

Kidbrooke Islamic Centre (KIC)

Madrassa Terms & Conditions & Safeguarding Policy

Part A – General Terms & Conditions

1. Introduction & Purpose

The Kidbrooke Islamic Centre Madrassa (“the Madrassa”) provides Qur’an, Tajweed, Islamic Studies and faith-based learning for children and young people. These Terms & Conditions, together with our Safeguarding Policy, set out the rights, responsibilities, and obligations of the Centre, its staff, students, and parents/guardians.

By enrolling your child, you agree to abide by these Terms & Conditions and support the Madrassa’s mission to provide a safe, secure and beneficial environment for all learners.

2. Enrolment Procedures

- Parents/guardians must complete and sign a Registration Form before their child attends classes.
 - Accurate information, including medical conditions, allergies, emergency contacts, and authorised collectors, must be provided.
 - The Madrassa reserves the right to refuse or withdraw enrolment if information is withheld, false, or incomplete.
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3. Attendance & Punctuality

- Students are expected to attend all sessions regularly and punctually.
- Parents/guardians must notify the Madrassa in advance of absences.
- Persistent lateness or non-attendance without valid reason may result in a meeting with parents, followed by possible suspension or removal.
- Children must be collected on time. Staff are not responsible for supervision beyond scheduled class hours.

4. Fees, Payments & Refunds

- Fees are charged on a 4-week cycle and must be paid in advance.
- Standard fees: £50 per child. Discounts: £45 (2–4 siblings), £40 (5+ siblings).
- The first week (two sessions) is provided as a free trial.
- No refunds will be issued for absences, illness, holidays, or voluntary withdrawal mid-cycle.
- Failure to pay on time may result in suspension of the child's place.

5. Behaviour & Code of Conduct

- Students must respect teachers, staff, peers, and property.
- Behaviour expected includes: good manners, listening to teachers, following instructions, refraining from disruptive or disrespectful actions.
- The Madrassa operates a three-stage discipline policy:
 1. Verbal warning and guidance.
 2. Meeting with parents/guardians.
 3. Suspension or permanent removal.
- Bullying, discriminatory remarks, verbal abuse, or violence will not be tolerated.

6. Parent & Guardian Responsibilities

- Ensure punctual attendance and collection.
- Support the Madrassa by reinforcing behaviour expectations and assisting with learning at home.
- Keep all contact details and medical information updated.
- Respect staff decisions regarding discipline and safeguarding.
- Parents must not use inappropriate behaviour or language towards staff, volunteers, or other parents.

7. Communication & Use of the Madrassa App

- Parents will be provided access to the Madrassa app.

8. Withdrawal & Termination of Place

- Parents wishing to withdraw their child must provide two weeks' written notice.
- Without notice, fees remain payable for the current cycle.
- The Madrassa reserves the right to terminate a child's place in cases of:

- Persistent non-payment of fees.
 - Continuous disruptive behaviour.
 - Safeguarding concerns.
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9. Complaints & Disputes Procedure

- Parents are encouraged to raise concerns informally with teachers in the first instance.
 - Formal complaints must be made in writing to the Madrassa Coordinator.
 - If unresolved, the matter will be referred to the KIC Management Committee.
 - Complaints will be dealt with promptly, fairly, and confidentially.
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Part B – Safeguarding & Welfare

10. Safeguarding Commitment

KIC is committed to ensuring the welfare of all children and vulnerable adults in our care. Our safeguarding framework is guided by:

- The Children Act 1989 & 2004
- The Working Together to Safeguard Children (2018) guidance
- The Care Act 2014
- The Prevent Duty (Counter-Terrorism and Security Act 2015)
- The Human Rights Act 1998
- Local safeguarding partnership procedures

We believe every child has the right to protection from harm, neglect, exploitation, and radicalisation.

