



MADRASAH AT TAQWA

CHILD

PROTECTION

POLICY

**SAFEGUARDING
ANTI BULLYING
CHILD PROTECTION
CP OFFICERS**

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CHILD PROTECTION & SAFEGUARDING POLICY

Madrasah at Taqwa values young people and children as being a vital part of the organisation and desires to see them grow, mature and be challenged in a healthy and safe environment. This document outlines the Madrasah's policy on identifying and responding to concerns regarding the safeguarding and protection of children and young people.

This safeguarding policy aims to provide clear direction to staff and others about expected codes of behaviour in dealing with child protection issues. The policy also aims to make explicit the Madrasah's commitment to the development of good practice and sound procedures. The purpose of the policy therefore, is to ensure that child protection concerns and referrals are handled sensitively, professionally and in ways that support the needs of the child.

The name of the child protection officer for the Madrasah is Huzaifah Seedat and a copy of this child protection policy will be kept in the office with (Madrasah Admin).

Purposes

The purpose of Madrasah at Taqwa's children and young people's Islamic Education is to offer the students a safe and welcoming environment with fun activities where the students can grow and learn their Islamic studies. Whether this be through activities, or through other independent groups working in partnership with Madrasah at Taqwa.

The Madrasah fully recognises the contribution it can make to protect the children and support the pupils in its care. The Madrasah is fully committed to its statutory and ethical obligations in terms of safeguarding children and promoting the welfare of children.

There are three main elements to the Madrasah's safeguarding policy:

1. Prevention - encourage a positive atmosphere, careful and vigilant teaching, pastoral care, support to pupils, providing good adult role models.
2. Protection - following agreed procedures, ensuring staff are trained and supported to respond appropriately and sensitively to child protection concerns.
3. Support - to pupils, to children who may have been abused and their parents, and Madrasah staff. This policy applies to all adults who work in our Madrasah.

Ofsted adopts the definition of Safeguarding as used in the Children Act 2004 and the Department for Education (DfE) guidance document, 'Working Together to Safeguard Children 2018',

which define safeguarding and promoting children and young people's welfare as:

- protecting children from maltreatment,
- preventing impairment of children's health or development,
- ensuring that children are growing up in circumstances consistent with the provision of safe and effective care, and,
- taking action to enable all children to have the best outcomes."

Aims

- To provide Islamic Education and activities for children and young people to help them develop from childhood into adulthood and to provide support for them.
- To enable the children to express themselves.
- To assist the children in integrating into the community.
- To help children/young people appreciate the diversity of their own culture and others around them

Safeguarding Statement of Intent

The Madrasah has developed a Safeguarding Management Framework that ensures all staff and volunteers take the necessary steps to safeguard young people in all the work they do. The Madrasah is committed to taking all reasonable steps to ensure that risks of harm to young people's welfare are minimised through the provision of clear guidance for staff and volunteers in the following areas:

- Child Protection (see Madrasah Child Protection Policy - Appendix C)
- Risk Assessment and Management
- Safe Recruitment
- Codes of Conduct
- Complaints
- Whistle Blowing - (reporting bad practice)
- Grievance & Disciplinary Procedures

All Staff and Volunteers will:

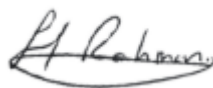
- Ensure they have read, signed up to and are using the Madrasah's Safeguarding Procedures into the work they do with young people/children.
- Work in a positive way to protect children/young people from potential harm or damage.
- Take all appropriate actions to address concerns about the welfare and/or safety of a young person.
- Work to agreed Madrasah policies and procedures in full partnership with other local agencies.
- Collate, record and share information in line with the Madrasah's Confidentiality/Data Protection Procedures.

The Madrasah will remain committed to ensuring that it promotes an open work culture where staff, volunteers, young people and their carers feel confident that any concerns they have will be addressed.

