



**Dawat e Islami UK**



**Mādrasa-Tul-Mādinah**

# **Handbook**

Registered Company Number: 5441337. Registered Charity Number: 1110114

Registered Office: Dawat e Islami UK, Maudsley Street, Bradford, BD3 9LE



## Welcome

We hope and pray that you are in the best of Health and Īmān.

Welcome to Madrasa-Tul-Madīnah on behalf of Dawat e Islami UK. All subsequent references in this handbook will refer to Madrasa-Tul-Madīnah.

We hope this handbook provides you with a valuable insight as to what we have to offer for your children's future.

Since Madrasa-Tul-Madīnah officially opened its doors in 2002 in the UK, we have come a long way. Thousands of students study in our Mādaaris-ul-Madīnah. We provide a rich curriculum delivered by highly skilled teachers in quality settings. We follow safer recruitment procedures and have dedicated safeguarding team to ensure children learn in a safe and healthy environment. Our staff and volunteers share this commitment.

Our mission is to spread the teachings of the Quran and Sunnah so that every Muslim can become a practising Muslim.

We hope you enjoy learning more about our organisation, Teachers, Students, as well as the other departments of Dawat e Islami UK.

### Department of Mādrasa

Dawat e Islami UK



*“Seeking knowledge is compulsory for every Muslim”*

## Aims

Our aims for the Students are:

- Be tolerant and understanding with respect for rights and views of others
- Develop a responsible and independent attitude towards learning
- Achieve their potential in educational developments and spiritual awareness
- Be educated in the key principles of Islam and daily Islamic life
- Be educated to recite the Quran in accordance with Tajweed Rules
- Be equipped with Islamic education to:
  - Develop spiritually
  - Live their lives with respect, tolerance and dignity
  - Make a positive contribution to the wider society including community cohesion.

## Objectives

The aim of Mādrasa is to provide the best Islamic education with Islamic values and correct understanding so that they can preserve and propagate the Quran and Sunnah and serve the world with love and harmony.

## Ethos

We seek to create an ethos that values each child for who they are and provide a happy and purposeful educational environment in accordance with the teachings of Quran and Sunnah. This will be achieved through building and maintaining a positive relationship between the children, parents / guardians and Mādrasa representatives.

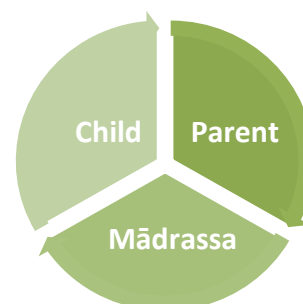
## Conditions of Admission and Fees

Admission to Mādrasa is based upon completion of the Application Form, admission interview with the Head teacher, acceptance of the Mādrasa rules - after which, if a place is available, then offer will be made. The minimum age for admission is six (if Mādrasa is attached to the Masjid) and 5 if Mādrasa is separate. Mādrasa-Tul-Madīnah does not charge any fees. Donations are most welcome.

## The Partnership

Education at Mādrasa is a three-way partnership between:

- The Child
- The Parents / Guardians of the Child
- Mādrasa and all of its representatives





Each member of the partnership is equal partner in this, with the education and welfare of the child at the heart of everything that we do.

## Our Beliefs

Our beliefs are that teaching and learning is process of co-operative teamwork and we welcome and encourage parents to become actively involved in their child's education.

All of the key partners in this partnership will contribute to this ethos in the following manner:

## The Child

- Being punctual and having exemplary attendance record
- Being organised with their daily stationary, homework
- Adhering to the Mādrasa Dress Code
- Dress in accordance to the Mādrasa uniform
- Staying Clean and maintain all areas of Mādrasa clean
- Staying Safe, maintaining good behaviour and reporting any cases of bullying immediately
- Working hard to realise their educational potential
- Taking responsibility for their own learning
- Taking an active role in Mādrasa life
- Treating fellow pupils and teachers with respect
- Being a positive Role Model and an Ambassadors for the Mādrasa at all times



