

Darul Arqam
Madrasah Policy Handbook
Academic Year 2025–2026

باسمہ تعالیٰ



Learn Practice Teach Propagate

Madrasah Policy
Handbook

Last updated: August 2025

Darul Arqam Educational Trust, 16 Thurmaston Lane, Leicester, LE5 0TP

<https://datrust.org/>

+44 (0)116 319 1984

Table of content	
About This Policy	3
Brief History	3
Mission Statement	3
The Madrasah Aims & Objectives	4
Syllabus & Subjects	4
Sponsoring & Contributing	6
Communication Policy	7
Queries/ concerns/ booking appointments.	7
Late or Absences	7
Emergency Contact	7
Contact Information	8
Madrasah Term Dates 2025-26	9
Madrasah Policies	11
Admissions Policy and Procedure	11
Uniform Dress Code	12
Examination & Reports	13
Communications	13
Discipline Policies	16
Attendance & Absenteeism.	16
Late collection Policy	17
Leave of absence	18
After School Club/ Extracurricular activities	18
Mobile phones, gadgets & toys	19
Damage & repairs or mess Policy	20
Behaviour Policy	20
Anti-Bullying Policy	21
Rewards & Recognition	27
FunDay - Team Building Day	28
Jalsah Award Certificates & Gifts	28
Kutub/Books & Stationery Policy	28
Books/Kutub	28
Car Parking Policy	29
Procedure for non-compliance of above Car Parking Policy	29
Complaints Procedure	30
Health and Safety Policy	31

Medical	31
Safeguarding Children & Child Protection Policy	32
Fire Drill	47
Data Protection Policy - Privacy Notice	51
Fees Terms and Conditions for courses and payments:	56

An Enriched Islamic Curriculum

At Darul Arqam we believe in enriching the education of children through extra-curricular activities. Madrassah students therefore gain exclusive access to closed events such as public speaking masterclasses, visits from Social Media Influencers (teaching them how to navigate the internet safely and for the purpose of Dawah), hiking excursions and martial arts classes! We keep these activities fluid so that depending on the challenges and demands facing the youth, children gain a tailor made bespoke education suited to their needs. This strengthens them to navigate modern life imbued with traditional Islam.

About This Policy

This copy of the rules and regulations Policies & procedures is for you to keep. Please read through this carefully. The following rules and regulations & policies have been drawn up to ensure your child receives the best form of Islamic education from the Madrasah and develops the true spirit of Islam.

You can always view our policy online on our website or you can request the link from our admin office. A printed copy can be purchased from our office for £7.

Brief History

In the heart of Leicester Darul Arqam's Madrassah has been established for over 10 years, catering for children from age 3 1/2 through to young adults! Due to popular demand, the Madrassah has recently been expanded in 2024, with some classes taking place in our neighbouring building The Hidayah Hub, a short 5 minute walk away from the main Madrassah and Masjid. Darul Arqam's Madrassah community is continuously thriving and upholds an excellent standard of Islamic education to imbed the love for knowledge of Islam into the hearts of your children!

Mission Statement

Our aim is to provide a strong and broad education within the context of an Islamic environment. An understanding of Deen in line with Qur'aan & Ahadeeth forms the strong frame hold of the work in Madrasah. Our main objective is to develop an understanding of Islamic knowledge, which leads to students becoming righteous, God fearing and promotes good morals as well as accountability. This will also increase their self-esteem and dignity, together with helping them to grow into caring and respectful members of the community, within their community and beyond.

The Madrasah ensures children learn in a safe, caring and enriching environment. Children are taught how to keep themselves safe, to develop positive and healthy relationships, and how to avoid situations where they might be at risk including by being exploited.

The Madrasah Aims & Objectives

To promote an Islamic code of conduct aimed at creating & developing spiritual & moral values in all students.

- Aim to inculcate the Sunnah of our beloved Nabi ﷺ in the lives of students
- Provide an Islamic education that encompasses different aspects of Deen to equip your child with the essentials of life.
- Maintain order & provide a safe & caring environment for students.
- Encourage your child to achieve his/her full potential.
- Encourage your child to show tolerance & respect for other people irrespective of race, religion or creed.
- Keep you informed with regards to what's happening in Madrasah via Newsletters, e-mail or text.
- Attend to complaints in a fair & appropriate manner & deal with them accordingly.
- Keep you informed with regards to the progress of your child.

Syllabus & Subjects

We have a comprehensive syllabus which confirms teaching methods and learning objectives to ensure that they are focused on key priority areas. Our curriculum is interactive, innovative & challenging as well as creative. To the best of their abilities, teaching staff work to ensure that the lesson content, teaching & learning styles match student's needs & abilities.

MINI MIRACLES NURSERY

Darul Arqam's Mini Miracles Nursery instills the love of Islam into the hearts of young children and prepares them for Islamic Education for a seamless transition into the Madrassah. Activities your children will love include:

- Learning about Islam through play.
- Reading the Arabic Alphabet.
- Gaining familiarity with pronunciation of Arabic letters.
- Introductory duas.
- Introductory Surah's.
- Islamic themed arts and crafts.
- Stories from The Qur'an.
- Stories of The Prophets ﷺ.

MADRASSAH – ISLAMIC EDUCATION

Darul Arqam's Madrassah instills a love for The Qur'an and Sunnah into your children's hearts through interactive learning! The Islamic Studies Madrassah emphasises self reformation and seeking, to gain praiseworthy characteristics of The Prophet ﷺ. Subjects include:

- History of The Prophet's عليه السلام continuing to the end of the Ottoman era.
- Islamic beliefs are taught in a gentle and interactive way.
- Good manners and morals (Akhlaaq).
- How to perform bodily aspects of worship (Fiqh).
- Core daily duas.
- Recitation of litanies from the Prophetic Sunnah and reciting salutations upon The Prophet ﷺ.
- Opportunities to get involved with charity events.

MORNING MADRASSAH – ISLAMIC EDUCATION

Start your child's day with the blessings of Allah and earn His favour! Darul Arqam's Morning Madrassah follows the same curriculum as the main Madrassah – Subjects include:

- History of The Prophet's عليه السلام continuing to the end of the Ottoman era.
- Islamic beliefs are taught in a gentle and interactive way.
- Good manners and morals (Akhlaaq).
- How to perform bodily aspects of worship (Fiqh).

- Core daily duas.
- Recitation of litanies from the Prophetic Sunnah and reciting salutations upon The Prophet ﷺ.
- Opportunities to get involved with charity events.

TEENS FURTHER ISLAMIC STUDIES

Guide the young generation to navigate life imbued with a love for Islam, in a culture void of spirituality. Darul Arqam's Youth Alimiyyah Programme uses a combination of traditional knowledge and practical application to issues in modern life. This empowers students to be equipped with essential life skills and to strive for Prophetic Character.

Subjects include:

- Classical Sciences – Qur'an, Tafseer, Hadith Sciences, Fiqh Studies, Aqeedah, Seerah and Spirituality.
- Contemporary topics – Contemporary Fiqh and Aqeedah along with contextualised Seerah and Spirituality.
- Prophetic life skills – Mentoring and leadership, archery, character building adventures, public speaking, self defence and respect for nature.

Children can join the Madrassah, whatever age they are. An assessment will be carried out to help decide which class to place them in.

Sponsoring & Contributing

Please speak to a member of the office staff if you are interested in sponsoring or donating or contributing anything for Madrasah and/or students.

contributions for

1. Friday Treats
2. Special Occasions eg. Day of Ashura Eid Treats
3. Funday
4. Jalsah

Sponsoring

1. Students fees
2. Students kitaabs

Communication Policy

In order for Darul Arqam as an institute to flourish and provide the best resources and services to all our users, we are required to develop streamlined processes that are fair for everyone. As a result, this document will highlight important new changes to the procedures of the Madrassah.

The admin office can only deal with queries via email and text. Moreover, the Darul Arqam phone line has now been reallocated for the fundraising team and short course information team. Therefore, to reiterate, hence forth all queries concerning the Madrassa will exclusively be dealt with through email and text.

The following are the new protocols for madrassah procedures:

Queries/ concerns/ booking appointments.

If you have a concern, query, or even a complaint regarding anything to do with the madrassah, or you require meeting with a teacher/ management we kindly ask that you email your request to info@datrust.org and we endeavour to deal with your query within 48 hours inshaAllah.

Late or Absences

If your child is late or going to be absent please TEXT on 07528 084 809, and we will inform the relevant teacher.

Emergency Contact

If you need to pick up your child due to an emergency again please TEXT on 07528 084 809 and our administrator will call you back to make the necessary arrangements for your child to be picked up. The office landline will no longer be used for incoming calls for the madrassah. If you have any other issues, please email us and we will get back to you as soon as possible. Once again these changes are necessary so that we are able to operate and provide services to our users in the best and fairest way.

Contact Information

<u>Madrasah address:</u>	16 Thurmaston Lane, LE5 0TP, Leicester
Contact Numbers	0116 319 1984 / 07528084809
Email	info@datrust.org.
Office hours	Monday to Friday 12:00pm -7:00pm Please TEXT the office to report an absence.

