



Strengthening Faith Institutions

An Institutional Health Check

Department of Children's Services

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Introduction

As a faith institution, it is vital that you meet the legal compliance, have good governance, policies and procedures in place such to run your institution and/or supplementary school.

Meeting legal compliance, good governance and policies and procedures allows you to:

- serve and protect your members, staff and volunteers
- protect children from any form of abuse
- build your institution's strength and resilience for the future
- access support and funding for your school

Bradford Council provides support to help you to improve the resilience of your supplementary school.

The support offers:

- expert advice
- a bespoke action plan to improve your institution's governance
- training for your staff, management, committee members and volunteers (such as safeguarding and child protection)
- DBS checks for staff, volunteers and committee members
- help in devising a broader curriculum

Bradford Council is working in partnership with the Strengthening Faith Institution (SFI) which is backed by the Department for Communities and Local Government (DCLG), National Resource Centre for Supplementary Schools (NRCSE), Bradford Council for Mosques (CFM), Bradford Council's Building

Control Services, Bradford Children's Safeguarding Board (BCSB), West Yorkshire Fire Services and other partner organisations.

The Bradford Safeguarding Children Board (BSCB) continues to provide the procedural framework for all partnership work to keep children safe within Bradford and fulfils its statutory responsibility around quality assurance and training.

The role of the Board:

- sets the procedural framework for all partnership work to keep children safe within Bradford
- fulfils its statutory responsibility for ensuring that staff receive multi-agency training to support them in their work
- ensures that agencies are held to account for their work and that there is a learning and improvement framework in place to ensure that serious case reviews and other challenge and learning processes are effective.
- conducts a multi-agency review of every child death in the District, carried out by the Child Death Overview Panel.
- In addition, BSCB plays a role in supporting and planning innovative partnership responses to safeguarding children challenges, such as the establishment of the multi-agency CSE Hub.

Institution details

Institution name:

Phone Number:

Website:

Address and Postcode:

About you

Name of Trustee(s) or Senior Manager(s) completing the Health Check:

Your position (in relation to your institution):

Your email:

Landline telephone number:

Mobile telephone number:

Documents

Your health-check will benefit greatly by providing a copy of the following documents:

1. Legal compliance documents
2. Constitution, rulebook or other government document
3. Mission statement or set of purposes
4. Recent set of financial accounts
5. Annual report
6. Business plan or strategy
7. Safeguarding policies for children
8. National Quality Framework



Legal compliance

1. Do you have Planning Permission to conduct education activities at the premises? YES ☐ NO ☐ DON'T KNOW ☐
2. Do you have Building Regulations approval for the use of the building for education purposes? YES ☐ NO ☐ DON'T KNOW ☐

If the answer to 1 and 2 above is YES, please forward the details of those approvals e.g. copies of certificates or reference numbers of the approvals by the Council.

If the answer is NO to 1 and 2 above, please answer the following questions;

3. How many pupils/students are there in each class?
4. How many classes will run at the same time?
5. How many hours classes are run each week?
6. What are the times of the classes?
7. On what days are there classes?
8. How many teachers are employed on the premises?
9. Do the premises have a fire alarm?
10. How many entrances and exits do the premises have?
11. Have you carried out a Fire Risk Assessment in accordance with the Regulatory Reform (Fire Safety) Order 2005? If so, please forward a copy.
12. How do your students travel to their classes?



Governance

1.	Are you a registered Charity or Company? If so please provide charity/company number	YES <input type="checkbox"/>	NO <input type="checkbox"/>	<input type="text"/>
2.	If no, what is your legal status?	<input type="text"/>		
3.	Do you have a constitution, rulebook or other governing document?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
4.	Is that kept under review? If yes, when was it last reviewed?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	<input type="text"/>
5.	Is there any process for investigating the background of individuals wishing to join the board, council or committee?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
6.	Are there elections to the board, council or committee?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
7.	How often are elections held?	<input type="text"/>		
8.	Do you have a code of conduct policy for your committee, board, trustee members?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
9.	Are there procedures for removing members of the board, council or committee for unsatisfactory conduct?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
10.	Are any committee board, trustee members paid for their services?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
11.	Do you have a policy for committee/board/trustee members to receive expenses i.e. travel, food etc.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
12.	Are all members of the board council or committee at least 18 years old?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
13.	As far you know, have any committee/board/trustee members:			
	a) Have an unspent conviction for dishonesty or deception, such as fraud?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	DON'T KNOW <input type="checkbox"/>
	b) Been declared bankrupt or entered into an arrangement with a creditor?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	DON'T KNOW <input type="checkbox"/>
	c) Been removed as a company director or charity trustee for wrongdoing?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	DON'T KNOW <input type="checkbox"/>
14.	How is the chairperson of the board, council or committee chosen?(i.e. election via members/trustees or appointed by spiritual leader)	<input type="text"/>		
15.	How often is the chairperson chosen?	<input type="text"/>		
16.	How is the board, council or committee accountable to the wider congregation, for example, through an Annual General Meeting(AGM), or publishing of minutes?	<input type="text"/>		
17.	How are groups which may be underrepresented on your committee/board/council(such as women, young people, ethnic minority) involved in your decision making?	<input type="text"/>		
18.	What support do you need in relation to improving your governance?	<input type="text"/>		