## The Parents or Guardians of the Child

- Ensure children's attendance at Mādrasa is punctual, any absence from Mādrasa is authorised. Disciplinary action will be taken for any unauthorized absence more than three days.
- Participating in your child's education by attending Parent Evenings and Consultation sessions
- Informing the Mādrasa of any specific tools and strategies that can assist with your child's learning
- Assisting the child at home with Mādrasa learning such as:
  - Assist the child at home with recitation of the Quran (for Hifz class, additional tuition support of 2 hours per day)
  - Assist the Child to memorise Quran
  - Promoting Mādrasa way of life
  - Assist the child to complete and return homework on time
- Any changes to your address, contact number should be reported to Mādrasa immediately and in writing



## Mādrasa-Tul- Madīnah Staff/ Representatives

- Valuing each child for their individuality, celebrating achievements and providing support where appropriate
- Encouraging children to take a positive active role in the life of the Mādrasa
- Developing children so they can have a sense of belonging to the community of the Mādrasa
- Recognising and responding to the unique educational requirements of each child
- Endeavouring to educate each individual child to his / her maximum potential by delivering a broad and balanced curriculum through the most relevant and effective teaching methods
- Keeping parents / guardians informed about their child's progress through regular contact
- Establishing links with the community, local schools, Masjids, other educational providers
- Working as a team to bring all components of Mādrasa life together for benefits of all
- Making the Mādrasa a caring stimulating and challenging place to be, where each child is comfortable in sharing their opinions and learning from others
- Continually, attending training and keeping up to date with new educational practices as determined by Mādrasa
- Recognising, praising and actively encouraging good behaviour
- Seeking to have a positive attitude towards change and being up to date with relevant training to keep abreast of all educational developments
- Providing a variety of extra curriculum experiences for the child, enabling them to learn the skills which would enable them to take their place as a caring adult in society



## Rules and Regulations for Parents

We recognise that the success of the Mādrasa is dependent on a strong partnership between all members of the Mādrasa community: pupils, parents/guardians, staff and senior management. This partnership must be based on a polite, positive and respectful relationship. For this reason, we continue to welcome and encourage parents/guardians to participate fully in the life of our Mādrasa.

We ask that all members of the Mādrasa community follow these principles:

- We all respect the caring ethos of our Mādrasa
- Both Parents/guardians and staff need to work together for the benefit of the pupils
- All members of the Mādrasa community should be treated with respect and, therefore, we must all set a good example in our own speech and behaviour



In this context, threatening, violent or abusive behaviour, against any members of our Mādrasa community, is unacceptable and will not be tolerated. All members of our community have a right to expect the Mādrasa to be a safe place in which to work and learn. Where the behaviour of Parents or visitors falls below expected standards, the Mādrasa management will take appropriate action.

Normal permitted times on the premises are at drop-off, at pick up and any prayer times. Access onto the Mādrasa property at any other time is by appointment only. In order to support a peaceful and safe Mādrasa environment, we cannot accept Parents or visitors exhibiting the following:

- Conduct which undermines the safe and calm environment in Mādrasa, either in the office, classroom, around the premises, immediately outside the Mādrasa or anywhere the Mādrasa is being represented
- Using loud or offensive language, such as swearing
- Displaying an unacceptable amount of anger and aggression
- Threatening physical violence to a member of the Mādrasa community
- Damaging Mādrasa or personal property.
- Abusive telephone calls, emails, letters or other forms of written communication
- Defamatory comments about Mādrasa staff, senior management or other Parents on social media sites
- Sexual abuse
- Racial abuse
- The use of physical aggression towards another adult or child. This includes physical punishment of one's own child
- Approaching someone else's child in order to chastise them
- Entering the Mādrasa premises without authorisation

Any example of such behaviour shall, for the purposes of this policy, constitute a "Behavioural Incident". If any such incidents are reported by a Parent to the Mādrasa, but haven't been witnessed by a member of staff, evidence will be required to substantiate these claims.

Social media websites are being used increasingly to fuel campaigns and complaints against Mādrasas, headteachers, Mādrasa staff, senior management and in some cases other Parents/students. The Senior Management of Mādrasa considers any such use of social media websites as unacceptable and not in the best interests of the children or the whole Mādrasa community.

