

## **Buttercup Primary School Distribution of Leaflets and the Display of Posters**

<b>Date</b>	<b>Review Date</b>	<b>Coordinator</b>	<b>Nominated Proprietor</b>
<b>14.02.2017</b>	<b>Feb 2020</b>	<b>Shaheda Khanom</b>	<b>Nadeem Rehman</b>

We believe this policy should be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school and is related to the following legislation:

- Management of Health and Safety at Work Regulations 1999
- Equality Act 2010
- Counter Terrorism and Security Act 2015

The following documentation is also related to this policy:

- Equality Act 2010: Advice for Schools (DfE)
- Managing for Health and Safety (HSE)
- Prevent Strategy (HM Gov)

We have a responsibility to protect the safety, security and privacy of all school stakeholders as well as the protection of the school environment by managing the distribution of leaflets and other publications, and the display of posters.

We will ensure the unauthorised distribution of written material by individuals or local groups within the school grounds will not be allowed and any material displayed without prior permission will be removed.

We will consider all requests to distribute or display leaflets, publications or posters provided that the appropriate application form is submitted to the Headteacher outlining the name of the organisation or individual applying; the nature and copy of the content; the chosen date for distribution and the number of copies to be distributed.

We will not distribute or display material that:

- advertises material produced by individuals or businesses to sell or promote products or services;
- advertises for signatures for a petition;
- is vulgar, indecent or obscene;
- contains libellous statements;
- contains personal attacks on others;
- contains abusive language that is racist, sexist, homophobic or otherwise discriminatory;
- is threatening to cause disruption to the school;
- encourages crimes of racial hatred and murder;
- is inappropriate to the pupils of the school;
- contains content that is inaccurate, misleading or false;
- is political;
- advertises products or services that are banned or inappropriate for children.

We will distribute or display material that:

- informs parents/carers of school events and general school information;
- advertises planned charitable fundraising activities by school personnel;
- advertises local fundraising events;
- advertises local entertainment;
- promotes other local events;
- promotes local and national charities.

We recognise our responsibilities under the Health and Safety at Work Act 1974 and will take all reasonably practicable steps to provide and maintain safe and healthy working conditions by displaying all statutory notices related to health and safety and any other statutory notices required by law.

We wish to work closely with the School Council and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

## **Aims**

- To protect the safety, security and privacy of all stakeholders as well as protecting the school environment by managing the distribution and display of leaflets, publications or posters.
- To display all statutory notices relating to health and safety and any other statutory notices required by law.
- To ensure compliance with all relevant legislation connected to this policy.
- To work with other schools and the local authority to share good practice in order to improve this policy.

## **Responsibility for the Policy and Procedure**

### **Role of the Proprietor**

The Proprietor has:

- delegated powers and responsibilities to the Headteacher to ensure all school personnel and stakeholders are aware of and comply with this policy;
- responsibility for ensuring full compliance with all statutory responsibilities;
- responsibility for ensuring that the school complies with all equalities legislation;

- to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for ensuring funding is in place to support this policy;
- make effective use of relevant research and information to improve this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- the responsibility of involving the School Council in:
  - determining this policy with all the proprietors ;
  - discussing improvements to this policy during the school year;
  - organising surveys to gauge the thoughts of all pupils;
  - reviewing the effectiveness of this policy with the
- nominated a link Proprietor to:
  - visit the school regularly;
  - work closely with the Headteacher and the Site Manager( Zahina F);
  - ensure this policy and other linked policies are up to date;
  - ensure that everyone connected with the school is aware of this policy;
  - attend training related to this policy;
- responsibility for the effective implementation, monitoring and evaluation of this policy.

## Role of the Headteacher

The Headteacher will:

- ensure all school personnel, pupils, parents and the local community are aware of and comply with this policy;
- protect the safety, security and privacy of all stakeholders as well as protecting the school environment by managing the distribution and display of leaflets, publications or posters;
- ensure the display all statutory notices relating to health and safety and any other statutory notices required by law;
- consider all requests to distribute or display leaflets or posters on their own merit;
- approve any request as long as it meets the criteria;
- consider taking formal action against any individual or groups of individuals that distribute leaflets etc or display posters without prior permission;
- work closely with the link Proprietor and the site manager;
- provide leadership and vision in respect of equality;
- make effective use of relevant research and information to improve this policy;
- provide guidance, support and training to all staff;
- make effective use of relevant research and information to improve this policy;
- monitor the effectiveness of this policy by speaking with pupils, school personnel, parents, Proprietors and members of the local community;

## Role of the Site Manager

The Caretaker will:

- comply with the school's Health and Safety policy, safety procedures and risk assessments;
- work closely with the Headteacher and the nominated governor;
- regularly check the school noticeboards for the unauthorised posting of posters;
- take down any unauthorised posters;
- prevent individuals or groups of individuals distributing leaflets without permission within the school grounds;
- conduct regular health and safety surveys with the Headteacher and Safety Representative.

### **Role of School Personnel**

School personnel will:

- comply with all aspects of this policy;
- put in a formal request to the Headteacher to distribute or display leaflets, publications or posters;
- be aware of all other linked policies;
- maintain high standards of ethics and behaviour within and outside school and not to undermine fundamental British values;
- implement the school's equalities policy and schemes;
- report and deal with all incidents of discrimination;
- attend appropriate training sessions on equality;
- report any concerns they have on any aspect of the school community.

### **Role of Pupils**

Pupils will:

- be aware of and comply with this policy;
- ask permission from the Headteacher to distribute or display leaflets, publications or posters.

### **Role of Parents/Carers**

Parents/carers will:

- be aware of and comply with this policy;
- put in a formal request to the Headteacher to distribute or display leaflets, publications or posters.

### **Raising Awareness of this Policy**

We will raise awareness of this policy via:

- the school website
- the Staff Handbook
- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- school events
- meetings with school personnel
- communications with home such as weekly newsletters and of end of half term newsletters via ourschoolsapp
- reports such annual report to parents and Headteacher reports to the proprietors
- information displays in the main school entrance

## Training

All school personnel:

- have equal chances of training, career development and promotion
- receive training on induction which specifically covers:
  - All aspects of this policy
  - Equal opportunities
  - Inclusion
- receive periodic training so that they are kept up to date with new information
- receive equal opportunities training on induction in order to improve their understanding of the Equality Act 2010 and its implications.

## Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

## Monitoring the Implementation and Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the proprietors

## Linked Policies

- Charitable Fundraising
- Equality

<b>Headteacher:</b>	Rena Begum	<b>Date:</b>	14.02.2017
<b>Proprietor :</b>	Nadeem Rehman	<b>Date:</b>	14.02.2017