Signed on behalf of the Board and Trustees:

Date:

Head Teacher & Education Lead for Madrasah:



20.03.2026

Moulana Hafiz Rahman

Organisation

1. Each child and young person should be formally registered within the Madrasah. The information includes an application /information/ consent form which their parent/guardian must complete. These forms have vital information about health and emergency contacts and should be kept securely and never be shared (see Appendix B)
2. Attendance register: a register should be kept for each session or lesson. Each session/lesson lasts 1h30.

SLT and DSL

1. The Senior Leadership Team consists of Zakeria Takolia, Hafiz Rahman, Mehruz Rehman & Huzaifah Seedat.
2. The Designated Safeguard Lead and CPO is Huzaifah Seedat.

Child Protection Representative

Madrasah at Taqwa has appointed a child protection representative, whose name is displayed as Huzaifah Seedat. If any worker has any child safety concerns, they should discuss them with him. He will take on the following responsibilities:

- Ensuring that the policy is being put into practice;
- Being the first point of contact for child protection issues;
- Keeping a record of any concerns expressed about child protection issues;
- Bringing any child protection concerns to the notice of the Management Committee and contacting the Local Authority if appropriate;
- Ensuring that paid staff and volunteers are given appropriate supervision;
- Ensuring that everyone involved with the organisation is aware of the identity of the Child Protection Representative.

The policy will be reviewed on an annual basis to ensure that it is meeting its aims.

Trips/Outings

1. When organising a trip/outing make sure a trip/outing slip is completed. This includes details about the trip and a section for parents to give their consent. These slips must be returned before the event takes place and must be brought on the trip with the completed group information/consent forms. (If a group information/consent form has not already been completed for a child or young person, then it will need to be completed).
2. Ensure that there is adequate insurance for the work and activities.

Personal/Personnel Safety

- A group of children or young people under sixteen should not be left unattended at any time.
- Avoid being alone with an individual child or young person for a long time. If there is a need to be alone with a child or young person (e.g., first aid or he/she is distressed) make sure that another worker knows where you are and why.
- At no time should a volunteer or worker from any external organisation arrange to meet a young person away from the activity without someone else being there.
- As such meetings should be planned and have the approval of a member of the Committee (this must be someone other than the organiser themselves).
- Teenage assistants should always be supervised.

CHILD PROTECTION

(Appendix C)

These procedures have been designed to ensure the welfare and protection of any child and/or young person who accesses the services provided by the Madrasah. The procedures recognise that child protection can be a very difficult subject for workers to deal with and that it is sometimes easier to close your eyes to what is happening or believe that it is somebody else's problem to deal with.

The Madrasah is committed to the belief that protecting children and young people is everybody's responsibility and therefore the aim is to provide guidelines that will enable all workers and volunteers to act appropriately to any concerns that arise in respect of a child/young person.

The Madrasah is committed to the ethos of providing an atmosphere which promotes equal opportunities for all, and importantly, to treat everyone with respect as taught by the Prophet Muhammad (SAW).

Child Safety

1. Make sure that the area you are using for activities is fit for the purpose, e.g. remove furniture, which could cause injury in energetic games.
2. Make sure that all workers and assistants know
 - Where the emergency phone is and how to operate it
 - Where the first aid kit is
 - Who is responsible for First Aid and how to record accidents or injuries in the incident book
 - What to do in the event of a fire or other emergency

3. Once a year there should be a fire practice
4. Do not let children go home without an adult unless the parent has specifically said they may do so via written and signed consent. Never let a child go with another adult unless the parent has informed you that this will happen.
5. If private cars are used for an outing, the drivers must be approved by the committee, be properly insured, have rested before driving, and should have clean licenses. There should always be at least one other responsible person (16 or over) in each vehicle. All vehicles should be fitted with full seatbelts, not just lap belts. Full seatbelts should always be used.

