

Special Religious Education – Policies and Procedures

Teacher Authorisation Process

When a teacher first offers to volunteer with our Association, they are asked to apply for a Working with Children Check and to submit their details and clearance number to us. We will verify and keep these details for at least five years from the time of engagement or employment.

Teachers undergo initial child protection training which is updated annually. They are also made aware of the Department of Education's Code of Conduct which they will be required to comply with.

Teachers are then timetabled into at least one of the courses for Islamic teaching which includes teaching the Islamic belief, Purification, Prayer, Fasting, Zakah, Pilgrimage (Hajj), Obligations, sins, Islamic events and manners. These courses usually run year-round and add up to 52 hours of training.

Teachers are then assessed by a supervisor in regard to their understanding of the course and level of English. Based on this assessment they are advised about whether or not they are ready to teach what they have learnt. They may be assigned to a current teacher and required to observe them in action for a time.

The Islamic Charity Projects Association will provide a letter to the school which clearly identifies the Islamic Charity Projects Association as an approved provider and includes the contact details as well as the names of the authorised teacher(s) and their date of birth.

Teacher Audit Process,

All teachers are required to make binding self-declarations about maintenance of professional practice and continuing suitability and fitness to teach.

To ensure the integrity of this process, we may randomly select teachers to verify their self-declarations. Continuing suitability and fitness to teach is verified through observation in action by a supervisor and teacher self-assessment surveys.

Regular reviews of SRE and teaching and the use of the curriculum used are conducted and action is taking accordingly. Teachers are surveyed yearly and the curriculum is revised every five years.

Complaints Policies and Procedures,

Our goal is to serve the community as best as we can so we take complaints seriously. If you have a complaint please contact us either by phone, email or in person using the details on the complaint form. We will be ready to listen to your concerns and will decide on a solution about how to follow them up in a timely manner. In compliance with the Department of Education, complaints should be finalised within 20 working days and all parties will be kept informed of the progress of the complaint, the reasons for any decisions and the outcomes that will be implemented.

A complainant can request a review of a complaint outcome, which should be done within 10 working days from the decision, and will be carried out by an independent person and a person of equivalent or more senior level within the department who has not previously managed the complaint.

Complaint Form,

Name: _____ **Phone number:** _____

Position: _____

Complaint: _____

Contacts: Phone 97074842 Email: scripture@icpa.org.au

Follow up: _____

Teacher Basic Training,

Teacher basic training includes context, knowledge of authorised curriculum, classroom management and the importance of continued professional learning.

Teachers are timetabled into at least one of the courses for Islamic teaching which includes teaching the Islamic belief, Purification, Prayer, Fasting, Zakah, Pilgrimage (Hajj), Obligations, sins, Islamic events and manners. These courses add up to 52 hours of training.

In addition, teachers are to join one of our Qur'an classes and are given guidance in regard to how to deal with school staff and students as well as child protection and behaviour management.

Also in regard to ongoing training we hold a monthly meeting on issues of relevance and arrange for the holding of a course on child protection and behaviour management on an as-needed basis.

A teacher survey is used to gain feedback from teachers. The teaching of SRE is also reviewed by classroom observation and supervisor feedback. This feedback is then used to inform continued professional learning.

We give an undertaking that any SRE teacher authorised to enter a NSW Government school has not had a criminal conviction for any crime against a minor, a conviction for violence, sexual assault or for providing prohibited drugs.

Social Media Policy and Procedures

Social Media in the classroom is to be used strictly after permission is sought from the supervisor and from the school. It can be used to support learning in curriculum areas only. Media used should be self-produced or free to use.

Interactive Whiteboard and Digital Projectors

We encourage the use of technology in the classroom and have provided teachers with free to use digital resources within the scope of the curriculum. These are the ones to be used in the classroom with the permission of the classroom teacher.

Teachers Manual

All resources and instructions on how to deliver the curriculum in an age-appropriate manner can be found in the links under Scripture material on the website www.icpa.org.au