

Canberra Islamic School



Guidelines for Supervision of Children in the Masjid Grounds

WwVP clearance – If you are volunteering for more than 3 days in any 4-week period and 7 days in any 12-month period, a Working with Vulnerable People clearance is required. It is easy to apply: fill in the form (select the 'volunteer' option and it's free) in the link below and take it with required documents to any Canberra Connect shopfront and they will take a photo and lodge your application:

<https://form.act.gov.au/smartforms/landing.htm?formCode=1318>

1. Have your WwVP card on you at all times you are volunteering – unless the exception above applies to you.
2. Wear yellow vest - high visibility of go-to person is very important. The Yellow Vests are hanging on the coat stand in the office. The vest can be picked up every morning in the office and returned there at the end of your shift.
3. ensuring safety of children:
 - o watching the perimeters
 - children don't go past the Masjid walls (chasing balls, etc)
 - stay out of the carpark,
 - o don't climb the roof,
 - o children play safely (e.g. stay clear of swing when in use, don't throw sticks or stones, etc)
 - o Children respect each other, take turns, etc
 - o Ball games are played safely
 - o in case of conflicts/fights/arguments: stay calm, if not easily resolved, send to CIS office with an adult
 - o in case of injuries send to office with a partner/responsible adult.
 - o Serious injury/incident have someone get first aid officer from the office
4. in case of conflicts/fights/arguments: stay calm, if you can resolve fairly and justly that's best; otherwise send children involved to the office with an adult or responsible older child.
5. in case of injuries send to office with a partner/responsible adult.
6. Serious injury/incident: stay calm and have someone get first aid officer from the office
7. Be aware of strangers – approach them and ask if you can help. If they are at the Masjid to pray – prayer is at 1:10pm; or pray quietly in courtyard/outdoors
8. Please do not hit or lose your temper at any child!

This is not an exhaustive list. You will have to use your best judgement. Please talk to a staff member if you have any issues.

EMERGENCY CONTACTS: please put these numbers on your mobile now!

Principal	Sumaiya Quasim	0402 643 739	Fire Wardens	Mohammed Rasheed	0420 213 675
First Aid	Tahira Anjum	0403 173 755		Muhammad Qureshi	0430 360 099
	Ihsan Mehyar	0424 878 000		Meraj Qamaruddin	0421 563 671
	Marwat Ogunbanwo	0430 404 056			