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Articles

We maintain a gallery of articles, news and updates relevant to our work and to broader educational reform. Consider going through our library to make sure you're up-to-date and informed on new developments and campaigns.

[Your Rights and The Law](#)[Contact Us](#)[FAQ](#)[View articles](#)

Key Resources

Exclusion from maintained schools, academies and pupil referral units in England

Statutory guidance for those with legal responsibilities in relation to exclusion.

This document from the Department for Education provides a guide to the legislation that governs the exclusion of pupils from maintained schools, pupil referral units (PRUs), academy schools (including free schools, studio schools and university technology colleges) and alternative provision academies (including alternative provision free schools) in England.

The Department for Education, September 2017

[Download](#)

Child sexual exploitation

Definition and a guide for practitioners, local leaders and decision makers working to protect children from child sexual exploitation.

This advice is non-statutory, and has been produced to help practitioners, local leaders and decision makers who work with children and families to identify child sexual exploitation and take appropriate action in response. This includes the management, disruption and prosecution of perpetrators.

The Department for Education, February 2017

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Elective home education

Departmental guidance for parents.

This is departmental guidance from the Department for Education. It is non-statutory, and has been produced to help parents understand their obligations and rights in relation to elective home education.

The Department for Education, April 2019

[Download](#)

Exploring the issue of off-rolling

Guidance on off-rolling

May 2019

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Fair Access Protocols

Guidance for school leaders, admission authorities and local authorities.

This non-statutory guidance provides advice on the effective operation of FAPs as set out in the Code, which comes into force on 1 September 2021. This guidance has been published in advance of this date to help local authorities and admission authorities prepare for the provisions coming into force on 1 September 2021.

The Department for Education, August 2021

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Keeping children safe in education 2021

Statutory guidance for schools and colleges

This is statutory guidance from the Department for Education ('the Department') issued under Section 175 of the Education Act 2002, the Education (Independent School Standards) Regulations 2014, the Non-Maintained Special Schools (England) Regulations 2015, and the Education and Training (Welfare of Children) Act 2021. Schools and colleges in England must have regard to it when carrying out their duties to safeguard and promote the welfare of children. For the purposes of this guidance children includes everyone under the age of 18.

The Department for Education, September 2021

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School Admission Appeals Code

Statutory guidance for school leaders, governing bodies and local authorities.

This Code comes into force on 1 February 2012 and applies to all appeals lodged on or after that date. It applies to admission appeals for all maintained schools in England. It should be read alongside the School Admissions (Appeal Arrangements) (England) Regulations 2012, the School Admissions Code and other guidance and law that affect admissions and admission appeals in England.

The Department for Education, February 2012

[Download](#)

School Admissions Code

Mandatory requirements and statutory guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels.

This Code comes into force on 1 September 2021 and, unless otherwise stated, applies with immediate effect. The Code applies to admissions to all maintained schools in England. It should be read alongside the School Admission Appeals Code and other guidance and law that affect admissions and admission appeals in England.

The Department for Education, September 2021

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School attendance parental responsibility measures

Statutory guidance for local authorities, school leaders, school staff, governing bodies and the police.

Local authorities, police constables, school governing bodies, school head teachers (and staff authorised by the head) and teachers-in-charge of pupil referral units are required by law to have regard to the relevant parts of this guidance when carrying out their functions in relation to parenting contracts, parenting orders and penalty notices. This means that while the guidance does not have the force of law, there is an expectation that it will be followed unless there is good reason to depart from it.

The Department for Education, January 2015

[Download](#)

School Exclusion and Reintegration: An Exploration of Pupils', Parents' and Teachers' Experiences

School exclusion is experienced by some of the most vulnerable children in society, and challenges to sustained reintegration and consequent 'inclusive' educational issues are well documented. The literature in this area has primarily focussed on exclusion or reintegration in isolation; however few studies have explored both phenomena, and those that do often focus on experiences of one set of actors at the expense of another. This research aims to contribute to these identified gaps by exploring the lived experiences (through the voices) of pupils, parents and teachers; those actors most intimately involved in both processes.

Stephanie Lally, 2013

[Download](#)

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Avoiding Exclusion - Early Intervention

Early intervention is important because unless you take action, your child is at risk of permanent exclusion, unauthorised absenteeism, being a school refuser, falling into anti-social behaviour patterns and worst case scenario joining the criminal justice system.

[Read article](#)

Options for Educating Your Child

If your child has been permanently excluded from school or is at high risk of exclusion, this could be an indicator that state funded education is not working for them. You might therefore want to consider alternatives to state funded education.