Under normal circumstances, workers are not allowed to give a lift home to a young person from group activities if the parents of the young person have specifically asked for them to do so. This may happen in very extreme circumstances. (If workers are asked to give a young person or child a lift home, they are not obliged to do so, it is left to their discretion).

In the case of trips or outings, it should be made clear if workers' cars will be used and where the children or young people will be returned to.

New Workers

Workers and assistants are by far the most valuable resource the group has for working with young people. When recruiting and selecting paid workers and volunteers the following steps will be taken:

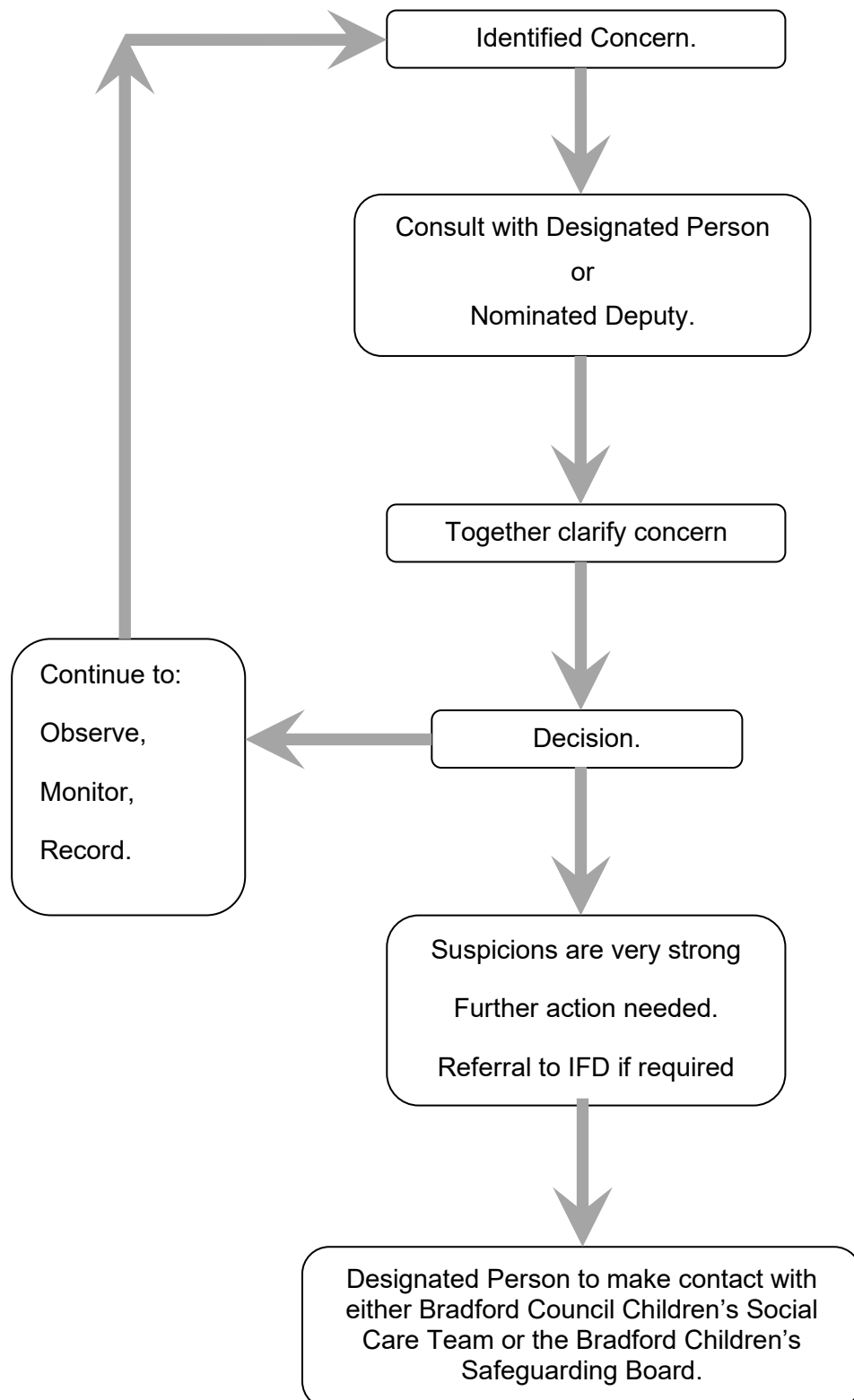
- Completion of an application form;
- An interview by three people from the Committee, who will take the final decision;
- Identifying reasons for gaps in employment, and other inconsistencies in the application;
- Checking of the applicants' identity (passport, driving license, etc);
- Taking up references prior to the person starting work;
- Ensuring criminal record checks have been carried out through relevant local agencies approved by the DBS
- Taking appropriate advice before employing someone with a criminal record;
- Allowing no unaccompanied access to children until all of the above have been completed;
- A probationary period of 3 months for new paid workers and volunteers;
- On-going supervision of paid workers and volunteers;
- Ensuring good practice is followed in working with children and young people by providing appropriate training and guidance;
- A nominated Child Protection representative on the Management Committee.

