



# *Daare Arqam Maktab Madrasa*

South Dublin Maktab, Newlands Road, Lucan Dublin



## Important Safety Policy

Dear parents,

Date: 29 April 2018

Please read this document carefully as this is about the safety of your children.

Adhering to the Safety of Children and Vulnerable Adults Policy is a compulsory binding on everyone attending and using the premises of South Dublin Maktab, Lucan, Co. Dublin. This also applies to the management and teacher of Daare Arqam Maktab Madrasa and all the parents of children attending Madrasa.

The managements of Daare Arqam Maktab Madrasa have agreed that no compromise in the Safety Policy can be allowed at any time. Therefore the Managements, the Teacher and the Parents/Guardians of children must adhere to the following rules;

- Children must not be left alone without their responsible adults at any time.
- Every child must accompany his/her parent/guardian up to the door of Maktab. Children must not be allowed to walk without accompanying adult from the car park to the door.
- Every child must be handed over to his/her teacher directly by the parent/guardian.
- Children must arrive at Maktab on time. Occasionally, for valid reasons, late arrival of up to 10 minutes maximum could be allowed. Children will not be taken in to class if they are more than 10 minutes late.
- If Maktab door is closed, Children and Parents/Guardians must not open the door themselves by using lock code.
- At class finishing time, every Parent/Guardian must receive his/her child directly from teacher at the door of Maktab. Children will not be allowed to walk alone without accompanying adult from Maktab door to car park.
- Parents/Guardians must receive children on time. A delay of up to 10 minutes maximum could be allowed occasionally. If any parent/guardian is more than 10 minutes late to receive his/her child, the parent/guardian would have to wait for the next door opening time of the respective Madrasa which would be one to two hours depending on the duration of next class.
- Outside the door of Maktab, before handing over and after receiving children to/from the teacher, safety of children is sole responsibility of parents/guardians.

Any breach in the Safety policy by anyone would be recorded and dealt with accordingly.

For any queries regarding the safety policy the management of respective madrasa should be contacted.

Thank you for your cooperation.

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