Risk

1.	Do you carry out risk assessments for events and activities?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
2.	Do you have guidelines for internal and external speakers?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
3.	If so, what is the process?	<div></div>	
4.	Do you have a health and safety policy?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
5.	Would you like first aid training?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
6.	Do you have literature distribution policy?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
7.	Do you have an external fundraising policy?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
8.	What support do you need for managing risks?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

Staff

1.	Do you have a volunteering policy?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
2.	Do you employ paid staff?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
3.	If so, are there registered with HM Revenue and Customs?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
4.	Do you offer a workplace pension for staff?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
5.	Is there an appraisal and incentive system for staff?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
6.	Is there a staff/volunteer complaints procedure?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
7.	Do you offer training for staff and volunteers?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
8.	What support do you need for developing your staff?	<div></div>	

Finance and Planning

1.	Do you own freehold or leasehold land or other property?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
2.	Do you keep annual financial accounts?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
3.	Are you accounts independently examined?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
4.	Do you have a bank account?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
5.	If yes, how many signatories? Are they updated?	<input type="text"/>	
6.	Do you have an external accountant?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
7.	Do you prepare and issue an annual report?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
8.	If yes, how is your annual report issued to the public?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
9.	Do you have a forward business plan or strategy?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
10.	If so, is this kept under review?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
11.	Do you have a risk register? (A financial liability assessment of a decision or investment?)	YES <input type="checkbox"/>	NO <input type="checkbox"/>
12.	Do you keep records of your accounts for the last 6 years?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
13.	Do you keep paper files or electronic records of your accounts?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
14.	Do you do your own bookkeeping?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
15.	If so, what software do you use to manage your accounts?	<input type="text"/>	



Community Engagement

1.	Have you been engaged in any activities with other faiths in the last 3 years?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
2.	Are you in in regular contact with . . .		
	The local authority?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
	Police and other uniformed services?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
	Local press and broadcast media?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
	Local charities, voluntary or community groups?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
3.	Do you offer support to members of your congregation or the wider community wishing to learn English?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
4.	If no, would this be of interest to you, providing funding is available?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
5.	Do you have a website?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
	If so please provide the URL:	<input type="text"/>	
6.	Do you a presence on social media? (Facebook, Twitter, Instagram, Snapchat?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
7.	Do you run any groups or activities for . . .		
	Local homeless people?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
	Refugees or other migrant groups?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
	Unemployed people?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
	Elderly people?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
8.	Are any of these groups or activities open to people of other faith backgrounds or people of no faith?	YES <input type="checkbox"/>	NO <input type="checkbox"/>



Safeguarding and Child Protection

1.	Do you have written child protection safeguarding policies?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
2.	Have you appointed a Designated Safeguarding Officer?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
3.	Would you like safeguarding training for your trustees and staff?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
4.	Do you provide a crèche or other facilities for young children?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
5.	Do you have any provisions for mothers and/or toddlers?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
6.	Do you run additional religious classes? Yes/NO	YES <input type="checkbox"/>	NO <input type="checkbox"/>
7.	If so, would you like safeguarding training for your staff?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
8.	Would you be interested in teaching qualification courses for your supplementary school staff?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
9.	Do you offer sporting or other activities for young people?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
10.	If yes, tell us what the age breakdown:		
	0-5	YES <input type="checkbox"/>	NO <input type="checkbox"/>
	6-11	YES <input type="checkbox"/>	NO <input type="checkbox"/>
	11-18	YES <input type="checkbox"/>	NO <input type="checkbox"/>
	18-25	YES <input type="checkbox"/>	NO <input type="checkbox"/>
11.	What support do you need in regards to Safeguarding?	<div style="border: 1px solid black; height: 100px; width: 100%;"></div>	

Safeguarding can involve a range of potential issues such as:

- Neglect, physical abuse, sexual abuse and/or emotional abuse
- Attendance issues such as poor or irregular attendance, persistent lateness or children missing from education
- Behaviour, including bullying/online bullying (for example by text message, on social networking sites etc.) and prejudice-based bullying
- Racist, disability and homophobic or transphobic abuse
- Radicalisation and/or extremist behaviour
- Hate crime
- Gender-based violence/violence against women or girls
- Harassment and discrimination
- Impact of new technologies on sexual behaviour, for example 'sexting'/youth produced sexual imagery and accessing pornography
- Substance misuse (drugs and alcohol)
- Issues which may be specific to a local area or population, for example gang activity and youth violence
- Particular issues affecting children including domestic violence, fabricated or induced illness, sexual exploitation, trafficking/modern slavery, female genital mutilation (FGM) and forced marriage
- Poor parenting, particularly in relation to babies and young children.

Recruitment

Do you have safer recruitment policy?

YES ☐ NO ☐

If Yes, are the staff/volunteers DBS checked?

YES ☐ NO ☐ SOME ☐
DON'T KNOW ☐

Robust recruitment and vetting procedures should be put in place to help prevent unsuitable people from working with children. This means thorough checks are carried out on all people as part of the recruitment process and references are always taken up prior to employment. All organisations must ensure they have safer recruitment policies and procedures in place including enhanced Disclosure and Barring Service

(DBS) checks for all staff. This should include all agency staff, students and volunteers working with children. Safer practice in recruitment means thinking about and including issues to do with child protection at every stage of the process. Any organisation commissioned to provide services to children, must be required as part of the commissioning process to comply with the safe recruitment and selection.

Online Safety

Do children have access to internet at your premises?

YES ☐ NO ☐

If Yes, what are the school doing to keep children safe?

Are children are aware of the dangers from strangers online?

YES ☐ NO ☐

Do pupils know how to protect themselves and their personal information when using social media?

YES ☐ NO ☐

Do children know what to do if they are contacted by someone they do not know, or if someone makes them feel uncomfortable online?

YES ☐ NO ☐

What teaching resources are used to help children keep themselves safe when they are online?

What filtering and monitoring processes of software in school are checked on a regular basis?

Is online safety and appropriate use of social media is discussed with parents/carers.

YES ☐ NO ☐

Reporting Concerns

1. Do you know how to make a referral/complaint with Children's Social Care/ Police? YES ☐ NO ☐
2. Do you have policies and procedures for dealing with this? YES ☐ NO ☐

Training

1. What Safeguarding training the school staff have you received?

2. What gaps are there for further training?



Fundraising

1. Has your organisation applied for grants from government? YES ☐ NO ☐
2. Has your organisation applied for grants and funding from private foundations? YES ☐ NO ☐
3. Would a fundraising and grant writing course be of interest to your trustees and senior management team?

Quality Framework

Do you want to achieve nationally recognised Quality Mark for your institution?

YES ☐ NO ☐

If Yes, are the staff/volunteers DBS checked?

YES ☐ NO ☐

NRCSE Quality Mark Standards

We are working in partnership with the National Resource Centre for Supplementary Schools to award supplementary schools recognised and accredited quality mark.

The NRCSE Quality Mark builds on local authorities' own safeguarding requirements under Section 11 of the Children's Act 2004 and addresses eight standards in educational provision:

1. Creating and effective learning environment,
2. Teaching and learning,
3. Recording and celebrating achievement,
4. Resources,
5. Planning including monitoring and evaluation,
6. Staff and volunteer management,
7. Safeguarding, and
8. Financial management.

The NRCSE provides self-evaluation resources, online guidance and downloadable templates to

every supplementary school upon joining the NRCSE. Contact details for agencies providing support in the school's local authority area are also provided. The NSPCC has recently updated their toolkit of safeguarding standards and guidance in line with Section 11 guidelines so that is a good place to start if your local safeguarding children board isn't responding quickly. Section 11 of the Children Act 2004 places duties on a range of organisations and individuals to ensure their functions, and any services that they contract out to others, are discharged having regard to the need to safeguard and promote the welfare of children. You can contact your local safeguarding children board to obtain details of the support provided in your area to meet these standards.

In order to apply for an NRCSE Quality Mark a supplementary school must:

'keep children safe and meet local Section 11 requirements, provide up-to-date information on the services it provides, and have received a visit from an appropriate person'.

Following a Recognition Meeting, where a portfolio of evidence is presented to experts, the school will receive a detailed report highlighting good practice and containing recommendations for development.

You're done. Thank you for filling out this form.

For more information please contact:

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Email: javed.bashir@bradford.gov.uk

The wording in this publication can be made available in other formats such as large print and Braille. Please call 01274 439385.