Madrasah Term Dates 2025-26

AUGUST / SEPTEMBER 2025						
M	Tu	W	Th	F	S	S
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER 2025						
M	Tu	W	Th	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER 2025						
M	Tu	W	Th	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

DECEMBER 2025						
M	Tu	W	Th	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JANUARY 2026						
M	Tu	W	Th	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY 2026						
M	Tu	W	Th	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

MARCH 2026						
M	Tu	W	Th	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL 2026						
M	Tu	W	Th	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY 2026						
M	Tu	W	Th	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE 2026						
M	Tu	W	Th	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

JULY 2026						
M	Tu	W	Th	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

AUGUST 2026						
M	Tu	W	Th	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

 Holidays	 Exams	 Parents Evening	 Inset Day	 New Year Starts
--	---	---	---	---

Dates are subject to change with prior notice

2025/2026

TERM 1

Inset Day (Madasah closed)	Tuesday 26 th August 2025
Madasah New Year Start	Wednesday 27 th August 2025
Madasah Close (October Half Term)	Monday 20 th October to Friday 24 th October
Madasah Close (December Break)	Monday 22 nd December to Monday 5 th January 2026

TERM 2

Inset Day (Madrasah closed)	Monday 5 th January 2026
Parents Evening	Monday 12 th & Tuesday 13 th January 2026
Mid Term Examinations	Monday 2 nd to 13 th February 2026
Ramadhan Holiday	17 th February to 20 th March 2026
Ramadhan Weekend Madrasah Open	Saturday / Sunday 21/22 Feb
	Saturday / Sunday 28 Feb/1 March
	Saturday / Sunday 7/8 March
	Saturday / Sunday 14/15 March

TERM 3

Madrasah Open	Monday 23 rd March 2026
Madrasah Close (Easter Break)	Monday 30 th March to Friday April 10 th
Bank Holiday	Monday 4 th May 2026
Eid al Adha Holidays	Monday 25 th May to 29 th May 2026
Parents Evening	Monday 8 th & Tuesday 9 th June 2026
Inset Day (Madrasah Closed)	Friday 19 th June 2026
End of Year Exams	Monday 22 nd June to Friday 3 rd July 2026
End of Year Jalsah & Results	Thursday 9 th July 2026
Classes End	Friday 10 th July 2026

New Academic Year Start Date 2026/2027

25th Tuesday August 2026

We kindly remind parents that 3 unauthorized absences during term time may result in a child losing his place in the class, in line with our attendance policy.

Madrasah Policies

Admissions Policy and Procedure

1. If you would like to apply to have your child registered with Darul Arqam, please ensure to read our full policy and fill our online application form
2. Online application does not guarantee a place as it's the first step in the admission process.
3. Application for :
 1. Reception year (F1 & F2)- children must be 5 years of age & fully toilet trained * details of policy below
 2. children other than reception class will be reviewed once assessments have been completed, you will be informed of the outcome.
4. All applications will be based on availability of space
5. Upon acceptance to Madrasah the following apply:
 2. We arrange a Active Direct Debit with 12 months payment plan
7. By signing & submitting the application the parent agrees to accept & abide by all regulations & policies of Darul Arqam.
8. All Children who are accepted will have a 6-weeks settling-in trial period.

Readiness & Toilet-trained Policy

At Darul Arqam, toilet-trained means the child can use the restroom independently, including pulling up and down their own pants, wiping/washing themselves, flushing and then washing their hands. Generally, children aged 3 & 4 years have an occasional accident and if this happens the child is not considered fully toilet trained.

Therefore, at Darul Arqam do accept children who are between 3 & 4 years of age & fully toilet trained.

Important Notice

1. Our staff are not permitted to assist any child with intimate care i.e to perform istinjah for them due to safeguarding policy
2. In the unlikely event that a child does have an accident the parent will have to take responsibility to clean it immediately.
3. If a child has more than one accident, the child will not be considered Fully toilet trained & ready for madrasah. Your child will not be able to continue in madrasah temporarily until when they are fully toilet trained.

Uniform Dress Code

The Madrasah has adopted a strict dress code.

	Acceptable	Colour	Non-acceptable
Girls	Cloak / Jubba Abaya / Jilbab Trousers Burka/ Scarves	Any Colour	Make up Nail polish Shorts above the knee Large prints Pyjamas Non-islamic dress Cloths with faces and figures Other colours Jewellery
Boys	Salwar Kameez Thawb and Kurta Topi Trousers Track bottoms Amaamah	Any Colour	
General	Jackets Hoodies Cardigans Use of a watch	Any Colour	

Special notes

Every child is to bring a small water bottle no bigger than 500ml

All clothing including socks must be clean and presentable

No jewellery is allowed except for watches. Any student not adhering to the dress code will receive a verbal warning, thereafter, if the student continues to wear jewellery, then the Madrasah reserves the right to confiscate it.

Any non Islamic dress or make up, including nail polish will not be accepted.

No colourful & large print jerseys, cardigans or jackets.

Nails & body cleanliness. Nails are checked weekly.

- Nails must be clean & short at all times

Haircut Policy

- All hair must be one length & neat.
- Hair of varied lengths is unacceptable

Topi Sanction

* Any student who forgets their topi they will be given a 10 minute detention after Madrasah

* Any student who forgets their topi will borrow one (if there is one available). This must be returned to the office at the end of the day, or a fee of £2.50 will be charged.

* The other option is to purchase a topi for £2.50 a text will be sent home

If a student forgets his topi for a second time in a week, they will have a phone call home and parent will need to bring the topi or correct uniform to madrasah or collect your child.

The incorrect uniform.

* A student who wears incorrect uniform will receive a warning on first the occasion

* a second time in a week, they will have a phone call home and parent will need to bring the correct uniform to madrasah or collect your child.

The Madrasah reserves the right to send the child home if correct dress code is not followed or incorrect uniform is worn.

Continuous non-compliance of The Uniform Dress code & Haircut Policies could result in the deregistration of your child

Examination & Reports

Ongoing assessments are being carried out throughout the year. There are 2 examinations that are held, It is mandatory for all children to attend Madrasah during examinations.

Exam Rules

1. Children must pass QUR'AAN & FIQH & HAVE AN AGGREGATE OF 50% TO BE SUCCESSFUL. If any child fails to fulfil the above requirements in the final year exams they will not be promoted to the next grade.
2. Failure of two or more subjects will result in failure for the term.
3. Any child caught cheating will automatically fail that subject & only after serious consideration be allowed to take part in other exams & be promoted to the next grade
4. No children are allowed to be absent for the duration of the exam weeks. Children who are absent on exam days will receive a zero for that exam. NO permission will be granted to write at a later time

Communications

Means of communications

Darul Arqam will communicate with you via SMS, Phone Calls, ClassDojo, emails and occasionally printed letters. Although we are available on Whatsapp we will not initiate contact through it or use it for official communication, however you are free to reach us through it.

Welcome Letters

At the beginning of every academic year the office will outline the requirements & guidelines for their specific class. Parents are required to please ensure that they read through the letter & work with the teacher to ensure the progress & success of their child.

Other Letters

From time to time, parents will receive letters pertaining to their child and the Madrasah. These will be sent via email and occasionally printed with their children. These must be signed by the parents and placed back into the child's green file as acknowledgement of receipt.

Qur'aan Diaries

Every child is required to sit & recite Qur'aan as per the minimum requirement as laid out in the Welcome Letter provided. This is necessary as the repetition will help your child to become more fluent & to realise the Noble Qur'aan's importance in our daily lives. All parents are required to ensure that their child/children sit & pray Qur'aan daily including over weekend & holidays. Qur'aan diary will be required to be signed daily. This will be checked daily by your child's teacher

Contact with teachers

- Parents are **strictly not allowed into the Madrasah classes during class times**. All queries should be made on class Dojo or via in the Madrasah office.
- Parents can contact teachers directly through ClassDojo in text, however please note that teachers will reply back during Monday to Friday. If you have an urgent query please contact the Office.
- If parents/guardians have any issues or concerns with other children in the Madrasah, then these issues should be taken up with the DSL firstly in writing. Under no circumstances is the parent/guardian allowed to pursue these issues directly with the children.

Parents meetings

It is our priority to involve you as the Parent in your child's learning. These meetings are held before the first term exams and it is incumbent for Parents to attend. There may be other meetings as well on any other occasion throughout the year that may be deemed necessary. The purpose of these meetings is to keep you, the parent, informed about your child's progress. This will give you an opportunity to discuss relevant issues & concerns together with advice and recommendations from the teacher.

- Parents will be required to make themselves available for parent's evenings/programmes and any other meetings that the Teacher or Principal may request pertaining to their child. Dates & times will be sent by means of appointment letters.
- During the days of the Annual parent meetings, Madrasah will be open though classes will not be running; you & your child will be expected to attend the appointment at the time provided. Your child must bring their Madrasah bags with all kutub/books, diaries etc.
- If you wish to see your child's teacher any other time during the academic year, you may do this by informing the office. The Admin will then arrange a convenient time suitable for yourself & the teacher to meet. In order to keep disruption to class teaching to a minimum, all appointments will be made out of Madrasah hours only.

Class Dojo guidelines

- At least one parent for every child needs to be connected to ClassDojo.
- Madrasah office will message parents with connection instructions upon child registration or new academic year by Email or SMS.
- The Onus lies upon parents to check Class Dojo frequently for new updates messages, their child progress, please allow notifications from ClassDojo App.
- Students are required to finish their allocated work before the work assigned deadline, and to inform the office if any technical difficulties arise.

Discipline Policies

Attendance & Absenteeism.

Attendance

- Madrasah times: Monday to Friday 5:00 pm - 7:00 – Please note - no students will be allowed in madrasah premises before 4.30. Responsibility of children left alone lies with parents if they arrive before 4.30pm.
- All children are encouraged to be in Madrasah by 4:50pm.
- All children must be in class by 5:00 pm & registration will be taken at that time. Lessons will commence immediately at 5:00 pm.
- Timings may change during periods, due to Salaah times during Madrasah or any unforeseen circumstances. If this happens, all parents/guardians will be notified in advance insha Allah.
- Parents/guardians are requested to bring and pick up their children on time to & from the Madrasah. Parents are cautioned not to drop their children off earlier than 4:30pm as there is no one to oversee them & their safety is of vital importance.
- Children may be kept in Madrasah for up to 10 minutes without prior notice due to work being completed or short detention.
- To prevent congestion in the foyer & for the safety of all children at the end of Madrasah time, one class at a time will be let out.
- Attendance during Madrasah exams is mandatory. Failure to attend will result in failure in that particular exam.

Lateness

- Children arriving after 5.10pm will be marked late

Timing for collecting children

- Children must be collected at 6:30 small classes (**Mini Miracles, F1 & F2**) and 7:00pm all other classes.
- Children from Grade 4 upwards are not allowed to be loitering in the car park at the end of Madrasah or when waiting to be collected. The Madrasah will not be responsible for any incidents which may occur once a child has left Madrasah. Should you expect to be late due to unforeseen circumstances, kindly contact us immediately so alternate arrangements can be made.
- Salaah will be prayed in congregation in the hall of Masjid.
- Younger children may also be given the opportunity to pray in the hall in Jamaat occasionally to help them learn about Salaah.

Late collection Policy

When parents do not collect their children on time the impact it has on them is great. This can result in anxiety and distress during their waiting time as they are unsure of where their parents are. Clearly this is not a good thing to happen to any child.

