



Jafaria Islamic Society Ltd

Jafaria Islamic Society Ltd

Safeguarding & Child Protection Policy

Protecting children and vulnerable people · Preventing and responding to abuse and harm

ABN 47 140 080 539 · 94 Research Road, Pooraka SA 5095 · ACNC-registered charity · Incorporated under the Corporations Act

Version	Status	Effective / adopted	Next review
1.0	Adopted as a Board policy / By-Law (Board of Directors; Board of Trustees oversight)	14 June 2026	14 June 2027

WORKING COPY. This Policy was **ADOPTED** by the Board on 14 June 2026. The signed and executed copy is held in the Society's shared folder and is the authoritative instrument. This file is the working copy, updated on 20 July 2026 to carry the adoption dates. If this copy and the signed copy differ in any respect, **THE SIGNED COPY PREVAILS**. Do not provide this copy to the insurer, to the Society's solicitors, or in answer to any request for the adopted Policy. Use the signed copy.

These three dates feed the Ansvar Sexual Abuse questionnaire Section 3 (b) first implemented = adoption date; (c) last reviewed = adoption date; (d) next review = +12 months. See Appendix D for the full form-answer mapping.

1. Purpose

Jafaria Islamic Society Ltd ("the Society", "JIS") exists to serve a faith community in which children, youth, the elderly, the bereaved and others in need are central to our mission. This policy states our unconditional commitment to their safety, wellbeing and dignity. It sets out how we prevent abuse and harm, how we select and supervise the people who work and volunteer with us, and how we respond — quickly, lawfully and compassionately — if a concern is ever raised. It gives practical effect to our constitutional objects, our obligations under South Australian and Commonwealth law, the National Principles for Child Safe Organisations, and the requirements of our insurer.

2. Constitutional and legal foundation

2.1 Our constitutional objects engage children and vulnerable people

Safeguarding is not optional for JIS — it flows directly from our Objects, which include:

- providing religious education and guidance to children and adults;
- establishing and supporting educational programs, schools, learning centres, language classes, and youth development camps and workshops;
- programs supporting the specific needs of youth, women, children and the elderly;
- humanitarian aid, welfare and financial assistance to families facing hardship; and
- counselling, dispute resolution and mediation services.



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Each of these brings the Society into a position of trust and care over children and vulnerable people. Our funeral, burial and bereavement services and our pastoral care likewise involve people who are, by their circumstances, vulnerable.

2.2 Authority to adopt this policy

The Constitution empowers the Board of Directors to make By-Laws, Rules and Regulations necessary for the proper control, administration and internal management of the Society, and to adopt policies “by by-law or separate policy document, subject to approval by the Board of Directors and oversight by the Board of Trustees” (the same basis on which the Financial & Procurement Policy was adopted). This policy is adopted on that basis. The Board may enforce it, including by suspension of privileges, and may caution, suspend or remove a Member or office-holder for conduct prejudicial to the Society.

Governance note: adoption requires a resolution of the Board of Directors (minuted), with the oversight of the Board of Trustees — not a members’ Special Resolution (which under the Act is reserved for matters such as amending the Constitution).

2.3 Legal framework we comply with

- South Australian child-protection and Child Safe Environments / prohibited-persons screening requirements;
- mandatory reporting of child abuse and neglect under South Australian law (reports to the Child Abuse Report Line, 13 14 78, and/or police);
- Working With Children Check requirements administered by the DHS Screening Unit (South Australia);
- the Privacy Act and Australian Privacy Principles for personal information; and
- our duties as Directors and Trustees of an incorporated company and ACNC-registered charity, including the ACNC Governance Standards.

Specific SA legislative references should be confirmed against current Government of SA guidance and reviewed by the Society’s legal Trustee before adoption, as legislation is periodically updated.

3. Scope

This policy binds every person acting for the Society (“Personnel”): Trustees, Directors, the Executive Team, the Alim, madressa and program teachers, employees, volunteers, contractors and committee/Advisory Board members. It applies to all activities and locations, including the madressa and youth/education programs; majalis and Muharram, Ramadan and Eid gatherings; funeral, burial, bereavement and cemetery services; pastoral care, welfare, counselling and mediation; events on and off our premises; and any transport, camp or overnight activity.