[Read article](#)

School Exclusions

Exclusion from school is when your child has been asked not to go into school for a period of time or at all. This is an external exclusion. Exclusion can also be where your child has to go into isolation at school. This is known as an internal exclusion.

[Read article](#)

Special Educational Needs (SEN)

Things you need to know if you think your child has SEN.
Your child may have a SEN if they are not learning at the same rate as children of their age and or ability

[Read article](#)

Education, Health and Care Assessment

You or the school can apply to the local council where you live for an EHC needs assessment if you think your child has difficulty with their learning which requires education or training provision that is additional to or different from that made generally for other children of their age and or ability.

[Read article](#)

Education, Health and Care Plan (EHC Plan)

The EHCP is to make special educational provision to meet a child's SEN over and above what a school is capable of providing through SEN support.

[Read article](#)

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Who We Are

Just Education Matters was founded in September 2019 by Joan Hall, Esther Maynard and Eileen McCrea to address inequalities in education particularly in the area of school exclusions and other related issues.

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Our Vision

We want to see an end to inequality in educational outcomes. We aim to achieve this by: changing the education landscape through reducing the incidents of exclusions for groups disproportionately excluded from education and reversing the trend of over-representation for these groups.

What Do We Do?

We support parents to support their children by providing training, advice, advocacy and support using a proactive approach to improve the educational outcomes for children including:

Providing advice and support to parents and their children

Providing training to parents and young people on their rights and options

Providing training to parents and community groups on exclusion related issues

Working with schools, local authorities and relevant professionals on reducing exclusions



Joan Hall

I'm passionate about what I do, but I wish it wasn't necessary. I despise unfairness, injustice and Afrophobia and currently that's the status of the education system. That makes it ill-suited to bring out the best in ALL children. I work to address that lack of awareness by supporting parents and communities to navigate the school exclusions jungle in all its guises. We must dare to reimagine better educational spaces



Annette McCrea

Hello, I'm Annette and I make up one third of the JEM trio. I love children and I'm passionate about the work that we do because, not only does it help to achieve more positive outcomes for our children and young people, but it equips families with very useful knowledge and empowers them to support others.

"Teaching children to count is fine but teaching them what counts is best".



Esther Maynard

I am all about justice, fairness and respect for human dignity. For me denying any child their education and treating them as outcasts because they don't fit the 'mould' goes against all I stand for. This is why I do this work because 'EVERY CHILD REALLY DOES MATTER' to me and I am determined to fight their corner. I am truly blessed to be working with people who care as much as I do.

Our collaborations

As a community interest company we have a duty to work with local communities to further our aims. Community participation is core to what we do and we make this a priority regardless of any legal obligations. We will continue

to build our capacity within the community as we grow.

No More Exclusions

An abolitionist grassroots coalition movement in education. Their mission is to bring about an end to the persistent race-disparities in school exclusions in the next five years and to affect change at legal, policy, practice and cultural level in education and society as a whole over the next ten years. They want an education system that works for all!

Vocal Communities

By collaborating with external organisations, they advocate for a system that empowers democracy through conversation. They want governments, stakeholders and businesses to recognise the social problems that affect our diverse communities, and work with them to address these concerns.

Manhood Academy Global MAG

Another Night of Sisterhood ANOS

Parents Action Resource Centre PARC

Family Life Christian Centre

Contact Us

[!\[\]\(5ebcf382a6ee952d6c5b8b948415801e_img.jpg\) E-mail](#)

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Special Educational Needs (SEN)

What you can do to support your child[Your Rights and The Law](#)**What happens if my child is not making expected progress with the support the school has put in place?**[Contact Us](#)[FAQ](#)

Education, Health and Care Assessment

What is an Education, Health and Care Assessment?**How do I get an Education, Health and Care Assessment?****What can I do if the council refuses to carry out an EHC needs assessment?****What happens if the council decides to carry out an EHC needs assessment?**

Education, Health and Care Plan (EHC Plan)

What is an Education, Health and Care Plan?**Why is it important to have an EHC Plan?**

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What Do We Do?

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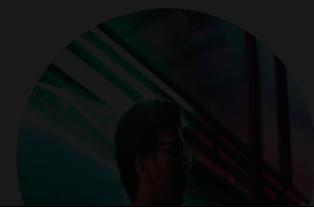
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Joan Hall



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Definitions

Organisation means Just Education Matters CIC, a registered Community Interest Organisation.

GDPR means the General Data Protection Regulation.

Responsible Person means Data Protection Lead.

Register of Systems means a register of all systems or contexts in which personal data is processed by the Organisation.