11. Designated Safeguarding Lead (DSL)

- The Madrassa will appoint a Designated Safeguarding Lead (DSL).
 - The DSL is responsible for handling safeguarding concerns, reporting incidents, liaising with local safeguarding authorities, and ensuring compliance with legal requirements.
 - In the absence of the DSL, a nominated deputy will act in their place.
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12. Staff & Volunteer Conduct – Code of Practice

All staff and volunteers must:

- Maintain professional boundaries.
 - Avoid being alone with children in unsupervised settings.
 - Refrain from any physical contact unless necessary (e.g., first aid).
 - Never use inappropriate, abusive, or discriminatory language.
 - Report all safeguarding concerns immediately.
 - Uphold Islamic values and act as positive role models.
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13. Safe Recruitment, Training & DBS Checks

- All staff and volunteers will undergo safer recruitment procedures, including references and identity checks.
 - Enhanced DBS checks are required for all individuals working directly with children.
 - Induction and safeguarding training will be provided to ensure staff understand policies, procedures, and reporting lines.
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14. Recognising, Reporting & Responding to Concerns

- All concerns about abuse, neglect, or welfare must be reported to the DSL without delay.
 - Staff are not expected to investigate but to record and report.
 - Concerns may involve physical, emotional, sexual, financial, discriminatory abuse, neglect, self-neglect, or radicalisation.
 - The DSL will decide on referral to social services, police, or Prevent authorities as appropriate.
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15. Managing Allegations Against Staff

- Any allegation of abuse by a staff member will be taken seriously and handled in line with statutory guidance.
 - Depending on the case, there may be:
 - A criminal investigation
 - A child protection investigation
 - An internal disciplinary process
 - Staff accused of misconduct may be suspended pending investigation.
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16. Confidentiality & Information Sharing

- Information will only be shared on a “need-to-know” basis.
 - Records will be stored securely in compliance with Data Protection (GDPR) laws.
 - Confidentiality will not prevent appropriate action being taken to protect children.
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17. Bullying, Harassment & Discrimination Policy

- Bullying of any form will be treated as a safeguarding matter.
 - Victims will be supported and perpetrators disciplined.
 - Discrimination based on race, gender, disability, faith, or background is strictly prohibited.
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18. Photography, Filming & Social Media

- No photography or video recording is allowed during classes without prior written parental consent.
 - Images will only be used for Madrassa-approved purposes and stored securely.
 - Parents are asked not to share images of other children on social media.
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19. Prevent Duty & Radicalisation

- Staff are trained to recognise signs of radicalisation.
 - Concerns will be reported to the DSL, who may refer to local Prevent authorities.
 - Students will be encouraged to engage critically and constructively with Islamic knowledge, protecting them from extremist influence.
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20. Health, Safety & Emergency Procedures

- Fire safety drills and evacuation procedures are in place.
 - First aid provision is available on site.
 - Accidents and incidents will be recorded and reported to parents.
 - Parents must inform staff of medical conditions, allergies, or special needs.
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21. Data Protection (GDPR Compliance)

- Personal data is collected only for administration, safeguarding, and educational purposes.

- Data will be processed lawfully, stored securely, and not shared without consent unless legally required.
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Part C – Legal Protections & Disclaimers

22. Limitation of Liability

- The Madrassa is not responsible for:
 - Loss or damage to personal belongings.
 - Transport arrangements to/from classes.
 - Matters beyond reasonable control (e.g., building closures, emergencies).
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23. Insurance & Risk Management

- KIC maintains public liability insurance for its activities.
 - Risk assessments are carried out regularly to minimise hazards.
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24. Policy Review & Updates

- This document will be reviewed annually.
 - Updates will be communicated to parents before implementation.
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25. Parent Declaration & Agreement

By signing the registration form, parents/guardians confirm that:

- They have read and understood these Terms & Conditions and Safeguarding Policy.
 - They agree to abide by all policies, procedures, and expectations.
 - They consent to their child's participation in the Madrassa under these terms.
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For queries, safeguarding concerns, or complaints, please contact:

KidbrookeIslamicCentre@gmail.com