



# REGISTRATION & ATTENDANCE *Procedure Policy*



**BANBURY  
MADNI MASJID**

**ABU HASSAN HANIF**

SAFE GUARDING LEAD



**BANBURY  
MAKKAH MASJID**

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# REGISTRATION & ATTENDANCE

## Introduction

Banbury Madni Masjid is committed to providing a safe, organised and welcoming environment for everyone attending its educational, religious and community activities. Effective registration and attendance procedures help protect participants, support safeguarding, ensure accurate emergency information is available, and enable the mosque to meet its legal and regulatory responsibilities.

## Purpose

This policy aims to:

- Ensure all participants are appropriately registered before attending activities.
- Maintain accurate attendance records for safeguarding and operational purposes.
- Record emergency contact and relevant medical information.
- Support the safety and wellbeing of all participants.
- Meet the requirements of UK safeguarding, charity governance and data protection legislation.



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## REGISTRATION & ATTENDANCE

### Scope

This policy applies to:

- Madrasah students
- Weekend and holiday classes
- Adult education programmes
- Youth activities
- Mosque educational and community events
- Staff and volunteers responsible for registration or attendance

### Registration Procedure

All participants must be registered before attending regular activities.

Registration should include:

- Completed registration form.
- Participant's personal details.
- Parent or guardian details (where applicable).
- Emergency contact information.
- Relevant medical conditions, allergies and additional support needs.





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- Consent forms where required (e.g. photographs, trips, emergency medical treatment).
- Collection arrangements for children where applicable.

Registration records must:

- Be checked for accuracy.
- Be updated annually or whenever circumstances change.
- Be stored securely in accordance with UK GDPR.

Attendance registers must:

- Be completed by the responsible staff member or volunteer.
- Be accurate and completed promptly.
- Be stored securely.

### **Parent/Guardian Responsibilities**

Parents and guardians should:

- Provide complete and accurate registration information.
- Inform the mosque of planned absences.



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- Update emergency contact details promptly.
- Notify staff of any medical or welfare changes.
- Ensure children arrive and are collected on time.
- Inform staff of any changes to authorised collection arrangements.

### Staff & Volunteer Responsibilities

Staff and volunteers must:

- Maintain accurate attendance registers.
- Verify attendance at each session.
- Record absences and late arrivals.
- Report attendance concerns to the appropriate safeguarding lead.
- Follow safeguarding procedures at all times.
- Keep registration and attendance records confidential.

### Managing Absences

Where a participant is absent:

- Planned absences should be reported in advance where possible.



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- Unexplained absences should be followed up with parents or guardians where appropriate.
- Reasons for absence should be recorded.
- Repeated or concerning absences should be monitored.
- Safeguarding concerns must be reported and managed in accordance with the mosque's Safeguarding Policy.

### **Late Arrival & Collection**

Late arrivals and collections must be managed safely.

- Recording late arrivals.
- Recording early departures.
- Confirming authorised collection arrangements.
- Verifying identification where necessary.
- Contacting parents or guardians if collection arrangements are unclear.
- Maintaining supervision until safe collection.

### **Data Protection**

Registration and attendance information will be:



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- Stored securely in paper and/or electronic format.
- Accessed only by authorised personnel.
- Treated as confidential.
- Managed in accordance with UK GDPR and the Data Protection Act 2018.
- Securely retained and disposed of in line with the mosque's data retention procedures.

### Record Keeping

The mosque will maintain:

- Registration records.
- Attendance registers.
- Emergency contact information.
- Relevant consent records.

Records will:

- Be reviewed regularly for accuracy.
- Be securely stored.
- Be retained in accordance with legal and organisational requirements.



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LAST UPDATED: JULY 2026

## Monitoring & Review

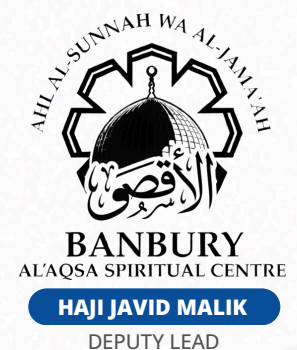
Banbury Madni Masjid will:

- Monitor compliance with this procedure.
- Review registration and attendance practices regularly.
- Review this policy annually or following legislative, safeguarding or operational changes.
- Ensure updates are approved by the Mosque Trustees before implementation.

## Contact Details

For more information on safeguarding at Banbury Madni Masjid or to report a concern, please contact:

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