TYPES OF ABUSE

Physical Abuse	Physical abuse includes such things as hitting with the hand, fist, or implement, shading, slapping, squeezing, burning, biting, giving children alcohol, inappropriate drugs or poison, attempting to suffocate or drown.
Emotional Abuse	Emotional abuse occurs when a child is subjected to a persistent lack of affection, warmth or praise, where children are taunted, threatened or scapegoated.
Neglect	Neglect means that there is continuous failure to meet a child's basic needs, for example, for food, warm clothing, leaving children alone or unsupervised, and failing to give love and affection.
Sexual Abuse	Sexual abuse can be defined as the use of children by adults to meet their own sexual needs and where children do not have the power or understanding to agree/consent to what happens to them. It may include sexual intercourse, touching inappropriately, as well showing children pornographic and inappropriate videos and magazines.

Source: www.wlscb.org.uk

SUSPECTED CHILD AT RISK - ACTION PLAN



Training

It is a great benefit if workers undertake regular training for this type of work. The committee should keep workers informed of relevant courses.

What is child protection?

Child protection is the response to the different ways in which a young person's or child's physical, emotional, intellectual and spiritual health is damaged by the actions of another person.

What you should do

1. Listen to the child/young person
2. Look at them directly and do not promise to keep any secrets before you know what they are, but always let the child/young person know if, and why, you are going to tell anyone
3. Look at them directly and do not promise to keep any secrets before you know what they are, but always let the child/young person know if, and why, you are going to tell anyone
4. Take whatever is said to you seriously and help the child/young person to trust his/her own feelings. Take notes of exactly what is said to you avoiding assumptions and conjecture.
5. It is not the role of the worker to investigate any allegations (this would contaminate evidence if a situation went to court). Any disclosure by a child/young person must be reported to the named child protection officer.
6. Speak immediately to the Local Authority or NSPCC for further advice and guidance.

What you should *not* do

1. Workers/volunteers should not begin investigating the matter themselves.
2. Do not discuss the matter with anyone except the correct people in authority.
3. Do not form your own opinions and decide to do nothing.

Things to say or do:

- 'What you are telling me is very important'
- 'This is not your fault'
- 'I am sorry that this has happened/is happening'
- 'You were right to tell someone'
- 'What you are telling me should not be happening to you and I will find out the best way to help you'
- 'Make notes soon after the event. Try to write down exactly what the young person or child said. Avoid assumptions or conjecture.'

Things *not* to say or do:

- Do not ask leading questions – Why? How? What?
- Do not say 'Are you sure?'
- Do not show your own emotions e.g. shock/disbelief
- Do not make false promises

MANAGING ALLEGATIONS OF ABUSE AGAINST STAFF

Introduction

The Madrasah takes its responsibility of care for its students seriously and fully endorses the principles and practice of Every Child Matters. We recognise that any possibility that a member of staff may have hurt a student must be investigated thoroughly, but in a way that does not prejudice either the student or the member of staff. Any investigation of an allegation of abuse against a member of staff must follow the objective, professional standards and routines described here.

