



SFI | Strengthening
Faith Institutions

Training Booklet

Who we are

Strengthening Faith Institutions (SFI) works with faith communities across the UK and aims to create stronger, healthier, integrated and more accessible places of worship. We are a consortium of faith based charities led by the Fayre Share Foundation, with support from the Ministry of Housing, Communities and Local Government.

How we do it

Once your institution has joined the SFI network, our regional consultants will set-up a meeting with your senior management team to create a bespoke health-check and action plan. The health-check will identify your key organisational strengths and weaknesses. The action plan will maximise your organisational objectives and provide a course of focused training for your team of trustees and members. Please note all information is confidential.

Training Sessions

All SFI organisations are invited to attend regular training and qualification courses. This booklet offers an overview of the training and workshops we offer. To tailor the courses to meet the needs of your faith centre, contact your local SFI consultant or email info@sfitogether.org

Further details on the courses and our local coordinators are available on our website. www.sfitogether.org

DBS checks

SFI can offer your faith centre reliable DBS checks for all volunteers, teachers, and members who work with children and vulnerable adults. We can provide basic, standard and enhanced online checks via the licenced provider, Care Check.

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Introduction to Risk Management and Effective Governance for Faith Centres

This certified course is essential for current and potential trustees/management committee members as it will help them to fulfill their legal duties efficiently and effectively and deal with common governance issues.

It provides an introduction to their legal responsibilities in six key areas and how to assess and manage risks.

Participants will also learn how to:

- Run a charitable organisation effectively
- Improve decision making and policy implementation
- Deal with major governance issues
- Complete seven steps of assessing and reducing risks that are linked with faith activities and facilities.



This course is delivered by Shakil Ahmed, who has three master degrees including an MBA and has over 25 years' experience of working in teaching, research, management and strategic commissioning positions in academic, government and voluntary sectors. He regularly delivers training to businesses, third-sector, and governmental audiences including charity trustees.

“The information was delivered in a well thought-out fashion with a good structure. Certainly it will help to better our organisation.”

Jamil, Nelson Mosque

Safeguarding Courses

As the leading provider of safeguarding training for children and vulnerable adults at faith centres throughout England, our expert trainers understand the unique issues of faith communities in keeping children and adults safe and secure.

We offer a tailored progression of safeguarding courses at basic, intermediate and advanced levels, which can be delivered at your faith centre at anytime, including evenings and weekends.

Safeguarding Awareness LEVEL 1 COURSE

To develop awareness of Safeguarding and Child Protection concerns within your faith institution and how to protect children from suffering any harm.

By the end of the course, participants will:

- Understand the four categories of child abuse;
- Recognise signs of abuse in a child;
- To learn what to do should you notice signs of abuse in a child

Upon completion, participants will receive a full set of notes and certificate of attendance.

The course is delivered by Muhammad Latif, qualified in both Health & Safety supervision - level 3 and Safeguarding - level 3 (NSPCC). He has over fifteen years' experience in designing and supporting the implementation of Safeguarding and Health & Safety systems and delivers training and consultancy to independent schools for Ofsted inspections.



“Safeguarding is a real concern and issue with faith institutions, the training was delivered in a relaxed manner and was very interactive, which helped clarify any information we did not know beforehand”

Masjid Khatme Nabuwat, Redditch

**Safeguarding for
Management and Trustees**
LEVEL 2 COURSE

The aiming of the training session is to equip faith institutions with the leadership to manage safeguarding concerns by learning how to implement, monitor and review the safeguarding system in their institute.

By the end of the course, participants will be able to:

- Understand the responsibility and management of a Safeguarding system;
- Understand how to fill the single central register;
- Understand and implement safer recruitment;
- Understand the referral procedure

The session will also include a briefing of the Ofsted Independent Schools' inspection framework on safeguarding.

Upon completion, participants will receive a certificate, full set of notes, a sample of a safeguarding policy, related governance policies and a safeguarding risk assessment form.

This course is also delivered by Muhammad Latif.

**Designated
Safeguarding Lead**
LEVEL 2 COURSE

£10 per person

The aim of the course is to develop the knowledge and skills of the Designated Safeguarding Lead (DSL) for faith institutions. As the DSL, you will learn what your role is and how to carry out your duties.

By the end of the course, participants will be able to:

- Carry out a Safeguarding Risk Reduction Assessment;
- Identify areas of concern related to the syllabus and day to day running of your faith institution;
- To respond to allegations or cases of abuse

This course is also delivered by Muhammad Latif.



Emergency & Paediatric First Aid Training

SFI and CodeRed Paramedical have teamed up to deliver the mandatory first aid training required in all workplaces, including Faith Centres and Supplementary Schools. This accredited training is essential for teachers, trustees, and staff.