The impact on the Madrasah of having a child left behind at the end of the day is also great as it requires two members of support staff to supervise that child. This means that those staff will not be able to undertake their duties in preparation for children's learning the following day and this also incurs an additional staffing cost to the madrasah.

There are valid reasons or emergencies where the parents/carers have been delayed and, when the Madrasah is informed in advance of this, the office staff will always take an understanding view.

However, some parents/carers appear to be unwilling to acknowledge the impact that this has on both their child and the Madrasah and seem to think that the madrasah is able to offer a free, out of hours childcare service.

In line with the safeguarding policy if a child remains uncollected safeguarding processes will be started, and a referral will be made to social services and to the police. Further attempts to contact parents to advise them of this will be made by staff.

Thank you for your continued partnership in safeguarding the children and supporting their learning and wellbeing.

Absence

The Madrasah should be treated like any other formal Islamic or Public school with regards to punctuality. Children should not be absent from Madrasah unnecessarily. Regular absenteeism could be raised as a safeguarding risk. Also will result in your child losing out on vital knowledge & barakah.

- We are required to check all absences and therefore the Madrasah must be informed by 4:30pm on the day/days of absence, via text if your child is going to be absent. This will ensure the safety of your child especially if they walk alone to Madrasah and to give ample time to the teacher to prepare the class.
- Parents must email or text The Madrasah Office and give full details regarding their child's absence at least a day before to explain the reason for absence.
- If we do not receive an email or text to explain why your child is absent, their absence will be noted as unauthorised and all such absences will be closely monitored.
- Doctor's appointments should strictly be made out of Madrasah times.
- Absence due to any external school activity will only be permitted with prior approval from the Madrasah. Please request this type of leave in writing in advance and provide a copy of the school letter.
- Leave for school residential trips must be requested 1 months prior to trips accompanied with a copy of the school official trip letter.

- Only those requests for absence will be granted, which are generally accepted by schools. The Principal's decision will be final. If the class teacher or Principal has given written permission for absence, then this will be recorded as authorised absence.
- Attendance during Madrasah exams is mandatory. Failure to attend will result in failure in that particular exam.
- Unauthorised absence during exams could result in immediate exclusion from the Madrasah at the discretion of the Principal.
- Regular absence will result in a meeting with the teacher and escalate to the Liaison Officer, if absence continues. and your child could lose their place in Madrasah.
- Absence for 3 consecutive days or more without a valid reason and/or not providing a reason before absence is not acceptable and could be raised as a safeguarding issue.
- Regular absence can result in your child losing their place in Madrasah, be removed from the register and will have to re-apply for admittance.

Leave of absence

The Principal has the full right to accept/decline any request for leave. Leave of absence will only be authorised in exceptional circumstances as disruption to the child's Islamic education can have a negative impact.

- No child will be allowed to leave the Madrasah early unless prior notice is given with a valid reason, which must be done via a phone call or letter or text to the Madrasah Office. Parents must collect them from the Office. They will not be sent out alone. For the Hidayah Hub children please ring the office and they will send the child down.
- Any leave required outside of the official holidays must be requested in writing from the Principal prior to taking leave or booking holidays.
- Onus lies on the parents to ensure that all work missed during absence is completed (refer to forecast sheets).
- In all instances fees will be due & must be paid on time.

Unauthorised leave

Failure to comply with the above regulations may result in your child losing his/her place in Madrasah.

After School Club/ Extracurricular activities

Children who wish to attend after school clubs/extracurricular activities MUST take permission from the Madrasah before committing to school. After school activity forms can be obtained from the office. They must be filled in and returned to the office.

Any work which is missed will be the parent's responsibility to help their child to catch up.

Mobile phones, gadgets & toys

1. Possession and Use:

Mobile phones are a part of modern society, and the madrasah accepts that many students will possess them. They are a useful tool, especially where the issue of safety during the journey to and from madrasah is concerned and the madrasah acknowledges that parents and students would want them to be available to achieve this. However, teachers and students have a right to teach and learn in an environment which is free from interruption by mobile phones and other such devices.

Mobiles phones in madrasahs present a number of challenges, including:

- Mobile phones interrupting lessons and disrupting the learning of others;
- Possible theft of mobile phones
- The ever -increasing sophistication of mobile phone technology, which increases the possibilities of inappropriate use, particularly with regard to video and photographic capabilities.
- The need of the students to be responsible with regard to the care of their possessions.
- The negative impact of social media and cyberbullying.

The madrasah recognises the benefits that mobile phones offer students and parents and realises that an outright ban would result in a loss of these benefits. However, it is the madrasah's responsibility to promote the safe and responsible use of mobile phones during madrasah time. Whilst the madrasah would prefer students not to have mobile phones in madrasah and would rather they use the existing facilities within madrasah, we realise that this cannot cover the period when students are travelling to and from madrasah. It is against the above background that the following policy is to be adopted.

2. Mobile Phones / smart watch- Policy

- Students are discouraged from bringing mobile phones / devices to madrasah.
- Students are reminded that they should use the madrasah's office if they need to contact their parents.
- Parents are reminded that only URGENT messages may be transmitted via the madrasah office staff during madrasah hours.

If parents choose to permit their child to bring a mobile phone to madrasah, the following rules apply:

- The madrasah accepts no responsibility for mobile phones and undertakes no responsibility to investigate misplacement, loss or theft.
- Mobile phones may not be used at any time during madrasah time or on madrasah premises, i.e. between the hours of 5:00-7:00pm.
- Only Students from class 5 onwards are permitted to bring their mobiles.
- All mobile phones must be handed in to the class teacher at 4:45pm; any student who fails to hand their phone in will have it confiscated.

- Parents will be contacted to inform them of the confiscation and arrangements will be made for them to collect the phone.
- Once a child has had their mobile confiscated they will not be permitted to bring their mobile to madrasah again.
- Parents needing to contact their child urgently can do so, either by calling the madrasah office or by sending a text message.

3.Toys and Gadgets

The use of gadgets, smart watches MP3 players, computer games etc. are not allowed at all during Madrasah times. Contact can be made via the office for any urgent matters.

If it is absolutely necessary for a student to attend Madrasah with a mobile phone, the phone will be required to be given to the student's Apa/Moulana upon entry into Madrasah and collected at the end of Madrasah.

If these are found on a student during Madrasah time, whether they are being used or not, the mobile phone or any gadgets will be confiscated with no exceptions & returned after careful consideration at the end of term or at the discretion of the Principal.

Damage & repairs or mess Policy

Any repairs which need to be carried out due to damage to Darul Arqam property caused by your child will have to be paid for in full by you, the parent/guardian. The child will also be dealt in line with the Madrasah disciplinary procedures.

Any soiling or accidents smaller children make must be cleaned by you the Parent.

Behaviour Policy

At Darul Arqam Educational Trust we believe that madrassah is a partnership between the student, the parents/guardians and Darul Arqam (DA). With this cooperation we feel our children can excel and be successful in their education and the most true versions of the representations of our faith. To enable our children to thrive in madrassah and for DA to take responsibility for an aspect of your child's education we require a series of commitments from yourselves to allow development and progress:

- 1) All parents provide an Islamic, stable and safe environment at home, teaching the children the basic etiquette of interacting with others. Indeed parents are the first Madrassah and we expect Islam to be reflected in the home.
- 2) Ensuring children attend on time and with the correct dress and equipment. This includes Topis, Jubbah, hair covered, no jewellery (including rings, chains, bracelets etc.) Also haircuts must be in accordance with the sacred law.
- 3) Personal cleanliness of the children making sure they attend class in clean uniform clothing and pleasant odour.

4) Looking after the premises and not writing on or damaging the property of others including DA and other students.

5) Teachers and parents should all work together in order to ensure the highest level of education for our children. By :

i. Attending daily with absences only during times of emergencies.

ii. Students must revise Sabaq, lesson, Duas at home prior to coming to class.

iii. The hours of class time is not to learn the work but rather to review, refresh and then immediately present the home work once the students turn to see the teacher arrives.

iv. Each child's progress to be monitored by signing the progress sheets as topics are completed and the diary weekly.

v. Ensuring that the correct amount of Dhor has been prepared, children's diaries are signed every day.

vi. That the child spends time at home daily

vii. The student listens to 'QuranExplorer.com' before learning sabaq.

*Rude behaviour will not be tolerated, and we remind parents to set an example to the children. viii.

Parent/Guardians are not to approach the teacher directly under any circumstances and must contact the office for a meeting with the Venerated Shaikh and the teacher.

Any abuse – verbal or otherwise, to our Molanas /Appas /Staff / Volunteers will not be tolerated and will be reported to the relevant authorities.

ix. To respect the decision of DA and the teacher as in your child's best interests.

x. Implementing what is learnt from class including Dua'as, Salat and Sunnahs practically.

Madrassah Disciplinary Procedure:

1) The student will be issued with a Verbal Warning

2) 2nd warning will entail After Madrassah Detention (10 minutes) same day

3) 3rd warning After Madrassah Detention (30 minutes) following Thursday

4) Parents will be called in to speak about their Childs' behaviour/progress

5) The child will be issued with a Suspension Last resort, the child will be Excluded from the institute

Anti-Bullying Policy

Every student should be able to learn in an environment free from bullying of any kind and in which they feel safe and supported. There is no place for bullying in our Madrasah and communities. Each of us involved in education has a role in creating a culture in Madrasah where bullying is not tolerated. No student deserves to suffer the pain and indignity that bullying can cause. We recognise the negative impact it can have on the educational experience and wider development of so many of our students. This applies to both the bullying of students and teachers.

Bullying is any deliberate hurtful behaviour, repeated over a period of time, which causes hurt, fear or distress to another person with the use of force, threat or coercion to abuse, intimidate or aggressively dominate another. The four main types of bullying are: *verbal bullying e.g. name calling, teasing, threatening directly against gender, ethnic origin, physical/social disability or personality.; *physical e.g. hitting, punching, kicking, inappropriate touching *Cyber e.g. misuse of technology, threatening emails, misuse of social media *Indirect e.g. spreading rumours, excluding someone from social groups

Our Madrasah has careful record keeping & monitoring of all such incidents. There are many ways in which bullying can be tackled & in most cases the bullying problem can be solved.

