



WELFARE CHECK PROCEDURE *Policy*



**BANBURY
MADNI MASJID**

ABU HASSAN HANIF

SAFE GUARDING LEAD



**BANBURY
MAKKAH MASJID**

BASHARAT HUSSAIN

JOINT DEPUTY



YASMIN KADUJI

ADMIN



**BANBURY
AL'AQSA SPIRITUAL CENTRE**

HAJI JAVID MALIK

DEPUTY LEAD

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WELFARE CHECK PROCEDURE

Introduction

Monitoring attendance helps identify unexplained absences promptly and ensures appropriate welfare checks are carried out where necessary. This procedure supports a safe learning environment, promotes child wellbeing, and ensures concerns are managed in line with safeguarding responsibilities and UK best practice.

Purpose

This procedure aims to:

- Protect the welfare of all participants.
- Ensure attendance is accurately monitored.
- Respond promptly to unexplained absences.
- Maintain effective safeguarding standards.
- Support communication with parents and carers.
- Reduce potential safeguarding risks.
- Ensure concerns are managed consistently.
- Promote a safe and supportive environment.



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WELFARE CHECK PROCEDURE

Scope

This policy applies to:

- All children attending the Madrasah.
- Youth programmes and activities.
- Adult learning classes (where appropriate).
- Teachers and teaching assistants.
- Volunteers.
- Employees and staff members.
- Trustees and committee members.
- Parents and carers involved in Madrasah activities.

Attendance Monitoring

- Attendance must be recorded at every session.
- Registers should be completed promptly at the start of each class.
- Late arrivals must be recorded.
- Early departures must be documented.
- Unexplained absences should be identified without delay.
- Attendance registers must be stored securely.
- Attendance information must be treated confidentially.
- Attendance records should be available only to authorised personnel.





WELFARE CHECK PROCEDURE

No Show Procedure

- Check the attendance register.
- Confirm the individual was expected to attend.
- Check whether the absence has already been reported.
- Inform the class teacher or supervising member of staff.
- Review emergency contact information.
- Record the unexplained absence.
- Escalate the matter if the absence remains unexplained.
- Follow the Welfare Check Procedure where appropriate.

Welfare Check Procedure

- Contact the parent or carer using the registered contact details.
- Confirm the child's safety and wellbeing.
- Record the outcome of the conversation.
- Make further reasonable contact attempts if required.
- Escalate concerns to the Designated Safeguarding Lead (DSL) where appropriate.
- Follow safeguarding procedures if contact cannot be established or concerns remain.



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WELFARE CHECK PROCEDURE

Escalation Process

Where concerns continue:

- Inform the Designated Safeguarding Lead (DSL) immediately.
- Notify senior management or trustees where appropriate.
- Assess the level of safeguarding risk.
- Follow local safeguarding procedures.
- Contact emergency services only where there is an immediate risk to life or safety.
- Maintain confidentiality throughout the process.
- Record all decisions and actions taken.

Parent / Carer Responsibilities

- Inform the Madrasah of absences in advance whenever possible.
- Notify staff if a child will arrive late or leave early.
- Keep emergency contact information up to date.
- Respond promptly to welfare check calls or messages.
- Collect children at the agreed collection time.



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WELFARE CHECK PROCEDURE



- Inform staff of any changes to collection arrangements.
- Support safeguarding procedures where required.

Staff & Volunteer Responsibilities

- Maintain accurate attendance records.
- Monitor attendance throughout each session.
- Report unexplained absences immediately.
- Follow the Welfare Check Procedure consistently.
- Keep accurate records of actions taken.
- Maintain confidentiality at all times.
- Report safeguarding concerns without delay.
- Work in accordance with the Madrasah's Safeguarding Policy.

Record Keeping

- Attendance registers are retained securely.
- Welfare check actions are documented.
- Safeguarding concerns are recorded accurately.



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WELFARE CHECK PROCEDURE

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- Personal information is processed in accordance with UK GDPR and the Data Protection Act 2018.
- Records are accessible only to authorised personnel.
- Records are retained and disposed of in line with the organisation's retention policy.

Contact Details

For more information on No Show / Welfare Check Procedure at Banbury Madni Masjid or to report a concern, please contact:

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