Initial Allegation Made to the School

Any allegation of abuse by a teacher on a student must be reported to the Head Teacher immediately without delay. Should the initial allegation first be made to any other member of staff then that member of staff must either request the person raising the allegation to report it to the Head Teacher, or if that is not possible, to pass details of the allegation to the Head Teacher immediately.

Should the allegation be made against the Head Teacher, this should be brought to the attention of the Trustees immediately.

Should the allegation meet any of the following criteria then the Head Teacher must report the allegation to the Local Authority Designated Officer on the same day that the allegation is received:

A teacher or member of staff (including a volunteer) in the Madrasah that provides education for children 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 children in a way that indicates s/he is unsuitable to work with children.

Support

It is important that support systems are in place for the person who faces an allegation. The management committee / Trustees have delegated this duty to the Head Teacher or Nominated Deputies to fulfil this role. As well as providing support through listening, they will advise on appropriate outside help, such as counselling or legal services.

Initial Consideration

The Head Teacher will discuss the matter with the Local Authority Designated Officer and provide any further details of the allegation and the circumstances in which it was made. The Head Teacher should not investigate the allegation at this stage. The discussion will also consider whether there is evidence or information that establishes that the allegation is false or unfounded.

If the allegation is not patently false and there is cause to suspect that a child is suffering or is likely to suffer significant harm, the Local Authority Designated Officer will immediately refer to Children's Social Care and ask for a strategy discussion in accordance with 'Working Together to Safeguard Children' to be convened straight away. In those circumstances the strategy discussion should include the Local Authority Designated Officer and the Head Teacher.

If there is not cause to suspect that "significant harm" is an issue, but that a criminal offence might have been committed, the Local Authority Designated Officer should immediately inform the Police and convene a similar discussion to decide whether a Police investigation is needed. That discussion will also involve the Madrasah and any other agencies involved with the child.

Action following Initial Consideration

Where the initial consideration decides that the allegation does not involve a possible criminal offence it will be for the Head Teacher to deal with it. In such cases, if the nature of the allegation does not require formal disciplinary action, the Head Teacher should institute appropriate action within three working days. If a disciplinary hearing is required and can be held without further investigation, the hearing should be held within 15 working days.

Where further investigation is required to inform consideration of disciplinary action, the Head Teacher should discuss who will undertake that with the Local Authority Designated Officer. The investigating officer should aim to provide a report within 10 working days.

On receipt of the report of the disciplinary investigation, the Trustees should consult the Local Authority Designated Officer, and decide whether a disciplinary hearing is needed within two working days. If a hearing is needed it should be held within 15 working days.

In any case in which Children's Social Care has undertaken enquiries to determine whether the child or children are in need of protection, the Head Teacher and Trustees should take account of any relevant information obtained in the course of those enquiries when considering disciplinary action.

The Local Authority Designated Officer should continue to liaise with the Madrasah to monitor progress of the case and provide advice or support when required or requested.

Case Subject to Police investigation

If the Police and/or CPS decide not to charge the individual with an offence, or decide to administer a caution, or the person is acquitted by a Court, the Police should wherever possible aim to pass all information they have which may be relevant to a disciplinary case to the Head Teacher within three working days of the decision. In those circumstances the Head Teacher and the Local Authority Designated Officer should proceed as described above.

In any case in which Children's Social Care has undertaken enquiries to determine whether the child or children are in need of protection, any information obtained in the course of those enquiries which is relevant to a disciplinary case should also be passed to the Madrasah and the Head Teacher should request this information.