Any concerns you may have must be made through the appropriate channels by speaking to the class teacher, the Headteacher or the senior management, so they can be dealt with fairly, appropriately and effectively for all concerned.



In the event that any student or Parent is found to be posting libellous or defamatory comments on Facebook or other social network sites, they will be reported to the appropriate 'report abuse' section of the network site. All social network sites have clear rules about the content which can be posted on the site and they provide robust mechanisms to report contact or activity which breaches this. The Mādrasa will also expect that any Parent or pupil removes such comments immediately.

In serious cases the Mādrasa will also consider its legal options to deal with any such misuse of social networking and other sites. Additionally, and perhaps more importantly is the issue of cyber bullying and the use by one child or a Parent to publicly humiliate another by inappropriate social network entry. We will take and deal with this as a serious incident of bullying. Thankfully such incidents are extremely rare.

## Mādrasa-Tul- Madīnah Dress Code

<b>Boys</b>	White Shalwar Kurta or white shalwar and white Jubba with Imamah
<b>Girls</b>	Simple white Shalwar Kameez, with black Jubba and Green Hijab.

- The child's uniform should be clean and washed. Children will not be admitted to classrooms without their uniform, unless there are exceptional circumstances
- Children must come to Mādrasa with good personal hygiene
- Children will not be admitted to classrooms if they have inappropriate haircuts (e.g. Short back & sides, pencil lines, square cut, pony tails etc.)
- Children must come to Mādrasa equipped with appropriate stationary for their class. This includes Quran / Qaida and other reference materials they may require

## Mādrasa-Tul- Madīnah Attendance

- Parents are reminded that unauthorised absence is discouraged and it is the parent's responsibility to ensure their child maintains good attendance. Unless there is a medical reason, children are discouraged from taking time off from Mādrasa
- Unauthorised absence will be monitored and in extreme cases can lead to suspension/ expulsion from Mādrasa
- If your child needs to take more than 5 days off the Mādrasa, you need to request this by completing a Holiday Request Form

## Mādrasa-Tul- Madīnah Disciplinary Procedures

- The focus of behaviour management is positive, not confrontational
- Children are treated with respect and allowed both choice and control of their own behaviour
- A clear distinction is made between the child and his or her behaviour. There can be bad behaviour but there are no bad children.



- Staff take responsibility for ensuring that children grow in awareness of the consequences of their behaviour
- Staff are consistent about their expectations of pupil's behaviour and share those expectations with parents
- Staff actively draw attention to desirable behaviour.
- Pupils know that their cooperation is both expected and appreciated.

## Rewards

Positive behaviour and reinforcement is emphasised at all times. Praise is used to;

- Reinforce the following of rules as children learn more quickly when given positive feedback
- Draw other children's attention to appropriate behaviour
- Give an emphasis to the wanted behaviour, rather than the unwanted
- Encourage self-esteem and an ethos of friendly acceptance
- To encourage children to make choices so that they can see that good behaviour is rewarded.

Children may be chosen by their class teacher to be awarded a special headteacher's sticker or certificate for good behaviour (or academic achievement.) Following rewards should be given daily within the class reward system by all teachers in the Mādrasa.

- Verbal comments
- Gestures e.g. smiles and nods
- Written comments or stickers on work
- Public praise in class and whole Mādrasa situations
- Showing work to class or another teacher or headteacher
- Headteacher stickers

Class rewards are also used regularly:

- Star of the Week
- Special certificates

## Sanctions

We have a statutory power to discipline pupils for breaches of rules, failure to follow instructions or other unacceptable conduct. In implementing this policy our legal duties under the Equality Act 2010 will be followed and any individual needs of pupils will be taken into account and reasonable adjustments made where appropriate in the management of challenging behaviour or the application of sanctions where a pupil has a special educational need or disability. Staff should consult the Designated Safeguarding Lead (DSL) if they are unsure as to whether reasonable adjustments should be made.

A behaviour incident will be treated as a child protection concern when there is reason to believe that a child is suffering or likely to suffer significant harm. In this instance the





concern will be reported to DSL who will follow the procedures set out in the Dawat e Islami UK's Safeguarding and Child Protection Policy.