Once bullying has been reported the incident will be dealt with by the member of staff who has been approached and then referred to the Principal. The student who has been bullied will be supported by the Madrasah in any way that the Madrasah deems appropriate & necessary.

In dealing with Bullying the Madrasah may do one or more of the following:

- Contact parents
- Use Madrasah sanctions example report, exclusion.
- Draw up a contract of behaviour where necessary
- Ask their teacher to monitor their behaviour.
- Ask a Senior member of staff to monitor the bullying student's behaviour
- Implement conflict resolution/mediation/restorative gestures
- Notify the school of the student who is bullying, as well as the student being bullied. This is for benefit for all parties concerned in order for the school to address it as well.
- Contact the police for more severe cases.

What we will do to discourage bullying behaviour

- a) Work with parents, students and non-teaching staff to support and report bullying of any kind.
- b) Ensure that all students recognise that bullying of any sort will not be tolerated.
- c) Encourage students to follow the Madrasah rules and be actively involved in creating their own class rules.
- d) We will follow our Behaviour Management policy where it relates to bullying
- e) Encourage friendship pairs/groups to support isolated students e.g. circle of friends and listening partners.
- f) Use materials and resources, which promote the individual regardless of gender, ethnic origin, disability etc.
- g) Reassure victims that they are not to blame and recognise their distress.
- h) Monitor and review the policy.

What can you do if you are being bullied?

- a) Speak to a teacher IMMEDIATELY.
- b) Tell your parents or an adult you can trust.

- c) If you see someone being bullied, report it at once, it can be dealt with in confidence without you getting into trouble.

Records will be kept and monitored, of the frequency of incidents and parents will be informed

Please note a link to a detailed version of this policy can be provided.

Policy on abusive, threatening or violent behaviour on madrasah premises

- All members of the school community have a right to expect that their school is a safe place in which to work and learn.
- Abusive, threatening or violent behaviour against school staff, parents, children and visitors will not be tolerated. This includes adult-adult behaviour when children are present.
- Where such behaviour does occur, action will be taken to deal with the person or persons concerned.
- Behaviour may be directed against either adults or children
- Abusive and threatening behaviour in social media postings will not be tolerated.
- In the event of parents abusing staff, Darul Arqam Educational Trust will cease their working relationship with the parents and adults in question, and the children will be excluded. The madrasah education of the children is under the premise that the education of the child is a partnership between the parents and the institution.
- Any decision made by management in line with Darul Arqam policy is final. There is no appeal process. Darul Arqam is a private educational establishment, and we maintain the right to cease providing services to whom we will, at any given time.

Definitions:

Abuse

- this will be verbal where someone speaks harshly or rudely to someone. The perpetrator might use insulting, cruel words or make scathing comments.
- The aggression could be verbal, physical, or passive.
- there will not be a specific threat – if there was that would be threatening behaviour

Threatening behaviour

This will be a declaration of intent to harm. A person or object is likely to cause damage or harm.

Violence

The intentional use of physical force-threatened or actual against another person. This either results in, or has, a high likelihood of resulting in injury, death or psychological harm.

Assault

A violent attack which may be sudden. It is an unlawful physical attack which can be either physical or verbal.

Banning Parents and other Visitors from School Premises

- Section 206 of the Education Act 2002 makes it a criminal offence punishable with a fine of up to £500 for a person to trespass on school premises and cause a nuisance or disturbance. Parents and some other visitors normally have implied permission to be on school premises at certain times and for certain purposes and they will not therefore be trespassers unless the implied permission is withdrawn.
- There may be times where we withdraw permission for any parent or other person who behaves unreasonably on school premises to be on site.
- Incidents which could warrant this should be reported to the Headteacher.
- It is important throughout this process that a full record is made of each incident, including details of witnesses, since evidence will need to be provided.

Detention policy

The Madrasah has a detention policy which applies to all children, irrespective of age. Any Ustaadh/Ustaadha (teacher) or the Principal can give detention to any child if they consider it necessary. The Madrasah has the right to hold back the child in Madrasah for 10 minutes after the Madrasah ends for short detention without prior notice. If the child is given a longer detention, then a text/letter will be sent to the parent via text/ClassDojo or email to notify the parent/guardian in advance.

5 Steps Behaviour Policy

The Madrasah has a strict 5 step behaviour policy. If the student misbehaves then these steps will be taken in sequence, though some behaviour may result in immediate dismissal /expulsion.

PLEASE NOTE: NO VIOLENCE, BULLYING, RUDE & AGGRESSIVE BEHAVIOUR, RACISM, VULGARITY WILL BE TOLERATED. These serious offences may result in immediate expulsion.

A list of unacceptable behaviour & their sanctions have been provided below. Please note this list is not exhaustive. Please note chewing incurs a £1 fee

Minor issues include: Stage 1

- Not doing or completing work in class
- being disruptive /distracting others
- excessive talking/talking/disrupting the class whilst teacher is conducting lessons
- pulling, shoving or pushing
- chewing gum
- running in the Masjid hall
- littering

- continuously forgetting stationary/kutub

Sanctions

1. Step 1:- Verbal Warning
2. Step 2:- 10 minutes
3. Step 3:-30 minute detentions
4. Step 4:- 30 - 60 minute detentions
5. Step 5 : Arrange meeting with Parents. Teachers will communicate this through class Dojo
6. Step 6:- After 5 detentions/lines the parents will be called for a meeting with teacher

Major issues include: Stage 2

- throwing anything as well as harmful objects e.g. pencils
- back chatting
- using mobile phones in class
- cheating/copying in examinations
- inappropriate language/ swearing/ vulgarity
- rude & inappropriate behaviour including obscene hand gestures
- damage to Madrasah property

Sanctions

1. Step 1:- verbal warning given by Teacher
2. Step 2:- second warning given by Head
3. Step 3:- written warning & meeting with parents
4. Step 4:- suspension 3 - 5 days at discretion of Principal
5. Step 5:- dismissal/expulsion.

Severe issues include: Stage 3

- purposely injuring another student
- bullying behaviour (refer to bullying policy page)
- threatening & intimidating students
- physical violence
- continuous disrespect/disobedience/insolence to teachers
- racist/fascist behaviour

Sanction

- Verbal Warning and Meeting with Parents
- Immediate dismissal /expulsion

The Madrasah reserves the right to dismiss a child at any stage of the above issues!

Rewards & Recognition

We believe that our students should not only be reprimanded when necessary but should also be rewarded and praised during their times of excellence. It is due to this that we have established a reward scheme for the new academic year.

An effective behaviour modification system within the classroom often includes rewards. Students are motivated to achieve and conform to appropriate behaviours when either intrinsically or extrinsically rewarded. Those students who prefer intrinsic motivation enjoy praise, personally challenging projects and accomplishing educational tasks just for the love of learning. An extrinsic approach requires more tangible rewards such as pencils, erasers, stickers and so forth. The type of reward given to students must be fair and consistent for all students but also must vary for each task.

Promote Appropriate Behaviour

Extending a reward to students helps to promote positive and appropriate behaviour among students in class. Following class rules, being kind to one another and keeping safety a priority are just a few of the positive behaviours to be displayed in the classroom through the gifting of rewards to the students. Through appropriate student behaviour, teachers are able to concentrate on lesson content and interactive activities to indulge students in learning opposed to focusing on classroom discipline.

Motivation for Full Effort on Classroom Tasks

Students often give less than full effort when attempting class projects, assignments, classwork and various tasks. Through a reward-based system, students will show interest and increased participation in everyday classroom duties and responsibilities. Motivating students to learn is part of the challenge that instructors face when teaching content and giving rewards will result in more effort on the part of the student.

Completed Homework and Projects

Reinforcing subject matter is the primary goal of assigning homework for students and without homework completion, students are not able to practice accomplishing the content of the lesson. Promote a grasp of the lesson by rewarding the students for completed projects and homework assignments both in groups and individually.

Happy Students

Successful students are happy students and in order to have a classroom of happy students, teachers may use a reward system. Encourage students to be productive in learning both at home and in mosque by offering rewards. Rewards tend to create a feeling of pride and achievement among students thus motivating them to be more productive.

FunDay - Team Building Day

Once a year we have a Fun Day which gives children the opportunity to take part in team building activities. This is usually a reward event that is held after the final exams. The Fun-Day is also to inculcate unity and respect & support for fellow students as well as give them a sense of identity & belonging. This is held either at Madrasah or at a park. Details & indemnity letters are given out nearer to the time.

Jalsah Award Certificates & Gifts

At the end of the academic year a Awards giving event is held. Students are awarded with certificates and gifts for hard work and effort as well as recognition for 100% attendance, good behaviour, excellent helpers, dedication and all round students.

Thereafter reports & class gifts will be handed to every student.

Students deliver some of the knowledge that they have acquired in Madrasah. The students work hard to display different performances based on the specific theme for that particular year. These vary from Qiraat, Ahadeeth, Nazams & plays to mention a few.

This time of year is a very exciting time for students.

Kutub/Books & Stationery Policy

Books/Kutub

- Books/kutub can be purchased from the Madrasah. Prices will be given at the start of the year. The price list is available from the office at any time.
- All books must be paid for before they can be given to your child.
- Please ensure that all kutub are covered in clear plastic to preserve them. They are expected to be kept in good condition & free from any graffiti.
- Any student who keeps kutub or any books relating to Madrasah in a bad condition or scribbled on or damaged must repair & restore it and they shall be dealt with accordingly.
- Juzdaans/ Madrasah bags are to be kept organised with only items relating to Madrasah in them.

-

Car Parking Policy

- Please be mindful of smaller children walking by.
- Please ensure you are not causing obstruction to anyone
- **Under no circumstances should you be driving to the entrance of Madrasah to pick up/drop up your child.**
- When parking please only use the designated section.
- If you are utilising a disabled bay please ensure you display YOUR valid badge.
- If no parking is available please park outside. Please do not stop in the middle of the road.
- DO NOT drop your child/ren when not parked properly.
- Finally, all children from Reception to class 3 should be accompanied to the Madrasah entrance as well as picked up from designated exits

Procedure for non-compliance of above Car Parking Policy

1. First Occasion - The Parent/Guardian will be advised and reminded verbally or via a message to follow the Madrasah Car Parking Policy at all times.
2. Second Occasion - A written warning will be issued.
3. Third Occasion - A meeting will be arranged between the Principal and the Parent/Guardian to discuss the reasoning in constantly failing to follow the Madrasah Car Parking Policy.
4. Fourth Occasion - The Child/ren of the Parent/Guardian in question will be de-registered from Madrasah.