4. Definitions

Term	Meaning
Abuse	Any physical or non-physical intentional action that harms or injures another person.



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Sexual abuse	Any abuse or assault of a sexual nature — molestation, indecent exposure, harassment or intimidation.
Harm	Any detrimental effect of a significant nature on a person's physical, psychological or emotional wellbeing.
Child	A person under 18 years of age.
Vulnerable person	Anyone who, due to age, disability, impaired capacity, language, isolation, bereavement or circumstance, may be at greater risk of harm — including children, the elderly and people with impaired functioning or low English literacy.
Safeguarding	Protecting the welfare and human rights of people connected with the Society, especially those at risk of abuse, neglect or exploitation.
Reasonable suspicion	A fair and practical reason to believe abuse has occurred, based on what is seen, heard or reported.
Personnel	All Trustees, Directors, Executive Team, the Alim, employees, volunteers and contractors of the Society.

5. Our commitment — the National Principles for Child Safe Organisations

JIS commits to the ten National Principles for Child Safe Organisations and applies them to all vulnerable people:

1. Child safety and wellbeing is embedded in leadership, governance and culture.
2. Children and vulnerable people are informed about their rights, participate, and are taken seriously.
3. Families and communities are informed and involved in promoting safety.
4. Equity is upheld and diverse needs respected (including cultural and language needs).
5. People working with children and vulnerable people are suitable and supported.
6. Processes to respond to complaints and concerns are child-focused.
7. Personnel are equipped through ongoing education and training.
8. Physical and online environments promote safety and minimise opportunity for harm.
9. Implementation of these principles is regularly reviewed and improved.
10. Policies and procedures document how the organisation is safe for children and vulnerable people.

6. Governance and responsibilities

Our structure mirrors the Constitution: the Board of Trustees are the ultimate custodians (oversight, not day-to-day); the Board of Directors manages operations, personnel and programs; the Executive Team and committees act under delegation; and the Alim provides religious education and pastoral care independently of the Boards.

Who	Safeguarding responsibility
Board of Trustees	Custodial oversight; ensure this policy is maintained, resourced and reviewed; safeguard the Society's integrity and mission.
Board of Directors	Adopt, implement, resource and enforce this policy; appoint the Safeguarding Officer and Deputy; ensure screening, training and reporting actually happen; report serious incidents to the Trustees and the insurer.
Executive Team / CEO	Embed safeguarding in daily operations and program



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	design; ensure no activity proceeds without the required controls.
The Alim	Model and uphold this policy in religious education and pastoral care; hold current screening and training; report concerns.
Safeguarding Officer (and Deputy)	First point of contact for concerns; coordinate response and mandatory reporting; maintain the registers; the Deputy acts where the Officer is unavailable or conflicted.
All Personnel	Follow this policy and the Code of Conduct; hold current checks and training; report any concern immediately.

Appointees (Safeguarding Officer and Deputy) to be confirmed by Board minute. They must themselves be screened and trained.

7. JIS-specific risk areas and the controls that apply

Activity / setting	Key controls
Madressa / Sunday & language classes	Two-adult rule; open visible rooms; no one-to-one tuition behind closed doors; signed-in attendance; screened, trained teachers.
Youth programs / camps / workshops	Prior Board approval; parental consent; at least two screened adults; defined sleeping/supervision arrangements; no adult alone with a child overnight.
Majalis & large gatherings	Designated supervision of children's areas; lost-child procedure; clear reporting point.
Funerals, burial & bereavement	Sensitivity to grieving and vulnerable families; respectful boundaries; two-person contact where practical.
Pastoral care / counselling / mediation	Meetings in visible settings or with another adult aware; clear boundaries; records kept; referral where beyond competence.
Transport & off-site activity	Prior approval; consent; no single adult alone with a single child; record of who travelled with whom.
Premises & online	Open sight-lines; supervised access; no private/unsupervised electronic contact with children; official channels only.

Where youth programs are paused, they do not recommence until these controls and screened, trained personnel are in place.

8. Code of Conduct (summary — full version at Appendix A)

- Maintain a two-adult environment; never be alone, one-to-one and unsupervised, with a child or vulnerable person.
- Keep activities in open, visible spaces; do not leave children/vulnerable people alone together in closed settings.
- Observe clear physical, verbal and behavioural boundaries; no favouritism, gifts or grooming behaviours.
- No private or unsupervised electronic/social-media contact with children; communicate via parents/guardians or official channels.



