

MINAB will support the institutions members in undertaking a self-assessment and implementing the necessary changes to meet the standards.
By doing so, we hope to rise and harmonize the standings of our organisations.

The following is a presentation of the standards which will help Islamic institutions in the UK to become safer and more inclusive place.

Standard 1: CORPORATE GOVERNANCE

Lines of enquiry

- Where relevant, members have a governing document which commits itself to open, democratic and accountable management.
- Where appropriate, members are registered as a charity, *waqf* or company.
- Organisations have a publicly displayed policy on raising and spending of funds.
- There are written and easily accessible policies on equality of opportunity, racial and religious harassment, health and safety, hygiene, child protection and each policy has a clear system set out for monitoring implementation.
- There are systematic risk assessment processes in place.
- Organisations undertake regular monitoring to ensure compliance with Health and Safety, Hygiene, Fire Prevention, Childcare and protection and disability requirements.
- Organisations maintain and up-to-date risk register.
- Criminal records bureau (CRB) checks are conducted for all volunteers and staff with access to members of the community in the normal course of their duties.

Course of Action for self-assessment

Members apply principles of good corporate governance and the evaluation of whether this is undertaken is through self assessment using documents such as governing documents, policies on raising and spending of funds, policies on equality of opportunity, racial and religious harassment, health and safety, hygiene, child protection.

Evidence of a risk register, a process for undertaking systematic risk assessment also needs to be in place.

Monitoring compliance with Health and Safety, Hygiene, Fire Prevention, Childcare and Protection and Disability requirements need to also be in place.

There are child protection policies in place which comply with “Working Together to Safeguard Children” (HM Government, 2006).

There are effective processes in place for identifying, reporting and taking action on child protection issues, in accordance with the Protection of Children Act 1999, the Children Act 2004 and “Working Together To Safeguard Children” (HM Government, 2006).

**Standard 2:
SERVICE PROVISION BY QUALIFIED/EXPERIENCED PERSONNEL**

Lines of enquiry

- All volunteers and staff involved in delivering spiritual care and treatment receive appropriate supervision.
- Spiritual leadership is supported and developed within all disciplines.
- Volunteers and staff have access to personal development and training, including religious/scholarly training.
- Volunteers and employees continuously update skills and techniques relevant to their work.
- Volunteers and employees from all disciplines have access to, and participate in, activities to update the skills and techniques relevant to their work.
- There are written policies that set out systems of implementation and monitoring on support, supervision and appraisal of volunteers and staff.

Course of Action for self-assessment

Members ensure that services are provided by suitably qualified and or experienced personnel.

The evaluation of whether this is undertaken is through self assessment using documents such as up-to-date job descriptions for staff and volunteers, personal development and training programmes provided by the organisations, attendance records of staff and volunteers attending any training programmes, percentage of staff who have been appraised in a year, percentage of volunteers who have been appraised in a year.

Policies on supervision of staff and volunteers are also examples that can be used by organisations to self assess whether they are compliant to this standard.

**Standard 3:
PARTICIPATION OF YOUTH**

Lines of enquiry

- There are youth committees set up to involve youth.
- There are programmes that cater to the needs of the youth.
- There are opportunities for the youth to access leadership development programmes.

Course of Action for self-assessment

Members ensure that young people are involved in structures within the organisation. Examples of this involvement include having youth as part of the decision making processes within the organisation, youth have opportunities to lead on projects for the community.

**Standard 4:
PARTICIPATION OF WOMEN**

Lines of enquiry

- There are no impediments to access for women to attend or participate.
- There are women committees set up to involve women.
- There are programmes that cater to the needs of women.
- There are opportunities for women to access leadership development programmes.

Course of Action for self-assessment

Members take all reasonable steps to ensure that women feel welcome to attend and participate in activities including prayers and/or training.

Members ensure that women are involved in structures within the organisations.

Examples of this involvement are having women as part of the decision making processes within the organisations, women have opportunities to lead on projects for the community.

**Standard 5:
PROMOTION OF CIVIC RESPONSIBILITY**

Lines of enquiry

- There are events to discuss, explore and to promote the importance of living in peace with others in a culturally diverse society.
- There are interfaith and intrafaith activities taking place with local communities.
- There are Islamic awareness training programmes available locally.

Course of Action for self-assessment

Members ensure there are programmes that promote civic responsibility of Muslims in the wider community. Examples of this are inter and intra faith programmes, events where communities come together to discuss the commonalities of their values, programmes whereby there are Islamic awareness training programmes for local communities.