Let's all work together and proactively for the safety of our children

Complaints Procedure

Our Madrasah believes that the students and parents are entitled to raise any concern that they might have with the relevant member of staff.

- All concerns must be made by letter or by e mail for the attention of our Liaison Officer
- The DSL and all those involved in handling the complaint will make every effort to resolve the matter quickly and amicably.
- Response to complaints will be made within a reasonable period of time,
- And any meetings held will be documented and recorded.
- Where necessary appropriate action will be taken.
- If this does not achieve the desired result, then matters must be taken to the principal for dealing with concerns.
- We aim to bring all concerns to a satisfactory conclusion for all of the parties involved.
- It is our aim to inform parents of the outcome of any investigation that is deemed necessary within 28 days of making the complaint at any stage of the complaints procedure.

Health and Safety Policy

Medical

- Please ensure that any medical conditions that your child may have e.g. use of an inhaler or any allergies etc, are noted on the admission form.
- If your child is unwell and requires medication to be taken during Madrasah time, you are welcome to come and administer the required medication as we will not administer any medication.
- Should your child feel ill during Madrasah, you will be contacted by the Admin staff to inform you and if necessary your child may need to be collected.
- Please contact the office if your child is going to be absent for whatever reason e.g.; medical appointment, illness etc.
- If your child has any of the following symptoms, please keep your child at home until the symptoms have cleared: Symptoms or signs of possible severe illness, such as;
 - Uncontrolled coughing,
 - High Temperature
 - Diarrhoea
 - Runny, watery, or bloody stools within the last 12 hours
 - Vomiting 2 or more times in the last 24 hours

Injuries

- Any minor injury occurred during Madrasah time will be attended to by our trained First Aid staff and a note will be sent to you with your child.
- Any injuries that occurred out of Madrasah will be noted by staff and you will be required to sign an Out of Madrasah Injury Form. We are by law, required to document any injuries as part of the Safeguarding Children's Policy requirement.

The full health and safety policy can be read at the office

Safeguarding Children & Child Protection Policy

Named staff and contacts

Director – Shaykh Zaqir
Head Teacher Males - Mawlana Bilal
Females – Rimshah Apa
Designated Safeguarding Lead (DSL): Hussein Raidhan
Deputy Designated Safeguarding Lead (DDSL): Rimshah Raidhan
Prevent Point of Contact (PPOC): Hussein / Rimshah
Designated Teacher for Students in Care: Hussein

Safeguarding and Improvement Unit contacts:

Safeguarding and Improvement Unit Service Manager (Acting):
Judith Jones:
0116 3057411

LADO / Allegations:

Mark Goddard, Karen Browne
0116 305 7597
Safeguarding Development Officer:
Simon Genders
0116 305 7750

First Response Students's Duty (Priority 1 referrals)

Telephone: 0116 3050005
Fax: 0116 3050011
Email: studentssduty@leics.gov.uk
Address: First Response Student's Duty
Room 100b
County Hall, Championship Way
Glenfield, LE3 8RF

All other referrals

<http://lrsb.org.uk/childreport>

Early Help – Request for Services

http://www.leics.gov.uk/index/students_families/early_help.htm

Family Information Service 0116 3056545 email family@leics.gov.uk

Contact to learn outcome of referrals 0116 3050005

MISSION STATEMENT

Darul Arqam strives to educate all of its pupils within an environment where the traditions of learning, respect and community are promoted. The overall aim of this policy is to safeguard and promote the welfare of the students in our care. The welfare of the student is paramount.

The Prophet Muhammad ﷺ said

مَنْ لَمْ يَرْحَمْ صَغِيرَنَا وَيَعْرِفْ حَقَّ كَبِيرِنَا فَلَيْسَ مِنَّا

The one who is not merciful to our young ones and is not respectful to our elders is not from amongst us. (Aboo dawood)

AIMS & OBJECTIVES

This will be achieved by:

- Creating an environment where students and young people feel secure, have their viewpoints valued and are encouraged to talk and are listened to
- Continuing to develop awareness in all staff of the need for Child Protection (safeguarding) and their responsibilities in identifying abuse;
- Ensuring that all staff are aware of the referral procedures within Madrasah;
- Providing a systematic means of monitoring all students who have been identified as 'having protection needs', whether or not they are on the Child Protection Register;
- Ensuring that outside agencies are involved as appropriate;
- Ensuring that key concepts of safeguarding are integrated within the curriculum;
- Ensuring we practice safe recruitment in checking the suitability of staff and volunteers to work with students
- Ensure students know that there are adults in Madrasah whom they can approach if they are worried.

This policy is consistent with:

- the legal duty to safeguard and promote the welfare of students, as described in section 175 of the Education Act 2002 [or section 157 of the Education Act 2002 for independent schools and academies] and the Statutory guidance "*Keeping students safe in education – Statutory guidance for schools and colleges*", and "*Working Together to Safeguard Students*"

- the Leicestershire and Rutland Local Safeguarding Students Board (LSCB) Procedures, which contain procedures and guidance for safeguarding students;

There are four main elements to our Child Protection (Safeguarding) Policy:

- Prevention (e.g. positive atmosphere, teaching and pastoral support to pupils, safer recruitment procedures);
- Protection (by following agreed procedures, ensuring staff are trained and supported to respond appropriately and sensitively to Child Protection concerns;
- Support (to pupils, staff and to students who may have been abused);
- Working with parents (to ensure appropriate communications and actions are undertaken).

This policy applies to all staff at the Madrasah. We recognise that child protection is the responsibility of all staff. We will ensure that all parents and other working partners are aware of our child protection policy by displaying appropriate information around Madrasah building and by raising awareness at parent meetings.

Safeguarding Commitment

The Madrasah adopts an open and accepting attitude towards students as part of its responsibility for pastoral care. Staffs, students and parents feel free to talk about any concerns and to see Madrasah as a safe place when there are difficulties. Students' worries and fears will be taken seriously and students are encouraged to seek help from members of staff.

Our Madrasah therefore:

- Establishes and maintains an ethos where students feel secure and are encouraged to talk, and are listened to;
- Ensure that students know that there are adults in Madrasah whom they can approach if they are worried or are in difficulty;
- Equip students with the skills they need to stay safe from abuse and to know to whom they can turn for help;
- Ensure every effort is made to establish effective working relationships with parents and colleagues from other agencies;
- Operate safer recruitment procedures and make sure that all appropriate checks are carried out on new staff and volunteers who will work with students, including identity, right to work, enhanced DBS criminal record and barred list.

Role of the SMT (Senior Management Team)

- The SMT should sanction a robust Student Protection Policy
- The SMT should review the policy annually, monitor and evaluate its effectiveness and be satisfied that it is being complied with the local safeguarding body.
- The SMT should recognise the importance of the role of the DSL and support them. Ensure cover is provided when needed.
- Ensure that a senior staff is designated as a lead for all safeguarding issues
- Ensure that the DSL regularly updates the SMT on any issues or ongoing investigations regarding any student abuse case
- Ensure that the DSL receive regular and appropriate training to deal with all aspects of safeguarding issues
- Review the Safeguarding policy annually to ensure it is compliant with the latest local and national guidance
-

Role of the Headteacher

- Verify that Darul Arqam operates safer recruitment procedures and that all appropriate checks are carried out on all staff and volunteers
- Monitor Madrasah compliance with the safeguarding policy
- Ensure that Safeguarding procedures and policies are implemented and adhered to by all staff.
- Ensure the DSL is given training, time, funding and resources to provide staff with appropriate guidance and support on all safeguarding issues
- To ensure that all staff feel free to raise concerns about any unsafe practices
- To ensure the students welfare is the highest priority throughout the curriculum

Role of Designated Safeguarding Lead (DSL)

All matters of safeguarding are reported to the Madrasah Senior person for safeguarding. **This is Hussein Raidhan, and for the females Rimshah Apa.**

They are expected to:

- Act as a source of advice, support and expertise within Madrasah and be responsible for coordinating action regarding referrals by liaising with Social Services and other relevant agencies over cases of abuse and allegations of abuse, regarding both students and members of staff

- Ensure each member of staff has access to, and is aware of; the Madrasah safeguarding policy. This is essential for staff who supply teachers also.
- Liaise with the Headteacher to inform him of any issues and on-going investigations and ensure there is always cover for the role
- Ensure the Madrasah Safeguarding policy is updated and reviewed annually and work with the designated Trustee for child protection about this
- Be able to keep detailed, accurate, secure written records of referrals/concerns
- Ensure parents see copies of the safeguarding policy to alert them to the fact that Madrasah may need to make referrals. Raising parent's awareness may avoid later conflict if Madrasah does have to take appropriate action to safeguard a child
- Ensure all staff have appropriate safeguarding training
- Ensure staff are aware of any training opportunities with the local safeguarding board
- Ensure staff are updated with changes to the safeguarding procedures and policy
- Keep records of staff attendance at safeguarding training
- The (DSL) will be the main point of contact for any concerns.
- The DSL will discuss all major complaints of Student abuse with the SMT before arriving at a decision and action plan.
- Once the action plan has been decided it is the responsibility of the DSL to fill in the relevant forms and make the relevant referrals
- Parents should be informed of any referral to the Social Services Department unless to do so would put the student at risk of further significant harm.

Role of staff

All staff has a responsibility to identify students in need of help, support, who may be the victim of abuse or extremism and take appropriate action

- Any member of staff with an issue or concern relating to a student in need of student protection should immediately record the concern and discuss it with the DSL. Allegations of student abuse must always be given the highest priority and be referred immediately in writing to the DSL.
- Yours is a listening role. Do not interrupt the student if they are freely recalling significant events. If you need to ask questions to clarify your understanding, you should frame them in an open manner and not lead the student in any way. Record the discussion as soon as you can, but certainly within 24 hours, and pass on to the DSL.

- Staffs who hear an allegation of abuse against another member of staff, or indeed themselves, should report the matter immediately to the Headteacher. If the allegation is against any member of the SMT, the Complaint should be made in writing via email or letter to the Director. Please refrain from texting or whatsapp messages as these will not be responded to.
- Due to the close professional relationship with students, staff are also vulnerable to allegations of abuse or misconduct. These accusations may be false, malicious or misplaced. They may also be true. Staff can harm pupils either deliberately or by failing to follow procedures, policies or code of conduct.