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- Obtain prior approval, parental consent and at least two screened adults for transport, overnight or off-site activity.

9. Recruitment, screening and selection

Before any person takes up a role involving children or vulnerable people, the Society:

11. conducts a formal interview, including any past experience working with children/vulnerable people;
12. obtains and checks at least two referees (ideally previous employers), confirming identity and suitability;
13. obtains a current Working With Children Check via the DHS Screening Unit (South Australia) and/or a relevant police/criminal-history check, before commencement, and monitors ongoing validity (re-checked at least every five years);
14. does not employ or engage any prohibited person, or any person with convictions relating to violent or sexual offences;
15. records every check in the Screening Register (Appendix C) and retains it securely.

The Society has registered with the DHS Screening Unit and nominated authorised requesting/verifying officers (Trustee/Secretary) to obtain and monitor checks for all relevant Personnel, including Directors, the Alim, teachers and volunteers.

10. Training and induction

- All Personnel complete safeguarding induction before commencing — this policy, the Code of Conduct, recognising and reporting abuse.
- All Personnel complete refresher training at least once every year.
- Attendance, date and content are recorded in the Training Register (Appendix C) and retained.

11. Responding to concerns, disclosures and mandatory reporting

Anyone who has a concern, receives a disclosure, or forms a reasonable suspicion of abuse must act immediately:

16. Ensure the immediate safety of the person at risk.
17. Report to the Safeguarding Officer (or the Deputy where the Officer is unavailable or conflicted).
18. Where child abuse or neglect is suspected, report to South Australia Police and/or the Child Abuse Report Line (CARL) 13 14 78 in accordance with mandatory-reporting obligations. This personal legal duty is never overridden by any internal process.
19. Notify a designated senior representative / the Board, and notify the Society's insurer (Ansvar) as required by the liability policy.
20. Maintain strict confidentiality and privacy; information is shared only on a need-to-know basis.

Managing an alleged perpetrator:



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- Any person under investigation (internally or by police) for abuse is automatically stood down from all duties while the matter is investigated.
- Any person found to have committed abuse following an investigation or trial has their involvement with the Society automatically terminated.
- No person who reports in good faith is victimised; an alternative reporting path exists where the usual contact is conflicted.

12. Records and retention

- Personnel, screening, training, incident and investigation records, and relevant insurance policies and correspondence, are securely retained for no less than 50 years.
- Records with personal information are handled under privacy law and retained “for as long as necessary” (no less than 50 years for safeguarding).
- If the Society ceases operations, these records are placed in secure storage (e.g. with a solicitor, accountant or professional storage provider).
- Personnel and service users are advised, via engagement letters and published member information, that their information may be held long-term for safeguarding.

13. Communication and access

This policy is made available to Personnel, members, families and contractors (on request, and via the Society’s website, app and noticeboards) so everyone knows our standards and how to raise a concern. New Personnel acknowledge the Code of Conduct in writing.

14. Risk management, continuous improvement and review

Safeguarding risks are identified and controlled in program planning, and recorded in the Society’s risk register. This policy is reviewed at least every 12 months, and sooner if legislation, insurer requirements, community expectations or an incident require it. Reviews and any incident lessons are recorded in the version table.

15. Related documents

Constitution of Jafaria Islamic Society Ltd · Financial & Procurement Policy · Privacy, Risk-Management, WHS, Volunteer and Complaints/Grievance policies (to be adopted/maintained) · the Society’s Ansvar liability policy · Appendices A–E below.

16. Board adoption

Adopted by resolution of the Board of Directors of Jafaria Islamic Society Ltd, with the oversight of the Board of Trustees (see Appendix E for the resolution wording).

Resolution / meeting date	Chairperson (sign & name)	Secretary (sign & name)
14 June 2026		



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Appendix A — Code of Conduct (signed by all Personnel)

- Treat every person with respect, dignity and fairness, free from discrimination.
- Maintain a two-adult environment; never be alone, one-to-one and unsupervised, with a child or vulnerable person.
- Keep activities in open, visible spaces; keep doors open or sight-lines clear.
- Do not leave children/vulnerable people unsupervised together in a closed setting.
- Observe appropriate physical and verbal boundaries; no inappropriate touching, language, images or jokes.
- No private or unsupervised electronic/social-media contact with children; communicate via parents/guardians or official channels.
- No gifts to, or favouritism toward, individual children/vulnerable people.
- Obtain prior approval, parental consent and at least two screened adults for any transport, overnight or off-site activity.
- Hold a current WWCC / screening check and complete required training.
- Report any concern, disclosure or reasonable suspicion of abuse immediately, per the policy.