Disciplinary sanctions have three main purposes namely to;

- Impress on the child that what he or she has done is unacceptable
- Deter the child from repeating that behaviour
- Signal to other pupils that the behaviour is unacceptable and deter them from copying it.

Sanctions are more likely to promote positive behaviour if pupils see them as fair. All staff in charge of pupils have the power to discipline. Persistent inappropriate behaviour will not be ignored. If a child continues to behave inappropriately, despite all the reinforcement of praise and rewards, a hierarchy of sanctions appropriate to the age of the child will be implemented to correct this behaviour.

### **1. A verbal warning is given three times.**

This is for behaviour such as talking out of turn, not reading sabaq, shouting, not responding to a teacher's request or not attempting to follow the Code of Conduct.

### **2. Unwanted behaviour is recorded in the log book**

If the unwanted behaviour continues after three verbal warnings then this will be documented in the behaviour log. A reason will also be mentioned in the log book as to why the behaviour has been documented. In rare cases, a pupil's name is written straight into the behaviour log rather than the verbal warning. This will depend on the severity of the incident and teacher must get authorisation from the headteacher for this.

All names written in the behaviour log will stay on until the end of the year. This record will enable patterns of behaviour to be identified over time. Parents/guardians will be informed verbally if a pupil has their name recorded in the behaviour log.

### **3. Time out**

If the pupil continues to display the unwanted behaviour then they will receive time out. Duration of time out is one minute for each year of age. Parents/guardians will be informed via a text message or verbally that their child has received time out including the reason for it.

The teacher must:

- Explain to the pupil clearly why time out has been given
- Inform the pupil that they will have to spend the time out in another class
- Provide the child with reflection sheet and explain to them what they need to do.

This should include:

- What have I done?
- Why was it wrong?
- How I can change this?



- Inform the child that any further misbehaviour will lead to detention with the headteacher
- Record the time out in the Log book with the reflection sheet

Parents/guardians meeting will be arranged, within a week with the class teacher, where the reasons for the time out will be discussed alongside the reflection provided by the student. Parents/guardians must be informed that if misbehaviour continues then next step will be detention and a meeting with the headteacher. At this point, teacher should take the opportunity to explore the situation in a sensitive manner and try to identify any concerns with the child in the wider context.

#### **4. Detention of 15 minutes**

Detention is given when a child has had time out (the opportunity to reflect on his/her behaviour) but has continued to display unacceptable behaviour. The duration for the detention is for 15 minutes. When a pupil receives detention, parents/guardians will be informed and a detention letter will be sent home. The detention letter needs to be signed by the parents/guardians and returned to the Mādrasa office.

Detention is the final sanction and must only be used for low level disruptive behaviour when all the above steps have been followed – consistency is the key. Work during detention should be purposeful and related to the child's age and expectations.

A meeting will be held between the headteacher and the parents/guardians to discuss the issuing of a detention. All detentions and the reasons will be recorded on the behaviour log. The child will stay with the headteacher or a member of the senior management team during the detention and must complete the reflection sheet. The reflection sheet allows the child to think about their behaviour and accept the consequences of their actions. The reflection sheet will be shared with the parents and a copy of this will be kept in the pupils file. This should include:

- What I have done?
- Why was it wrong?
- How I can change this?

During the detention, there should be a few minutes focus time with the headteacher and the child. This provides the child with the right of reply and for the headteacher to make the child aware of the effects of the behaviour and to help them take responsibility for their actions. This focus time should also concentrate on what to do next time if the same situation were to arise.

#### **Serious Incidents**

Serious incidents include:

- Damage to school property
- Damage to another child's property



- Theft
- Racist remarks
- Bullying
- Violent or aggressive behaviour
- Rudeness or disrespectful behaviour towards adults or other pupils
- If a pupil is found to have made malicious accusations against school staff or another pupil/s

A detention is the first step for more serious behaviour, as above. Pupils will be interviewed by the headteacher with a member of the senior management team who will immediately begin an investigation before deciding on which sanction is most appropriate. Parents will be kept informed at all stages of an investigation.