1. Data protection principles

The Organisation is committed to processing data in accordance with its responsibilities under the GDPR.

Article 5 of the GDPR requires that personal data shall be:

- a. processed lawfully, fairly and in a transparent manner in relation to individuals;
- b. collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes;
- c. adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- d. accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;
- e. kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals;
- f. processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

- c. kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals;
- f. processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

2. General provisions

- a. This policy applies to all personal data processed by the Organisation.
- b. The Responsible Person shall take responsibility for the Organisation's ongoing compliance with this policy.
- c. This policy shall be reviewed at least annually.
- d. The Organisation shall register with the Information Commissioner's Office as an organisation that processes personal data.

3. Lawful, fair and transparent processing

- a. To ensure its processing of data is lawful, fair and transparent, the Organisation shall maintain a Register of Systems. NTO SELL
- b. The Register of Systems shall be reviewed at least annually.
- c. Individuals have the right to access their personal data and any such requests made to the Organisation shall be dealt with in a timely manner.

4. Lawful purposes

- a. All data processed by the Organisation must be done on one of the following lawful bases: consent, contract, legal obligation, vital interests, public task or legitimate interests (see ICO guidance for more information).
- b. The Organisation shall note the appropriate lawful basis in the Register of Systems.
- c. Where consent is relied upon as a lawful basis for processing data, evidence of opt-in consent shall be kept with the personal data.
- d. Where communications are sent to individuals based on their consent, the option for the individual to revoke their consent should be clearly available and systems should be in place to ensure such revocation is reflected accurately in the Organisation's systems.

5. Data minimisation

- a. The Organisation shall ensure that personal data are adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.
- b. The Organisation shall collect the minimum amount of data relevant to the specifics of the work

for which they are processed.

- b. The Organisation shall collect the minimum amount of data relevant to the specifics of the work

6. Accuracy

- a. The Organisation shall take reasonable steps to ensure personal data is accurate.
- b. Where necessary for the lawful basis on which data is processed, steps shall be put in place to ensure that personal data is kept up to date.
- c. The Organisation will ensure as far as is reasonably possible that the data collected is provided electronically by the user or verified by them as accurate.

7. Archiving / removal

- a. To ensure that personal data is kept for no longer than necessary, the Organisation shall put in place an archiving policy for each area in which personal data is processed and review this process annually.
- b. The archiving policy shall consider what data should/must be retained, for how long, and why.

8. Security

- a. The Organisation shall ensure that personal data is stored securely using modern software that is kept-up-to-date.
- b. Access to personal data shall be limited to personnel who need access and appropriate security should be in place to avoid unauthorised sharing of information.
- c. When personal data is deleted this should be done safely such that the data is irrecoverable.
- d. Appropriate back-up and disaster recovery solutions shall be in place.

9. Breach

In the event of a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data, the Organisation shall promptly assess the risk to people's rights and freedoms and if appropriate report this breach to the ICO (more information on the ICO website).

Created: 20 October 2021

Review date: 20 October 2022

Approved: Board of Directors



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EQUALITY DIVERSITY POLICY

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About Us

INTRODUCTION

JEM CiC (JEM) aims to be an company that promotes equality and is free from discrimination and harassment, where all staff, directors and stakeholders can fulfil their personal and professional potential in an environment of fairness, dignity and respect. Our service users can expect to receive a service rooted in equality and free of discrimination.

At JEM we will not discriminate against staff, job applicants, volunteers, service users, directors or stakeholders because of:-

- Race/ethnicity
- Nationality
- Gender
- Gender Reassignment
- Sexual orientation
- Pregnancy and Maternity / (paternity) status
- Marital Status and Civil partnership status
- Religion or Belief
- Disability
- Age

or any other criterion not relevant to the point at issue.

JEM will endeavor to ensure, as far as is practicable, that all premises we use are disability friendly.

We acknowledge that, at present, many community premises are not fully disability friendly. We will make every effort to accommodate those with disabilities and where possible reasonable adjustments will be made, where reasonably practicable to do so.

This document sets out our policy for equality and diversity in work and service provision in more detail.

We acknowledge that, at present, many community premises are not fully disability friendly. We will make every effort to accommodate those with disabilities and where possible reasonable adjustments will be made, where reasonably practicable to do so.

This document sets out our policy for equality and diversity in work and service provision in more detail.

POLICY STATEMENT

JEM is committed to practising equality and diversity in all areas of our work. We believe that we have much to learn and profit from diverse cultures, experiences and perspectives and that diversity will make our organisation more modern and effective.