I have read, understood and agree to abide by this Code of Conduct and the Safeguarding & Child Protection Policy.

Name	Role	Signature	Date



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Appendix B — Concern / Incident Report Form

Field	Details
Date & time of report	
Reported by (name & role)	
Person(s) of concern	
Child/vulnerable person involved	
What happened (facts only — who, what, when, where)	
Was a disclosure made? By whom?	
Immediate action taken / safety	
Reported to Safeguarding Officer (name, date/time)	
Mandatory report made? (Police / CARL 13 14 78) — reference	
Board / senior representative notified	
Insurer (Ansvar) notified	
Signature	

Retain securely for no less than 50 years. Strictly confidential.

[illegible]



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Appendix D — Ansvar Sexual Abuse Questionnaire: Section-3 answer mapping

Once this policy is adopted and the registers are commenced, Section 3 of the OPSAQ can be answered as below, supported by the clause shown. Section 2 answers depend on activities at the time of completion (see notes).

OPSAQ question	Answer once adopted	Supported by
3a Specific safeguarding policy?	Yes	This whole policy
3b First implemented	14 June 2026	Version table / Board minute
3c Last reviewed	14 June 2026	Version table
3d Next review	14 June 2027	Section 14
3e Induction + annual refresher training, with records?	Yes	Section 10 + Appendix C2
3f Others aware / have access?	Yes	Section 13
3g(i) Formal interview	Yes	Section 9(1)
3g(ii) Two referees	Yes	Section 9(2)
3g(iii) WWCC / criminal-history checks	Yes	Section 9(3) (DHS Screening account active)
3g(iv) Prohibit those with violent/sexual convictions	Yes	Section 9(4)
3h(i) Mandatory reporting (police/authority + senior + insurer)	Yes	Section 11(3)(4)
3h(ii) Internal escalation where conflicted	Yes	Section 6 + 11(2)
3h(iii) Culture where people will report	Yes	Sections 5 & 11
3h(iv) Active encouragement to report	Yes	Section 11 + 'no victimisation'
3h(v) Confidentiality of reports	Yes	Section 11(5)
3h(vi) Perpetrator suspension/termination	Yes	Section 11 (managing an alleged perpetrator)

Section 2 notes: 2(a) Yes (Section 2.3). 2(b)/2(c) 'alone with vulnerable people unsupervised' — answer NO based on the two-adult rule (Section 7/8); only answer Yes if a setting genuinely allows one-to-one, in which case describe the controls. 2(d) overnight: answer per current activities (youth camps paused = No; if hosting/camps occur, describe the controls in Section 7). 2(e) numbers: complete from the registers (clients in care, employees, contractors, volunteers — note ~50 volunteers).



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Appendix E — Board adoption resolution (to minute)

Suggested wording for the Board minutes (an ordinary Board of Directors resolution, with Trustee oversight):

“That the Board of Directors of Jafaria Islamic Society Ltd, exercising its power under the Constitution to make By-Laws and adopt policies (with the oversight of the Board of Trustees), hereby ADOPTS the Safeguarding & Child Protection Policy (Version 1.0) with immediate effect; APPOINTS Muradali Hasan as Safeguarding Officer and [Deputy to be appointed]; DIRECTS that all Personnel working with children or vulnerable people obtain a Working With Children Check and complete safeguarding induction; and AUTHORISES the Secretary to provide this policy to the Society’s insurer (Ansvar) in support of the renewal.”

Moved: _____ Seconded: _____ Carried: ☐ Date: _____

DISCLAIMER: This is a practical, organisation-specific policy prepared for adoption and to support the Ansvar Sexual Abuse questionnaire. Confirm current South Australian legal requirements (mandatory reporting, Child Safe Environments / prohibited-persons screening, WWCC) against current Government of SA guidance, and have the Society’s legal Trustee review it before adoption.