All incidents of serious misbehaviour will be recorded on the Mādrasa's '**serious misbehaviour record**' spreadsheet. All cases of serious misbehaviour will be discussed with the DSL to identify any other potential safeguarding concerns.

### Exclusion

This is used as a very last resort when a child's behaviour is totally unacceptable and will only be used when there is danger of a pupil/s endangering his or her own safety, or that of other members of the community.

Decision to exclude can ONLY be taken by Mādrasa Lead at UK level after discussion with:

- Designated Safeguarding Lead
- Legal advice team (via HR solicitors) &
- Approval from CEO of Dawat e Islami UK

### Corporal Punishment

We ensure that all staff, including students and volunteers, do not use any form of corporal punishment. This is outlined in the staff code of conduct. Members of staff have the power to use reasonable force to prevent pupils committing an offence, injuring themselves or others, or damaging property, and to maintain good order and discipline in the classroom. All such incidents will be recorded and reported to parents on the same day.

## Mādrasa Equipment List

All equipment is available from the Mākṭaba-Tul- Madīnah or via the headteacher. Your child will need to bring the following:

1) Madani Qaida / Quran	2) HB pencil (sharpened)
3) Shajra Shareef Book	4) Fundamental teaching of Islam
5) Madani Inamaat card	



## Collection of Children

- The children will be dismissed, via the pre-arranged pick up point, one by one by a member of the staff
- Children must be handed over to their parents/guardians at the door and they must not be allowed to walk out on their own, unless a prior agreement has been signed by the parents
- Children over the age of 10 are allowed to walk home to encourage independence and road safety but only with parent's written permission
- Should the parents wish to speak to a teacher then please wait until all the other children have been dismissed
- Parents must phone the Mādrasa and leave a message if they know they are going to be late to collect their child
- The door will be locked ten minutes after the class time finishes. Any remaining children must be collected from the main reception area by the parents
- Teachers can only dismiss to known parents or adults as per the registration form
- In the event of a person arriving at Mādrasa to collect a child that has not been planned (it is unforeseen or in an emergency situation), the following steps must be taken:
  - Firstly, the person must be asked to wait outside or be accompanied by a member of staff to the office
  - The person will be asked to confirm which child/children they are requesting to collect, give their full name and show some form of identification
  - A member of office staff will phone the parent/carer to confirm the arrangements before handing over the child/ren

## When a Child is not collected on time

- Member of staff will inform the headteacher
- Headteacher will check the phone for any messages from parents concerning delay in collection
- Headteacher will try to contact parents to inform them that their child has not been collected and to make arrangements for this immediately
- Whilst doing this the child will wait with a member of the staff, making sure they are occupied, safe and not upset
- If parent is unable to be contacted, further calls to be made to local contacts (provided in the admission form) who will be requested to collect the child
- In this case a message will be left on the parents phone to inform them that their child has been collected and by whom
- If none of above are contactable, a member of the staff will look after child/ren until eventual collection. In this case DSL will be contacted for further guidance



## Managing persistent lateness

The Head teacher will record incidents of late collection and will discuss them with the child's parents or carers. Parents and carers will be reminded that if they persistently collect their child late they may lose their place at Mādrasa.

## Safeguarding Policy

Mādrasa is committed to building a 'culture of safety' in which the children in our care are protected from abuse and harm. Mādrasa will respond promptly and appropriately to all incidents or concerns of abuse that may occur. Our Safeguarding procedures comply with all relevant legislation and with guidance issued by the Local Safeguarding Children Board (LSCB).

### Forms of child abuse and neglect

Child abuse is any form of physical, emotional or sexual mistreatment or lack of care that leads to injury or harm. An individual may abuse or neglect a child directly, or by failing to protect them from harm. Some forms of child abuse and neglect are listed below.