Training, Monitoring, Review and record keeping

- DSL will be expected to participate in training every 3 years. The training will assist in all staff having undertaken safeguarding training. Madrasah will provide all staff with annual training. New staff will undergo training during their induction.
- The safeguarding policy will be implemented throughout Madrasah
- All incidents should be written up. Written notes must be attached if made separately; the report must be signed with the name printed. When recording bruises/injuries the report should describe the shape, colour and size.
- It is essential that accurate records be made where there are concerns about the welfare of the student. These records should then be kept, by the DSL in secure, confidential files, which are separate from the student's academic records, in a locked cabinet.
- The DSL must record reasons for action having analysed the information received.

Types of abuse and its recognition

Neglect - This could be persistent or severe neglect, or the failure to protect a pupil from exposure to any kind of danger e.g. starvation or cold or failure to carry out important aspects of care which results in the significant impairment of the pupils health or development.

Peer on Peer Abuse - Madrasah recognises that students sometimes display abusive behaviour themselves and that such incidents or allegations must be referred on for appropriate support and intervention. Such abuse will not be tolerated or passed off as "banter" or "part of growing up". This abuse could for example include sexual assaults, initiation/hazing type violence, all forms of bullying, aggravated sexting and physical violence experienced by both boys and girls.

Sexting-

Madrasah will always respond if informed that students have been involved in 'sexting'

The key points being:-

- Inform the Principal/DSL as soon as possible
- Support the victim as appropriate and in accordance with their best interests
- Inform all parents of involved students unless by doing so you put a child at risk
- Images will not be viewed by Madrasah staff
- If Madrasah Has to deal with the matter, involve parents in ensuring the images are deleted
- If there is evidence of exploitation or the targeting of a vulnerable student, inform the police

Physical abuse:

This may involve hitting (pinching, punching, kicking, slapping etc), grabbing, shaking, throwing, pushing, burning or scalding or otherwise causing physical harm to a child.

Possible signs of physical abuse include:

- Scratches
- Bite Marks
- Bruising in places not normally harmed in play (face, eyes, ears, abdomen. Groin, back and back of legs
- Bruises consistent with strap, slap or stick
- Burns (especially cigarette burns)
- Undue fear of adults
- Fearful watchfulness
- Constant hunger
- Poor standard of hygiene
- Untreated illness

Sexual abuse: involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening.

Possible sign of sexual abuse include:

- Itching in the genital areas
- Soreness in the genital areas
- Unexplained rashes or marks in the genital areas
- Pain on urination
- Difficulty in walking or sitting
- Stained or blood underclothes
- Recurrent tummy pains
- Bruise on inner thighs or buttocks
- Language, writing or drawings that are inappropriate for their age
- Sexual knowledge inappropriate for their age
- Wariness when approached by anyone, possibly combined with dazed look

Emotional abuse: the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the Child's emotional development. It may involve conveying to a child that they are worthless or unloved. It may include not giving the child opportunities to express their views, deliberately silencing them or making fun of what they say or how they communicate.

Possible signs of emotional abuse include:

- Fear of new situations
- Inappropriate emotional responses to painful situations
- Self harm or mutilation
- Compulsive stealing or scrounging
- Social isolation, depression, withdrawal
- Exploitation or corruption of children
- Seeing or hearing ill treatment of someone else
- Victim of bullying
- Easily not recognised as abuse – profound long term impact on children told they are stupid, ugly, fat, unwanted, unlovable

So-called 'honour-based' violence encompasses crimes which have been committed to protect or defend the honour of the family and/or the community, including Female Genital Mutilation (FGM) forced marriage, and practices such as breast ironing. All forms of so called Honour based violence (HBV) are abuse (regardless of the motivation) and concerns will be passed to the Designated Safeguarding Lead for onward referral as required.

- Feeling of grievance and injustice
- Feeling under threat

- A need for identity, meaning and belonging
- A desire for status
- A desire for excitement and adventure
- A need to dominate and control others
- Susceptibility to indoctrination
- A desire for political or moral change
- Opportunistic involvement
- Family or friends involvement in extremism
- Being at a transitional time of life
- Being influenced or controlled by a group
- Relevant mental health issues

Safeguarding pupils who are vulnerable to extremism and radicalisation

Madrasah recognises the duties placed on us by the Counter Terrorism Bill (July 2015) to prevent our pupils being drawn into terrorism.

These include:

- Assessing the risk of pupils being drawn into terrorism
- Working in partnership with relevant agencies under the LSCB procedures
- Appropriate staff training

Madrasah is committed to actively promoting the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs; the pupils are encouraged to develop and demonstrate skills and attitudes that will allow them to participate fully in and contribute positively to life in modern Britain.

Madrasah seeks to protect students and young people against the messages of all violent extremism including but not restricted to those linked to Islamic Ideology, Far Right / Neo Nazi / White Supremacist ideology etc. Concerns should be referred to the Designated Safeguarding Lead or Principal who will have local contact details for Prevent and Channel referrals. They will also consider whether circumstances require Police to be contacted.

Example indicators that an individual is engaged with an extremist group, cause or ideology include:

- Spending increasing time in the company of other suspected extremist
- Changing their style of dress or personal appearance to accord with the group
- Their day to day behaviour becoming increasingly centred around extremist ideology, group or cause

- Loss in interest in other friends and activities not associated with an extremist cause
- Attempt to recruit others to the group/cause ideology
- Communications with others that suggest identification with a group/cause/ideology

On recognizing any of the above staff/volunteers shall:

Notify the DSL immediately

Working with parents/carers

Darul Arqam will:

- Ensure that parents/carers have an understanding of the responsibility placed on Darul Arqam and staff for child protection by creating awareness at parents meetings.
- Undertake appropriate discussion with parents/carers prior to involvement of Students & Family Services Students' Social Care or another agency, unless to do so would place the child at risk of harm or compromise an investigation.

Recruitment and Selection of Staff

- Madrasah will provide all the relevant information in references for a member of staff about whom there have been concerns about child protection/ inappropriate conduct. Cases in which an allegation has been proven to be unsubstantiated, unfounded, false or malicious will not be included in employer references. A history of repeated concerns or allegations which have all been found to be unsubstantiated, malicious etc. will also not be included in a reference
- All new staff and volunteers receive a safeguarding induction and are briefed on the code of conduct for adults working with students. The Leicestershire County Council induction leaflet is given to all staff and is the basis for the safeguarding induction.
- In line with statutory requirements, every interview panel for Madrasah staff will have at least one member (teacher/manager or governor) who has undertaken safer recruitment training either online or by attending the local authority one day Safer Recruitment training course.

Interaction with students

All staff is expected to:

- Set high expectations and challenging targets for all students

- Promote fundamental British values, including democracy, rule of law, freedom of religion, individual liberty freedom of speech, freedom of thought, freedom of association and mutual respect and tolerance of different faith and beliefs, fairness, social responsibility, liberty and equality for all.
- Ensure that there is expectation of the highest standard and conduct within Madrasah, regardless of whether in class or beyond, challenge activities by any student that may be considered to be of an inappropriate nature. All staff are expected to refrain from:
 - Making inappropriate (innuendo) remarks to, or about, a student
 - Discussing personal relationship with or in the presence of students
 - Discussing a student's personal relationship in inappropriate setting or context
 - Making unprofessional personal comment which scapegoat, demeans or humiliates, or might be unacceptable and that their conduct towards students must be beyond approach.

Rewards and gifts

All staff is expected to:

- Ensure that gifts received or given in situations which may be misconstrued are declared immediately
- Generally, only give gifts to an individual student as part of an agreed reward system
- Where giving gifts other than the above, ensure that these are of an insignificant value and given to all students equally
- Ensure that the selection processes for gifts and rewards are fair, transparent and (wherever practicable) are undertaken by more than one member of staff.
- Any reward/gift system adopted, has to be authorised by the Principal before it is implemented
- Staff are strictly prohibited to take any personal assistance (Khidmaat), be it in the Madrasah premises or outside.

If any staff experiences a generous approach from the students, they should discourage and prohibit them and immediately inform the principal

Communication using technology

All staff is expected to refrain from:

- Passing personal contact details to students including emails, home or mobile phone numbers unless the need to do so is agreed with a senior leader
- Any communication with students which may be construed as grooming
- Making any visual recordings of students (still or moving) without the prior consent of a senior leader
- Using any personal equipment when communicating with students

Physical contact

All staff is expected to:

- Refrain from touching student in a way which may be considered as indecent or for the gratification of the adult or the student
- Avoid any gratuitous or unnecessary physical contact with students (this includes horse play, tickling or stroking the head etc)
- Be prepared to explain actions and accept that all physical contact is open to scrutiny
- Always encourage students, where possible, to complete self care task independently
- Avoid using physical contact as a reward (this includes hugs and pat on the back etc)
- Ensure that physical contact is never secretive or represent a misuse of authority

One to one situations

All staff should:

- Avoid meeting with students in remote, secluded areas of Madrasah
- Where the Senior Management authorise one to one situations, ensure that there is visual access and/or an open door.
- Avoid any one to one situations with students that may result in interpretation of secrecy
- Always report any situation where a child becomes distressed or angry to a senior leader.
- Record Keeping
- The Madrasah is clear about the need to record any concerns held about a child or children within the Madrasah.
- All records relating to CP will be hand written, and with no duplicate.
- All such records will be kept in separate files held by the Head teacher.
- Access to these files will be confined to the Head teacher, Deputy Head teacher, senior designated Teacher and any other staff on a need to know basis.
- These files are not accessible to parents.
- In the event of a pupil moving Madrasah, these records will be passed on with general Madrasah records.
- Records of any monitoring of children, where no further action is required, will be kept in Madrasah until the pupil has left.
- Records of children where action has been taken either by Madrasah and/or Social Services will be kept with other relevant documentation by the Head teacher.

General but important guidance for all staff

Staff who hears an allegation of abuse against another member of staff, or indeed themselves, should report the matter immediately to the Principal or DSL. If the allegation is against the Principal then anyone from the trustees should be contacted.