The training consists of the knowledge of first aid to save lives and will cover choking, unconsciousness, bleeding, asthma, meningitis, CPR, stroke and heart attacks.

The course is accredited by First Aid Industry Body (FAIB) and the Federation of First Aid Training Organisations (FOFATO).

The training is delivered by Waheed Hussain, who has over seventeen years experience within the Ambulance Service and is currently a Paramedic. He is qualified in Level 3 Award in Education and Training.

£20 per person

“We would like to Thank brother Wahid and the Paramedical team for a great course and we would have no hesitation in recommending the training to any individual or organisation”

Imran Zia UI Quran

Health & Safety Training

Health & Safety Awareness

LEVEL 1 COURSE

The aim of the course is to develop awareness of Health and Safety concerns for your faith institution. The session will enable attendants to build a setting compliant with health and safety laws.

By the end of the course, participants will be able to:

- Understand the five different potential hazards and related risks;
- Learn how to minimise risks;
- Learn about potential fire risks

Upon completion, participants will receive a full set of notes and a certificate of completion.

The course is delivered by Muhammad Latif, qualified in both Health & Safety supervision - level 3 and Safeguarding - level 3 (NSPCC). He has over fifteen years' experience in designing and supporting the implementation of Safeguarding and Health & Safety systems and delivers training and consultancy to independent schools for Ofsted inspections.



“The course was effectively delivered with expertise sprinkled with humour. Made a long session very entertaining and knowledgeable.”

Misbah Rashid

Health and Safety for Management and Trustees

LEVEL 2 COURSE

Management and Trustees will learn how to implement, monitor and review health and safety in their institution.

By the end of the course, participants will be able to:

- Understand the responsibility and management of Health & safety;
- Understand Fire safety;
- Develop the knowledge and skills of first aid

The training also includes a briefing on the Ofsted Independent Schools' inspection framework in relation to Health & Safety.

Upon completion participants will receive a sample set of all three policies, risk assessment template and a certificate of completion.

This course is delivered by Muhammad Latif.



Health and Safety Officer (HSO) Training
£10 per person

This training offers participants the opportunity to develop the knowledge and skills needed for the role of the Health and Safety Officer (HSO) within faith institutions.

“This health and safety training was necessary for our Maktab and was efficient both in content and delivery”

**Essex Islamic Academy,
Barking**

The training will outline the main duties of a HSO. By the end of the course, participants will be able to:

- To carry out a Health & Safety Risk Assessment.
- To identify hazards and related risks in the day to day activities of your faith institution

This course is also delivered by Muhammad Latif.



Faith Supplementary Schools

An introduction to teacher training for Madrassas

The Madrassa is one of the most important milestones of Islamic education. This teacher training course explores the basic principles of teaching and Islamic tradition and seeks to empower Muslim educators and deepen the appreciation of Madrassas.

By the end of the course, participants will:

- Understand the importance of policies and procedures around safeguarding within the Madrassa school context;
- Be able to provide a safe, supportive and positive environment for students;
- Understand and provide the different Special Educational Needs (SEN) and implement the teaching methods;
- Develop and strengthen the relationships between students, teachers and parents;

At the end of the training, participants will receive a completion certificate. SFI recommends that you attend the course annually to maintain your knowledge and professional development.

The course is delivered by Dawood Masood, who has been serving at Al-Hira Cultural and Educational Centre, Luton since 2011 as the Head of Educational and Youth Services and a teacher of Islamic Studies.

“I am thankful to SFI for organising a thought-provoking teacher training session for our staff. The session was very beneficial in my development to provide a safe and supportive environment for those who attend our mosque”

Ustadh Muhammad Jamal

Accredited Teacher Training

Accredited by the Open College Network (OCN)

The aim of the training is to provide an overview of the education system and how supplementary schools contribute to child development.

By the end of the course, participants will be able to:

- Understand how to support children's welfare needs.;
- How to plan an effective lesson and use resources to enhance learning;
- Understand the different ways in which we learn and strategies to support learners;
- Understand the roles and responsibilities of teachers within a safe learning environment

The work will be assessed through discussion consisting of both individual and group exercises, preparing and delivering a 15-minute micro-teach (subject of your choice) and producing a reflective diary.

This course can provide 9 credits towards Level 3 Certificate in Teaching in the Supplementary Education Sector and is OCN accredited and consists of 45-49 hours of taught classes, 9 hours of practice and up to 30 hours of self-study.

£75 per person

“Today's session was amazing and very well received. Farooq's delivery was great and so detailed and well received because he delivered the session in accordance with our religion”

Bibi Khan, London Islamic Cultural Society.