The overall aim of this policy to meet the legal requirements of the Equality Act 2010 is to:

- Eliminate unlawful discrimination , harassment and victimisation
- Ensure that we treat all individuals fairly, with dignity and respect.
- Promote equality of opportunity
- Promote equality of access

Scope

This policy applies to all staff, permanent and fixed term, directors, volunteers, contractors, consultants, agency staff and job applicants.

Responsible Person

The Director of Operations is responsible for communicating and implementing this policy.

RECRUITMENT

it is unlawful to discriminate in the recruitment process:-

- By refusing to employ or engage a person because of their gender, gender reassignment, marital status, race/ethnicity, sexual orientation, religion/beliefs, disability and/or age.

RECRUITMENT

it is unlawful to discriminate in the recruitment process:-

- By refusing to employ or engage a person because of their gender, gender reassignment, marital status, race/ethnicity, sexual orientation, religion/beliefs, disability and/or age.
- In employing or engaging a person on less favourable terms and conditions
- By advertising in a discriminatory way
- By failing to promote, transfer or train because of a person's gender, gender reassignment, marital status, race/ethnicity, sexual orientation, religion/beliefs, disability and/or age.

All job descriptions will be reviewed before advertisement to ensure that job requirements are stated accurately in the person specification. This should ensure that applicants from under-represented groups are not unfairly excluded.

The application process will be simple and request only the minimum information for making a decision. Where applicants need help to complete their application or require information in a different format (for example, large print or on tape), we will make every effort to accommodate this request.

Every applicant for employment with us will be considered on the basis of their suitability for the position and their ability to fulfil the requirements of the job. They will be assessed objectively against the person specification.

Questions about age, gender, marital status, domestic arrangements or marital plans or pregnancy will be asked for monitoring purposes and will be kept separate from the main application. Job criteria must not unfairly exclude applicants of a particular group. If there is a Genuine Occupational Requirement needed for a job, advertisements and job specification will state which part of the Equality Act 2010 this applies to.

Applicants who meet the criteria stated on the person specification will be interviewed and considered against the criteria. Interviews must be conducted objectively and consistently, dealing only with an applicant's suitability to fulfil the requirements of the post. Where assessments or other selection methods are used, these must provide objective measures of the applicants' ability to do the job.

Shortlisting and interview records will be completed and kept for a period of one year, including records of decisions taken and should include information on gender, ethnicity, disability, sexuality and age as a minimum. Records will be monitored to ensure that no direct or indirect discrimination exists. All applicants are entitled to request and receive reasons for their non-selection, and this entitlement will be made clear in the documentation sent to them in the information pack.

Shortlisting and interview records will be completed and kept for a period of one year, including records of decisions taken and should include information on gender, ethnicity, disability, sexuality and age as a minimum. Records will be monitored to ensure that no direct or indirect discrimination exists. All applicants are entitled to request and receive reasons for their non-selection, and this entitlement will be made clear in the documentation sent to them in the information pack.

We will consider reasonable adjustments and modifications to enable suitable disabled applicants to carry out the duties of the post.

PROMOTION AND TRAINING

Promotions will be based on ability and potential and all staff or volunteers, who meet the criteria for the post, will be considered equally, objectively and without discrimination.

Staff responsible for appraising employees, volunteers, and contractors/consultants will be trained in the avoidance of discriminatory and biased assessment. All staff, directors, Advisory Group members, Stakeholders, and Volunteers will be trained on the application of the Equality and Diversity policy.

We encourage all staff, volunteers and contractors to undertake further development opportunities relevant to their post. Opportunities to attend training courses will be provided to all staff and volunteers on an equal basis in accordance with the individual development needs that have been identified and agreed with the Manager.

In the event of an employee, volunteer or director becoming disabled either through injury or illness every effort will be made to continue to employ or retain that individual, either in the same or a equally suitable position if at all possible. Arrangements for re-training an employee will be made where necessary.

TERMS AND CONDITIONS OF EMPLOYMENT

All our policies and procedures will be drafted to take account of equalities and diversity considerations.

Pay

JEM will ensure, as far as reasonably practicable, that the job evaluation of posts is objective and free from biased assessment and discrimination.

Pay

JEM will ensure, as far as reasonably practicable, that the job evaluation of posts is objective and free from biased assessment and discrimination.

Bullying and Harassment

JEM has a duty of care to all staff, service users, directors, stakeholders, and volunteers and is committed to providing a safe working environment free from all forms of bullying and harassment. Our policy on Bullying and Harassment sets out how we deal with such complaints and behaviour.