APPENDIX 1

PROCEDURE TO FOLLOW IN CASES OF POSSIBLE, ALLEGED OR SUSPECTED ABUSE, OR SERIOUS CAUSE FOR CONCERN ABOUT A CHILD

Contents

A	General	
B	Individual Staff/Volunteers/Other Adults - main procedural steps	
C	Designated Safeguarding Lead – main procedural steps	

A. General

- 1) It is important that all parties act swiftly and avoid delays.
- 2) Any person may seek advice and guidance from the First Response Student's Duty Professionals Consultation Line, particularly if there is doubt about how to proceed. Any adult, whatever their role, can take action in his/her own right to ensure that an allegation or concern is investigated and can report to the investigating agencies.
- 3) Written records, dated and signed, must be made to what has been alleged, noticed and reported, and kept securely and confidentially.
- 4) In many cases of concern there will be an expectation that there have already been positive steps taken to work with parents and relevant parties to help alleviate the concerns and effect an improvement for the child. This is appropriate where it is thought a child may be in need in some way, and require assessment to see whether additional support and services are required. An example might be where it is suspected a child may be the subject of neglect. In most cases the parents' knowledge and consent to the referral are expected, unless there is reason for this not being in the child's interest. However, there will be circumstances when informing the parent/carer of a referral that might put the child at risk and in individual cases advice from Student's Social Care will need to be taken.

B. Individual Staff/Volunteers/Other Adults – main procedural steps

- 1) When a child makes a disclosure, or when concerns are received from other sources, do not investigate, ask leading questions, examine students, or promise confidentiality. Students making disclosures should be reassured and if possible at this stage should be informed what action will be taken next.
- 2) As soon as possible write a dated, timed and signed note of what has been disclosed or noticed, said or done and report to the Designated Safeguarding Lead in Darul Arqam.
- 3) If the concern involves the conduct of a member of staff or volunteer, a visitor, a governor, a trainee or another young person or child, the Principal must be informed.
- 4) If the allegation is about the Principal, the information should normally be passed to the SMT or the Local Authority Allegations Manager (LADO).
- 5) If this has not already been done, inform the child (or other party who has raised the concern) what action you have taken.

C. Designated Safeguarding Lead – main procedural steps

- 1) Begin a case file which will hold a record of communications and actions to be stored securely
- 2) Where initial enquiries do not justify a referral to the investigating agencies, inform the initiating adult and monitor the situation. If in doubt, seek advice from the First Response professionals Consultation line.
- 3) Share information confidentially with those who need to know.
- 4) Where there is a child protection concern requiring immediate, same day, intervention from Students' Social Care (Priority 1), the First Response Student's Duty should be contacted by phone. Written confirmation should be made within 24 hours on the LSCB Agency Referral Form to Student's Social Care. All other referrals should be made using the online form.
- 5) If it appears that urgent medical attention is required arrange for the child to be taken to hospital (normally this means calling an ambulance) accompanied by a member of staff who must inform medical staff that non-accidental injury is suspected. Parents must be informed that the child has been taken to hospital.
- 6) Exceptional circumstances: If it is feared that the child might be at immediate risk on leaving Madrasah, take advice from the First Response Professionals Consultation line (for instance about difficulties if Madrasah day has ended, or on whether to contact the police). Remain with the child until the Social Worker takes responsibility. If in these circumstances a parent arrives to collect the child, the member of staff has no right to withhold the child, unless there are current legal restrictions in force (eg a restraining order). If there are clear signs of physical risk or threat, First Response Students' Duty should be updated and the Police should be contacted immediately.

APPENDIX 2

PROCESS FOR DEALING WITH ALLEGATIONS AGAINST STAFF (INCLUDING PRINCIPAL) AND VOLUNTEERS

These procedures should be followed in all cases in which there is an allegation or suspicion that a person working with students has:

- behaved in a way that has harmed a child, or may have harmed a child;
- possibly committed a criminal offence against or related to a child; or
- Behaved towards a child or student in a way that indicates he or she would pose a risk or harm to students.

Individual Staff/Volunteers/Other Adults who receive the allegation:

- Write a dated and timed note of what has been disclosed or noticed, said or done
- Report to the DSL
- If allegation is against a staff then report immediately to the Principal.
- If the allegation concerns the conduct of the Principal, report immediately to the board of trustees or Senior Management Team.

Fire Drill

Introduction

The priority of the madrasah is to minimise the risk to life and to reduce injury by maintaining the fire safety integrity of all school premises. The fire safety policy, fire evacuation procedures and risk assessments at the institution have been designed in such a manner as to help all members of the school community, and our visitors, to respond calmly and effectively in the unlikely event that a fire occurs.

Role of the Mosque Fire Officer:

The Property Surveyor is the designated School Fire Officer who has overall responsibility for ensuring that: 1. This Fire Safety Policy is kept under regular review by the management team.

2. The information contained within the Fire Safety policy is made available to all members of the mosque community.

3. Clear, written instructions on the course of action to take in the event of an emergency are displayed in all areas of the school, with additional information being given when large numbers of visitors are on site.

4. Clear, written instructions are freely available for all visitors to the school and these instructions contain full information on the course of action to be taken in the event of an emergency.

5. Contractors working for the mosque will be given written documentation detailing the procedures that they should follow whilst working on the madrasah/ masjid site, and also informing them of the madrasah's / masjid's procedures in an emergency situation.

6. Basic fire training is given to all employees at least annually and in the induction sessions given to all new employees upon commencing work at the mosque.

7. Emergency evacuations and fire practices are carried out.

8. The integrity of all fire prevention systems and equipment in place is maintained in good working order.

Emergency 'in case of fire notice'

1. 'Incase of fire notices' adapted specifically for each building and backed up by compliant fire signage will be used to facilitate the safe evacuation of the building.

2. The 'Incase of fire notices' displayed in prominent positions throughout buildings and will follow the following format:

a) The actions to be taken upon discovery of a fire.

b) The actions to be taken to reach the assembly point safely with special regard to the needs of any disabled person(s).

c) The actions to be taken upon reaching the assembly point.

Briefing of new members of staff and students, contractors and visitors to the school:

The madrasah recognises the importance of making sure all those on the premises are aware of how they should respond in an emergency situation.

All new members of staff and new students will be given a briefing on the madrasah's emergency procedures on their first day.

This briefing will include:

- 1) The importance of ensuring that individuals are familiar with the routes of escape and emergency exits in the buildings in which they will work/live.
- 2) Familiarisation with the systems in place, i.e. how to operate a 'Break Glass' point, _location of the defined assembly point.
- 3) The importance of adhering to the evacuation procedures and how 4. the importance of 'good housekeeping' in all buildings and the systems in place to draw to the attention of the Madrasah Fire Officer any issue that may be of concern.

All visitors to the madrasah should be made aware of, and given a copy of the madrasah's "visitor Safety Leaflet" by their host. This leaflet will be available from the office. Contractors to the madrasah will be given detailed Health & Safety documentation upon being awarded the contract and this will include specific information on the course of action to be taken by their operatives in the event of an emergency situation developing whilst they are on site. Contractors will also be required to ensure that their work processes do not compromise any aspect of any fire safety system in place. Disabled staff, students and visitors (even if only temporarily disabled) should be given one to one instruction on the madrasah's fire safety procedures by their host, and adjustments agreed with all parties.

Training

All employees of the madrasah will receive basic fire training annually. This will emphasise the importance of fire prevention and the safe evacuation of a building rather than on how to actually 'fight a fire'. Additional training of individuals will be given as necessary as determined by a risk assessment.

Fire Prevention methods

The following fire prevention measures are in place at madrasah

1. Escape routes in all school buildings are kept clear and unobstructed.
2. Fire evacuation notices and compliant signage are prominently displayed throughout all buildings.
3. Fire extinguishers are located in all madrasah/masjid buildings and are maintained in a good working condition by a professional company contracted by the madrasah/masjid. The location of such equipment is as defined by visiting Fire Officers from Shropshire Fire & Rescue, from our professional advisors or by Building Regulations.
4. All installed fire detection systems trigger sounders located throughout the building and in some areas visual beacons are also activated.
5. Emergency lighting systems are installed to all emergency exits and escape routes and these are regularly tested.

6. All installed fire systems are tested weekly by the Works Department and logged in individual log books held in each building.
7. Comprehensive information is kept by the Estates Department with regards to the location of emergency gas & electric shut off points, hydrants etc. The individual fire risk assessments undertaken for the main mosque building contains detailed information of services and utilities.
8. Minor works certificates and/or electrical installation certificates are required for all electrical work undertaken by outside contractors.
9. The madrasah undertakes fixed electrical installation tests to all buildings on a rolling programme.
10. The installation of lightning protection systems is ongoing and all testing and a specialist contractor undertakes the servicing of the systems.
11. All gas installations and services are carried out by qualified engineers and all necessary records are kept.
12. Flammable rubbish is not allowed to accumulate in buildings and the central processing of the general waste and storage of recycled goods is away from buildings.

Fire Risk Assessments

1. A generic Fire Risk Assessment has been undertaken for the whole school site as well as more detailed assessments for individual buildings.
2. Assessments will be reviewed by the Madrasah's Fire Officer.
3. In the normal course of events, Fire Risk Assessments for individual buildings will be reviewed at least annually on a rolling programme. All Fire Risk Assessments are held by the Estates Office with copies being held on the staff intranet site.
4. The management team should read those that apply to them and any comments on how to improve them are always welcome.

Monitoring

Madrasah will review this policy annually and assess the implementation and success of the policy. Should any concerns arise in the effectiveness of this policy, they will be immediately dealt with

All children are required to follow the Madrasah safety rules and strictly follow the instruction of the teachers during any emergencies.

Fire drills are a precautionary measure for the safety of the students and are regularly done to remind the children of the procedure should an unlikely event a fire take place.

Exiting the building

Students will leave the building in the manner prescribed for each classroom. Teachers will provide this information and explain the procedure in case of a fire drill and teachers will indicate the exit route to be used and direct all

students to a predetermined assembly point. Anyone who is not in class when the fire alarm sounds must immediately go to the assembly point from the nearest clear exit.

All students are required to follow the following instructions:

- All books and materials must be left and
- Students are to leave the building in a single file in a quiet and orderly manner.
- No running as running creates panic and
- to refrain from conversation, and
- To walk independently of others during fire drills. [no overtaking]

Each teacher will be responsible to ensure that the register/roll call is taken and reported to the nominated person in charge of evacuation to verify that everyone is accounted for.