This training is delivered by two facilitators, Farooq Mulla, an Imam and a qualified Quality Framework Assessor for supplementary schools. He has served as the secretary for Mosque and Community Affairs within the community and is a member of the steering committee for Mosques and Imam National Advisory Board (MINAB).

Sarvat Ujra Mulla has an MA in Islamic Studies and a PG Cert in Islamic Education. She is a Muslim supplementary school teacher for 10 years. She is qualified to teach the Effective Teaching Skills course and works for the National Resource Centre for Supplementary Education (NRCSE) in collaboration with Darul Arqam Education and Training Centre and so far trained more than 250 teachers.

Fundraising and Grant Application Writing for Faith Institutions

Fundraising and Grant Application Writing for Beginners in association with Faith in Society Ltd

Participants will receive a Faith in Society Completion Certificate, endorsed by the Strengthening Faith Institutions programme.

The course will allow participants to:

- Understand the principles of effective finance generation;
- Deciding the objective of your project;
- Identify appropriate funders;
- Write a persuasive application and suggestions for a range of possible sources;
- Overcome the pitfalls that applicants often fall into

This course is delivered by Jane Roemer, an experienced fundraiser with expertise in securing funding and grants for smaller voluntary and community sector organisations. Most recently, with the South East Midlands Local Enterprise Partnership. She is Director of the PR and capacity building consultancy Confluence Associates and a senior member of the team at Faith in Society.

£20 per person



Security and Safety Awareness Training

The enduring threat from hate crime presents significant security challenges to faith communities, where terrorists and criminals seek to exploit any vulnerabilities.

These series of presentation modules and exercises are designed for delegates to increase their awareness of threat, learning how to better protect Faith Institutions, their communities, and the wider community.

The aim of this training workshop will focus on the following learning outcomes:

- Raise awareness of UK Government Security and Threat Levels;
- Understand the risks to Faith Institutions.
- Ensuring staff and volunteers understand their roles and responsibilities;
- Raise awareness of funding and support opportunities to improve security in Faith Centres.



Course delivered by: Gurdip Singh Landa, founder and Director of Touchstone Security Solutions Ltd an International consultancy which builds resilience and crisis management with an emphasis on counter-terrorism and bespoke security planning for business and communities.

Gurdip has over thirty years senior policing experience where he performed the role of Counter Terrorism Security Coordinator across London.

He is an accredited CPD speaker, a member of the security institute, fellow of the Chartered Management Institute and has an education and training qualifications achieved from the College of European Policing and is a qualified trainer, mentor and coach.

£10 per person

Introduction to Domestic Abuse for Faith Communities

Half day course

The learning outcomes will include:

- Increased understanding of why domestic abuse occurs
- Increased knowledge of prevalence
- Awareness of myths and stereotypes
- Increased knowledge of domestic abuse in all its forms
- Resources and signposting

Course Outline:

- Prevalence of domestic abuse
- Beliefs exercise
- Introduce Duluth & the Dominator: Tactics, beliefs, societal reinforcements, effects and healthy relationship behaviors
- Case examples

This workshop is delivered by Clare Walker, who is a Domestic Abuse Consultant with more than 25 years' experience on the topic. Clare has a unique in-depth 360-degree view and understanding of domestic abuse. She has worked in various roles in social care settings from volunteer to management.

In her management roles Clare was also involved in developing national strategic and legislative practice and guidance with various academic, governmental and regulatory, strategic national bodies, such as; Department of Health, Community Care Live events, Social Care Institute for Excellence, Working Together Network, Norah Fry Institute, Joseph Rowntree Trust, Parental Mental Health and Child Welfare Network.

Human Resources Training Courses

Give your staff and trustees the knowledge and tools to manage HR issues internally through our range of specialist scheduled and tailored on-site training course.

From safer recruitment and selection techniques to maintaining the single central record or disciplinary and grievance procedures, our dedicated education HR consultant can deliver bespoke training course to your staff and provide guidance on legislative obligations and best practice.



Course Objectives:

- Help leaders recruit safely.
- Raise awareness of offender behaviour.
- Prevent the recruitment of unsuitable people.
- Highlight what to look for in application forms.
- Learn useful interview questions.
- Implement pre-employment checks.
- Review policies and practises to minimise risk
- To understand both the regulatory framework and best practice underpinning the format and content.
- To consider the categories of the staff / workers that should be recorded.
- To explore options around the format and content.
- To equip participants with a practical understanding of key pre-employment checks for school based staff, volunteers, contractors and agency workers.
- To help participants review pre-employment checking processes.

This course is delivered by Dawood Masood, who has been serving at Al-Hira Cultural and Educational Centre, Luton since 2011 as the Head of Educational and Youth Services and a teacher of Islamic Studies.



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Ministry of Housing,
Communities &
Local Government

OSTRO

FAYRE SHARE FOUNDATION



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