Referral

If on conclusion of the case the Madrasah ceases to use the person's services, or the person ceases to provide his or her services, the Madrasah should consult the Local Authority Designated Officer about whether a referral to the Department for Education or the Disclosure and Barring Service is required. If a referral is appropriate, the report should be made within one month.

Appendix A

- 807 Great Horton Road, Bradford, West Yorkshire, BD7 4AG
- Mobile: 07395446048
- Email: info@masjidat-taqwa.co.uk

Appendix B

Application Form

Madrasah at Taqwa Registration



Assalamualaikum w.w

Please Note:

- There is a waiting list with an approximate wait time of 6 months
- Applicants 10+ for girls and 13+ for boys will NOT be accepted
- Students must attend 5 days a week. We are not able to accommodate early finishing times for students and/or attending less than 5 days a week due to any outside commitments
- All new applicants will be placed on a 2 week trial following a 1 to 1 report with the parents. The conclusion of the report will determine if the child has been granted a space in Madrasah at Taqwa

**This is entirely dependent on a student dropping out which we cannot guarantee a time frame
Please ensure you fill in the details correctly*

i * denotes required field

Parent

*Your name: (Parent/Guardian)

*Surname:

*Relation to student:

Type:

 Autofill: **Father** **Mother** **Brother** **Sister**

 *Your email:

 *Confirm email:

 Parent Portal Password:

 Confirm password:

If you already have an account and a password, you can skip this and leave it blank. Otherwise you should set your password now to login to the parent portal now.

 Telephone:

 *Mobile:

 *Address:
Residential address

*Postcode:

Students



 Student #1:	First Name	Surname
D.O.B:	dd/mm/yyyy	 Gender: SELECT 
 Email:	Student Portal Login Email	
 Add medical info/notes 		
Select Provision (required)		
Are you applying for Madrasah or Mini Mutaqeens?		
☐ Madrasah (age 6 to 13) (5pm to 6.45pm) (Mon to Fri)		

☐ Hifz Class (5pm to 8pm) (Mon to Fri)

Previous Madrassah (required)

Reason for leaving

Previous Education (required)

Which Madrasah has your child previously attended?

Previous Level (required)

How would you describe your child's reading level?

- ☐ Beginner
- ☐ Intermediate
- ☐ Advanced

Previous Reading (required)

Is your child able to independently read fluently with correct Tajweed?

- ☐ Yes
- ☐ No

Previous Study (required)

Is your child able to read the Arabic letters?

- ☐ Yes
- ☐ No

Going Home Option (required)

Is your child allowed to go home by themselves?

- ☐ Yes

Contacts

You are the primary contact. You can add more contacts below.

Additional Contact #1

You are required to provide at least 1 additional contact or an emergency contact.

 Contact Name:

 Email:

 Tel.:

 Parent Portal Password:

 Confirm:

 Mobile:

 Alt. Mob.:

Relation:

Type:

☐ **Primary Contact?** This means the contact will receive emails related to the student. The contact will also see the student on the parent portal to view progress and other information. If you select no here, this contact will not see the student on the parent portal.

Add Another Contact

By submitting this application, you agree with the Madrasah rules and regulations - [Rules & Regulations Doc](#)

Going Home Option (required)

Is your child allowed to go home by themselves?

☐ Yes

☐ No

School (required)

Which school does your child attend?

Siblings (required)

Does the applicant have any relatives currently studying at this Madrasah?

First Aid (required)

Do you give consent for us to provide First Aid for your child?

☐ Yes

☐ No

Media (required)

Do you give consent for us to use photographs of your child to use in our social media content

☐ Yes

☐ No

[Add Another Student](#)

This policy was updated by Madrasah at Taqwa on Friday 20th March 2026

Signed on behalf of the Management Committee by:

Signature (HEAD TEACHER) HAFIZ RAHMAN

.....

Signature (TRUSTEE) ZAKERIA TAKOLIA

.....

The policy has been reviewed by the Management Committee on:

Date: 20/03/2026