- Emotional abuse.
- Physical abuse
- Sexual abuse
- Neglect

### Dealing with a disclosure of abuse

When a child tells a member of staff about abuse, staff members must:

- Stay calm
- Do not communicate shock, anger or embarrassment
- Reassure the child. Tell her/him you are pleased that s/he is speaking to you
- Never enter into a pact of secrecy with the child. Assure her/him that you will try to help but let the child know that you will have to tell other people in order to do this. State who this will be and why
- Tell her/him that you believe them. Children very rarely lie about abuse; but s/he may have tried to tell others and not been heard or believed
- Tell the child that it is not her/his fault
- Encourage the child to talk but do not ask "leading questions" or press for information
- Listen and remember
- Check that you have understood correctly what the child is trying to tell you.
- Praise the child for telling you. Communicate that s/he has a right to be safe and protected
- Do not tell the child that what s/he experienced is dirty, naughty or bad
- It is inappropriate to make any comments about the alleged offender



- Be aware that the child may retract what s/he has told you. It is essential to record all you have heard
- At the end of the conversation, tell the child again who you are going to tell and why that person or those people need to know
- As soon as you can afterwards, make a detailed record of the conversation using the child's own language. Include any questions you may have asked. Do not add any opinions or interpretations

**If the disclosure relates to a physical injury do not photograph the injury, but record in writing as much detail as possible using the human body pictogram.**

### **Immediately afterwards**

**You must not deal with this yourself.** Clear indications or disclosure of abuse must be reported to children's social care without delay by the Designated Safeguarding Lead or Deputy DSLs in his absence.

Children making a disclosure may do so with difficulty, having chosen carefully to whom they will speak. Listening to and supporting a child/young person who has been abused can be traumatic for the adults involved. Support for you will be available from your Designated Safeguarding Lead or Head Teacher/Principal.

If a member of staff witnesses or suspects abuse, they will record the incident straightaway. If a third party expresses concern that a child is being abused, we will encourage them to contact Social Care directly. If they will not do so, we will explain that Mādrasa is obliged to and the incident will be logged accordingly.

### **Logging an incident**

All information about the suspected abuse or disclosure will be recorded on the safeguarding concern form as soon as possible after the event. The form will be e-mailed immediately to the Safeguarding Department ([safeguarding@dawateislamiuk.net](mailto:safeguarding@dawateislamiuk.net)) followed by a telephone call to confirm that the form has been received. The DSL will decide whether they need to contact Social Services or not and what actions they need to take/

### **Allegations against staff**

If anyone makes an allegation of child abuse against a member of staff:

- The allegation will be recorded on an **Incident record** form. Any witnesses to the incident should sign and date the entry to confirm it
- The allegation will be then reported to our Safeguarding Department



### Promoting awareness among staff

Mādrassa-Tul-Madīnah promotes awareness of child abuse issues through its staff recruitment and training. Mādrassa-Tul-Madīnah ensures that:

- Safe recruitment practices are followed for all new staff
- All staff have a copy of our Safeguarding Children policy, understand its contents and are vigilant to signs of abuse or neglect
- All staff are aware of their statutory requirements with regard to the disclosure or discovery of child abuse

### Parking

If you are driving to/ from Mādrasa could you please be careful about how and where you park your vehicle. Please do not park directly outside the Mādrasa entrance(s), on double yellow lines, on corners of junctions, or block local residents' driveways or any other place where it may be unsafe. Please co-operate with Mādrasa and reduce your vehicle speed within the Mādrasa vicinity. Please be considerate and let us, the Mādrasa, the parents and the local community all work together to keep students and other pedestrians safe.

Failure to adhere to the above request will result in parents being issued with a warning, and after several warnings (maximum 3) the child's place will be suspended or s/he could be permanently expelled. This will be done as a last resort, but it is to emphasise to you the importance of this safety position.

### Anti-Bullying Policy

Mādrasa takes bullying very seriously and against the Islamic ethos.

