welfare of every child, young person and adult at risk who comes into contact with our services. This policy sets out our approach to preventing harm, recognising concerns, and responding appropriately, in line with UK safeguarding legislation and guidance.

2. Scope

This policy applies to all trustees, staff, volunteers, mentors and associates delivering services on behalf of Manara, including mediation, counselling, youth mentoring, community development and Islamic guidance.

3. Our Commitments

- The welfare of children and adults at risk is our primary concern in all activities.
- All individuals have the right to protection from abuse, neglect and exploitation, regardless of age, gender, disability, ethnicity or belief.
- We will work in partnership with families, communities and statutory agencies to promote safe practice.
- All concerns will be taken seriously and responded to promptly and appropriately.

4. Designated Safeguarding Lead

The Designated Safeguarding Lead (DSL) for Manara Community Solutions is the Founder/CEO, Shaykh Dr. Abdifatah Ali Ahmed. The DSL is responsible for overseeing safeguarding practice, receiving and acting on concerns, and liaising with external agencies including children's services, adult social care and the police where necessary.

5. Recruitment and Training

- All staff and volunteers working directly with children or adults at risk will undergo an enhanced DBS check before commencing unsupervised work.
- References will be obtained and verified prior to appointment.
- All staff and volunteers will receive safeguarding induction training and refresher training at least every two years.

6. Recognising Abuse

Staff and volunteers should be alert to indicators of the following categories of abuse:

- Physical abuse
- Emotional or psychological abuse
- Sexual abuse or exploitation
- Neglect
- Financial or material abuse
- Discriminatory abuse

- Domestic abuse
- Radicalisation or extremism (in line with Prevent duty guidance)
- Forced marriage and honour-based abuse

7. Responding to a Concern

1. Do not promise confidentiality. Explain that any concern raised may need to be shared with others in order to keep someone safe.

2. Listen carefully and do not lead the person or ask leading questions.

3. Record what has been said as soon as possible, using the person's own words where practical, noting the date, time and any witnesses.

4. Report the concern to the Designated Safeguarding Lead immediately, and within 24 hours at the latest.

5. The DSL will determine whether a referral to statutory services is required and will make that referral without delay where there is risk of significant harm.

8. Confidentiality and Information Sharing

Information relating to a safeguarding concern will be shared only with those who need to know, in line with data protection law. Where there is a risk of serious harm, the duty to protect the individual overrides confidentiality.

9. Allegations Against Staff or Volunteers

Any allegation made against a member of staff or volunteer will be reported immediately to the Founder/CEO and, where appropriate, to the Local Authority Designated Officer (LADO). The individual concerned will be removed from direct contact with children or adults at risk pending the outcome of any investigation.

10. Whistleblowing

Staff and volunteers who have concerns about the conduct of a colleague, or about how a safeguarding matter has been handled, may raise this confidentially without fear of reprisal.

11. Related Policies

This policy should be read alongside our Equality and Diversity Policy, Data Protection Policy, Complaints Policy and Volunteer Code of Conduct.