Assembly Point

The area outside the Madrasah premises that is designated as the assembly point is the car park under the Tree.

Returning to the building

- In a single file, the students will return to the building and their classrooms in an orderly fashion. The register must be taken by every teacher in their classrooms.
- Students may not leave the Madrasah property during the emergency and are not to get into any vehicle during a school evacuation.

False Fire breaking a fire alarm point without good cause will result in disciplinary action.

Data Protection Policy - Privacy Notice

In accordance with Data Protection Act 2018 (GDPR), individuals have the right to be informed about how Darul Arqam uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about students and their parents/guardians.

In accordance with Data Protection Act 2018 (GDPR) all personal information regarding you and your child will be kept confidential, will be held on file and will only be released to any third party, Government Agencies, Police, Courts of Laws where required to do so by law, and in accordance with our policies and or for safeguarding referrals without prior permissions or notice.

The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about students and their parents/guardians includes, but is not restricted to:

- ❖ Contact details, contact preferences, date of birth, identification documents
- ❖ Results of internal assessments
- ❖ Students and curricular records
- ❖ Characteristics, such as ethnic background, or special educational needs
- ❖ Exclusion information
- ❖ Details of any medical conditions, including physical and mental health
- ❖ Attendance information
- ❖ Safeguarding information
- ❖ Details of any support received, including care packages, plans and support providers
- ❖ CCTV images captured on-site

We may also hold data about students and their parents/guardians that we have received from other organisations, including other Schools, Madrasah and Social Services.

Why We Use This Data

We use this data to:

- ❖ Report to you on your child's attainment and progress
- ❖ Keep you informed about the running of the madrasah (such as emergency closures) and events
- ❖ Process payments for madrasah services

- ❖ Provide appropriate pastoral care
- ❖ Protect student welfare
- ❖ Administer admissions waiting lists
- ❖ Assess the quality of our services
- ❖ Comply with our legal and statutory obligations

Our legal basis for using this data

We only collect and use personal data of students and their parents/guardians when the law allows us to. Most commonly, we process it where:

- ❖ We need to comply with a legal obligation
- ❖ We need it to perform an official task in the public interest

Less commonly, we may also process students' personal data in situations where:

- ❖ We have obtained consent to use it in a certain way
- ❖ We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use personal data of students and their parents/guardians, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn. Some of the reasons listed above for collecting and using personal data of students and their parents/guardians overlap, and there may be several grounds which justify our use of this data.

Collecting this information

While the majority of information we collect about students and their parents/guardians is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

How we store this data

We keep personal information about students and their parents/guardians while they are attending our Madrasah. We may also keep it beyond their attendance at our Madrasah if this is necessary in order to comply with our legal obligations.

The record retention schedule within our GDPR policy sets out how long we keep information about students. This policy may be obtained by requesting it via email or telephone.

Data sharing

We do not share information about students and their parents/guardians with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about students and their parents/guardians with:

- ❖ Our local authority – to meet our legal duties to share certain information with it, such as concerns about students' safety and exclusions
- ❖ The Department for Education (a government department) – we share data with the Department for Education on a statutory basis. We are required to share information with the (DfE) under regulation 5 of The Education (Information about Individual students) (England) Regulations 2013.
- ❖ Service Providers – so that they can provide the services we have contracted them for
- ❖ Financial organisations – to administer the financial aspects of your relationship with us. We appoint external and internal auditors who will see some students' personal data during the course of their investigations.
- ❖ Central and local government – to give and receive information and references about past, current and prospective students, including relating to outstanding fees or payment history, to/from any educational institution that the student attended or where it is proposed they attend and to provide reference to potential employers of past students.
- ❖ Health authorities – We need to share information about student's health and wellbeing with the NHS, Department of Health, the nurses, immunization team, GP, Public Health etc... to safeguard and promote student health and welfare, prevent the spread of infections, and to protect against life threatening diseases some of which may pose a public health concern. The NHS also use information about students for research and statistical purposes, to monitor the performance of local health services and to evaluate and develop them.
- ❖ Security organisations – to operate security (including CCTV) in accordance with the Madrasah's CCTV policy; and where otherwise reasonably necessary for the Madrasah's purposes, including to obtain professional advice and insurance for the Madrasah
- ❖ Health and social welfare organisations – to safeguard student welfare and provide appropriate pastoral (and where necessary, medical) care, and take appropriate action in the event of an emergency, incident or accident, including by disclosing details of their medical condition where it is in their interest to do so: for example, for medical advice, social services, insurance purposes or to organisers of Madrasah trips;
Professional advisers and consultants – to assist the Madrasah in fulfilling its obligations and to help the Madrasah run properly.
- ❖ Police forces, courts, tribunals – to fulfil and monitor our responsibilities under equalities, immigration and public safety legislation. We will need information about any court orders or criminal matters which relate to students. This is so that we can safeguard students' welfare and wellbeing and the other students at the

Madrasah. We need to share information with the police or our legal advisers if something goes wrong or help with an enquiry. For example, if a student is injured at Madrasah or if there is a burglary.

- ❖ Professional bodies – in accordance with Data Protection Law, some of the Madrasah’s processing activity is carried out on its behalf by third parties, such as IT systems, web developers and cloud storage. Where possible this is subject to contractual assurances that personal data will be kept securely and only in accordance with the Madrasah’s specific direction.

Your Rights

Individuals have a right to make a ‘subject access request’ to gain access to personal information that the Madrasah holds about them.

Parents/guardians can make a request with respect to their child’s data where the child is not considered mature enough to understand their rights over their own data.

If you make a subject access request, and if we do hold information about you or your child, we will:

- ❖ Give you a description of it
- ❖ Tell you why we are holding and processing it, and how long we will keep it for
- ❖ Explain where we got it from, if not from you or your child
- ❖ Tell you who it has been, or will be, shared with
- ❖ Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- ❖ Give you a copy of the information in an intelligible form

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request please contact our Senior Management Team.

Other rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- ❖ Object to the use of personal data if it would cause, or is causing, damage or distress
- ❖ Prevent it being used to send direct marketing
- ❖ Object to decisions being taken by automated means (by a computer or machine, rather than by a person) In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- ❖ Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our Senior Management Team.

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our Senior Management Team.

Fees Terms and Conditions for courses and payments:

Payments:

To ensure your place upon a course (On Demand/short courses), full payment is expected in advance before the commencement of the course. Your place is only secured upon receipt of payment in full. For continuous courses, we expect a standing order or a recurring debit card transaction, which can be set up via our website. Please use the payment page linked to set up a monthly payment. Enrolment and payment establish your commitment to the course. Attendance is expected, and lack of attendance does not alter the amount of fees that are payable.

Continuous Course Payments:

All fees for our Continuous Courses must be paid every month regardless of holidays. The fees are broken down over 12 months to make it easier to process. Example: Madrassah Fees breakdown: Madrassah Academic Yearly fees = £588 so the $£588 \div 12 = £49$ per month (over 12 months)

Fee Concessions:

In cases of genuine financial difficulty, we request a written statement of the difficulties experienced, together with some documentary evidence supporting your claim. For example, a photocopy or scan of a means-tested benefit letter. Non-means-tested benefits will not be accepted as evidence of an inability to pay. The decision to award a fee concession is discretionary and it is raised to the trustees of the Trust. This decision is final. Applications for a fee concession can be sent to info@datrust.org or by post to 16 Thurmaston Lane, Leicester, LE5 0TP

Withdrawals:

Students may withdraw from the course after attending the first two sessions and receive a full refund of the course fees, minus a £25 administration charge. Students who withdraw after the third session, but within the first 4 weeks of the course, will receive a 50% refund on fees, less the £25 administration charge. Students wishing to withdraw after four weeks will not be eligible for a refund on fees. **Madrassah withdrawals required One Month Notice in Advance with payment covered.** However, it's very important to contact the admin office before the cancellation of the direct debit to clear the account.

Transfers:

Transferring to another suitable course may be possible in some cases. Transfers should be made within the first week of the course (for short courses) and within the first two weeks of the course (for longer courses). To apply for a transfer, please email info@datrust.org Final Note If you do have any Comments, enquiries or complaints please do

not hesitate to contact us. We are always happy to discuss issues with you Insha'Allah. Our Aim is to Provide Fast, Flexible and Friendly Service.

Madrassah Fees (Classes F1 to C8)

Madrassah Academic Yearly fees are £588. This payment is spread over 12 months, which comes to £ 49 per month to ease payment for parents. This is regardless of the holidays. It is not over 10 months and anyone who pays for only 10 months will have defaulted on payment and will jeopardise their children's future place in the madrassah.

$£588 \div 12 = £49$ per month (over 12 months).

Mini Miracles

Mini Miracles Academic Yearly fees are £540. This payment is spread over 12 months which comes to £ 45 per month to ease payment for parents. This is regardless of holidays. It is not over 10 months and anyone who pays for only 10 months will have defaulted on payment and will jeopardise their children's future place in the madrassah.

$£540 \div 12 = £45$ per month (over 12 months).

Youth Alimiyyah

Youth Alimiyyah Yearly fees are £540. This payment is spread over 12 months which comes to £ 45 per month to ease payment for parents. This is regardless of holidays. It is not over 10 months and anyone who pays for only 10 months will have defaulted on payment and will jeopardise their children's future place in the Youth Almiyyah.

$£540 \div 12 = £45$ per month (over 12 months).

Hifz Quran

Hifz Quran Yearly fees are £600. This payment is spread over 12 months which comes to £ 50 per month to ease payment for parents. This is regardless of holidays. It is not over 10 months and anyone who pays for only 10 months will have defaulted on payment and will jeopardise their children's future place in the Hifz Quran.

$£600 \div 12 = £50$ per month (over 12 months).



Please print only this page and fill in the Declaration & signature below and return it to the Madrasah.
Cut on the dotted line

Declaration & Signature

I, the undersigned, _____ (Print Name)

Parent of _____ have read the madrasah Policy & hereby accept the complete Madrasah policy and agree to adhere it. I fully understand that if I or my child fail to follow the Madrasah policy, my child may lose their place in the Madrasah.

Signed: _____ Date: _____