

Lewisham Islamic Centre

Visitors Policy

Version: 1.0

Policy owner: Lewisham Islamic Centre

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Revision history

Version	Date	Description of Revision	Version	Date	Description of Revision
1.0	14/06/12	Policy finalized			
2.0	27/12/19	Few amendments made			
3.0	01/01/21	Amended Charity number			

The latest version of this policy will always be on the intranet.

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Visitors Policy

1. Introduction

The intention of this guidance note is to create awareness of Islamic etiquettes and to help assist with community cohesion and integration, thus avoiding any misunderstanding or distress from arising during your visit.

2. Staffs' conduct with visitor

All visitors have the right to be treated with respect irrespective of their race, nationality, religion, age, gender or background. In the event of any offensive behaviour towards the visitor, the visitor must report the incident to the main reception.

3. Visitors' conduct with staff

Visitors must be respectful towards all the staff, the building and all materials within the centre. In the event of any offensive or abusive behaviour, LIC staff may intervene and take appropriate action where necessary.

4. Dress Code

Muslim Men and Women are required to dress modestly in Islam. When entering a Mosque Muslims are required to observe at least the basics of the Islamic dress code.

Non-Muslim women are required to cover their body with loose clothing and their head. Hence, we ask visitors when entering the Centre to observe similar modesty in dress.

Non-Muslim Men are required to wear at least a short sleeve shirt and full-length trousers.

5. Entering Lewisham Islamic Centre

When you have entered the centre please sign the visitors Logbook at the reception. This will also need to be signed on your way out.

Upon entering into the Centre, it is required that shoes are taken off; this is because the Centre is a place of worship and it is imperative that prayers are conducted in a clean area. Shoes are therefore taken off and placed on the shelf space provided.

For visitors, when entering LIC please take your shoes off and carry with you, your guide will then show you an appropriate space to leave your shoes so that you have easy access to them should you need to leave the building through an alternative route.

6. Accompanied by a staff

All visitors must be accompanied by the allocated staff for the duration of their stay.

7. Personal Space

The Islamic opinion is that touching between men and women is not allowed (Unless it falls within the permissible group of lawful family i.e. husband and wife relationship). Hence shaking hands with members of the opposite gender is not a lawful practice for Muslims. It is advisable to be aware of this to avoid any misunderstanding or offence from occurring. Any close personal contact between genders is also very uncomfortable. Hence it is advisable to leave adequate personal space.

8. Prayer

Muslims are required to pray five times a day. Prayer times are calculated according to the movement of the sun and take place at dawn, midday, late afternoon, dusk and at night. Here at Lewisham Islamic Centre, the Adhaan (The call to pray) is called 5 times a day.

When the Adhaan is called, Muslims within the centre will prepare for congregational prayers by making Wudu (Ablution) and gathering together in the main prayer halls (separate facilities are provided for both men and women) prayers will then be recited which follow a procedure of bowing and prostrating. This typically takes between 5 - 15 minutes depending on the individual. ***Please note that meetings may be interrupted for the duration of the prayer.**

During prayer time, visitors are welcome to watch how prayers are conducted by standing at the back of the congregation or alternatively leave the premises for a break if they wish to do so. Please be reminded that it is not permissible to walk or stand in front of a person who is in prayer, hence this is why it is advisable to stand behind the congregation and watch.

If you would like to leave the building for a break, please use the main exit.

9. Fasting

Fasting takes place during the month of Ramadan. The more devout Muslims may also fast on Mondays and Thursdays throughout the year. Fasting involves abstinence from food and drink from dawn till dusk. At dusk, Muslims traditionally break their fast with dates and water before proceeding to eat a meal. It is best to be aware that Muslims fast during certain periods so as to avoid any potential offence if an offer of food or drink is declined.

10. Consumption of food and drink

Consumption of food and drink is not allowed anywhere inside the centre except in allocated areas (youth club, playground, gym or nursery) and the canteen.

11. Network access and use of centre's electronic devices

Visitors requiring internet access must obtain prior permission from their host in order to obtain access to the internet. Visitors must seek permission from the accompanied staff in order to use any electronic devices.

12. Photographs / recording

No photographs, video and voice recordings may be taken by visitors without prior approval from their host. Furthermore, any permitted video recordings, voice recordings, or photographs may not be published without prior approval of **LIC Management Committee**.

13. Accidents

In the unfortunate event of an accident, incident, or illness that may occur whilst visitors are in the centre, visitors must report it to their host or at the main reception office. The centre will take the appropriate measure to deal with the incident. Visitors will be given an incident form which must be completed and given in to the main reception office.

14. Fire and Emergency

In the event of emergency evacuation, please leave the building via the nearest exit and report to a member of staff or fire marshal at the designated assembly point. Please remain with your host at all times, provided it is safe to do so. Do not re-enter the building until you are advised by your host that that it is safe to do so.

15. Visitors parking

Visitors are advised to find appropriate public parking for their vehicles as LIC is unable to provide free parking spaces for visitors.

16. Appointment

It is advisable that you contact LIC for an appointment before visiting; this will allow us to allocate a suitable time and host for your visit to the centre.

For appointments please contact us:

By phone: [0208 690 5090](tel:02086905090) | By email: info@lewishamislamiccentre.com |