#### Procedures

- Pupils are encouraged to report bullying incidents to any member of staff as soon as possible. Incidents may include cyber-bullying and bullying outside of Mādrasa
- Children are encouraged to feel comfortable to talk to any member of staff, teaching or non-teaching, and feel confident their "issue" will be treated fairly and in confidence. If they would prefer to write the incident down they may use this option too
- All reports of suspected bullying must be relayed to the headteacher so an investigation can take place
- Correspondence received from parents regarding concerns about bullying will be taken seriously and investigated as soon as possible by the headteacher or a member of the senior management team
- All staff will be made immediately aware of any particular situations
- Written accounts/feelings of the incident to be recorded by those involved and any witnesses



- Bullies and targeted children will be interviewed separately
- Witnesses will be interviewed
- Parents will be kept informed at all stages and support meetings held with all those involved
- Appropriate action will be decided on, depending on the outcome of the investigation such as;
  - Obtain an apology from bully/bullies to those targeted
  - Impose sanctions against bully/bullies following the Behaviour Policy.
  - In cases of severe and persistent bullying exclusion may be considered.
  - Inform bully/bullies' parents
  - Put strategies in place to encourage bully/bullies to change his/her/their behaviour
  - Put support strategies in place for targeted child. This may include providing a safe haven during Mādrasa hours for the target or providing a support teacher.
  - Hold a follow up meeting with target's family to report progress.
  - In some cases, outside agencies may be requested to support the school or family in dealing with bullying e.g. police, counsellor, CAMHS or social services.

Although bullying itself is not a specific criminal offence in the UK, it is important to bear in mind that some types of harassing or threatening behaviour or communications could be a criminal offence, for example under the Protection from Harassment Act 1997, the Malicious Communications Act 1988, the Communications Act 2003, and the Public Order Act 1986. If the school feels that an offence may have been committed assistance from the Police will be sought.

A bullying incident will be treated as a child protection concern when there is reason to believe that a child is suffering or likely to suffer significant harm. In this instance the concern will be reported to local children's social services following the procedures set out in the Safeguarding and Child Protection policy. All bullying incidents will be kept on record in the behaviour file in the Mādrasa's Behaviour folder. Records help to evaluate the effectiveness of the Anti-Bullying policy and enables any patterns to be identified.

## Prevention

We will use the following strategies to prevent bullying from taking place at our Mādrasas.

- By educating all parties (teachers, parents, pupils and community members) about bullying through Anti-Bullying Week programme
- Incorporating into the religious syllabus verses of The Holy Quran and Ahadees about good behaviour
- During lessons, assemblies, stories we will make sure pupils are clear about the part they can play to prevent bullying, including when they find themselves a bystander
- holding e-safety assemblies and workshops for pupils, staff and parents
- having discussions about bullying and why it matters





- raising awareness of bullying through regular staff training
- 'hot spots' are identified and watched carefully

## Health and Safety Policy

Management of Mādrasa is committed to effectively implementing the written Health & Safety Policy of Dawat-e-Islami UK in all its premises.

- All staff have a mandatory requirement to complete Fire Safety Module on Me Learning portal annually
- Staff and will be trained in sufficient numbers as Fire Marshalls and First Aiders to deal with any emergencies and their training will be kept up to date
- Emergency Fire Evacuation Plan will be displayed on notice boards
- Daily, weekly, monthly and other checks will be maintained as per Health & Safety Folder
- Weekly Fire Alarm Test will be conducted and documented as appropriate
- Fire drills will be carried out regularly
- Disciplinary action will be taken against the students who are found to be tampering with fire fighting, fire detection and warning or surveillance equipment

All students are expected to:

- Exercise personal responsibility for the safety of themselves and their fellow students
- Observe all the safety rules of Mādrasa and in particular the instructions of the staff in the event of an emergency
- Not wilfully misuse, neglect or interfere with items provided for safety purposes

## Valuables

Students are discouraged from bringing valuables, mobile, toys or money to class. Mādrasa does not accept any responsibility for the loss of such items.

## Washrooms / Wudhu Khana

Students using the Washrooms / Wudhu Khana facilities must:

- Keep the washroom clean
- Respect others privacy
- Report any health and safety issues to the headteacher straight away
- Use the washroom and leave promptly

## Complaints

Should you have any complaints regarding a teacher, please notify the Mādrasa headteacher. If you have any complaints regarding the headteacher then the complaint should be sent to [mtm@dawateislamiuk.net](mailto:mtm@dawateislamiuk.net). Any safeguarding concerns should be reported to [safeguarding@dawateislamiuk.net](mailto:safeguarding@dawateislamiuk.net).