Redundancy

Selection for redundancies will be conducted in a manner that avoids any discrimination and any selection criteria will be objective and free from biased assessment or discrimination.

Evaluation and Monitoring

As and when, the Manager will also provide reports on the gender and ethnic groups applying for and being selected for posts advertised externally and internally.

The effectiveness of this policy and any training undertaken should be reviewed from time to time.

SERVICE USERS

JEM does not discriminate against service users on the grounds of:-

- Race/ethnicity
- Nationality
- Gender
- Gender Reassignment
- Sexual orientation
- Pregnancy and Maternity
- Marital Status including Civil partnerships
- Religion or Religious Belief

- Nationality
- Gender
- Gender Reassignment
- Sexual orientation
- Pregnancy and Maternity
- Marital Status including Civil partnerships
- Religion or Religious Belief
- Disability
- Age
- Being an ex-offender

We will endeavor to ensure, as far as is practicable, that all its premises are disability friendly. Every effort will be made, as far as is reasonable practicable, to accommodate those with disabilities and where possible reasonable adjustments made.

As an employer and provider of services to the community we accept the responsibility to promote equality and challenge discrimination wherever it occurs. This would involve challenging service users who are behaving inappropriately with regard to practising equality and valuing diversity.

CULTURAL AND RELIGIOUS NEEDS

JEM recognises that some staff, directors service users, and stakeholders may have particular cultural or religious needs (for example, the need to observe prayer time and other religious rites, special dietary requirements or the need to wear specific clothing). Whenever it is reasonably practicable, JEM will endeavour to allow these needs to be met.

Where staff have particular cultural and religious needs that may conflict with work requirements, JEM will positively consider whether it is reasonably practical to vary or adapt these requirements to enable such needs to be met subject to operational contingencies.

COMPLAINTS

Any employee who has a concern regarding the application of this policy should make use of the Grievance Procedure and any claims of inequality will be thoroughly investigated.

Any volunteer or contractor/consultant who has a concern regarding the application of this policy should do so in writing to the Directors who will be responsible for investigating the complaint. The Directors will be

in writing to the/Directors who will be responsible for investigating the complaint. The Directors will be responsible for replying to any complaint in writing within 21 working days of the receipt of the complaint from a volunteer or contractor/consultant. A copy of the letter should also be sent to the Board of Directors.

Any volunteer or contractor/consultant who has a concern regarding the application of this policy which involves JEM should put their complaint in writing to the Directors who will be responsible for appointing an investigating officer to investigate the complaint. The Directors will be responsible for replying to any complaint in writing within 21 working days of the receipt of the complaint from volunteer or contractor/consultant.

Any complaints by service users about discriminatory behaviour by staff, volunteers and/or contractors/consultants will be thoroughly investigated.

Responsibility

All staff should make themselves familiar with this policy and undergo training from time to time.

All volunteers and contractor/consultants should be made aware of this policy on commencing work with JEM.

EQUALITY ACT 2010

This Act makes discrimination, harassment and victimisation, (prohibited conduct), because of protected characteristics unlawful in employment, education, service provision and housing. The protected characteristics are Age, Disability, Gender reassignment, marriage and civil partnership, pregnancy and maternity, Race, Religion and Belief, Sexual Orientation.

Prohibited conduct includes direct discrimination, indirect discrimination, and discrimination arising from a disability, harassment, victimisation and failure to make reasonable adjustments in order to accommodate a person's disability. Harassment applies to all protected characteristics except for pregnancy and marriage and civil partnership. Employees are able to complain of behaviour that they find offensive even if it is not directed at them. Victimisation applies when an employee is treated badly because they have made a complaint or done something in connection with the Equality Act.

This policy will be reviewed by the Board of Directors every three years from the date of its creation.

Created: 20 October 2021

Review date: 20 October 2024

Approved: JEM Board of Directors



Select

HEALTH AND SAFETY POLICY

Policy Resource

About Us

GENERAL POLICY STATEMENT

JEM CIC, (JEM), is committed to establishing and maintaining safe working conditions for its staff. In accordance with the Health and Safety at Work Act, 1974, this policy also covers non-employees (e.g. service users, volunteers, learners, job applicants and visitors).

As an organisation with less than five employees there is no legal obligation to have a written policy, however recognising the importance of our obligation to protect the health and safety of staff and those who come into contact with our service, the organisation has decided to produce this policy.

It is JEM's policy to do all that is reasonable and practicable to prevent personal injury and damage to property, and to protect everyone from foreseeable work hazards, including the public insofar as they come into contact with its premises/services / training. Responsibilities for Health Safety fall to both the Organisation, employees and all who come into contact with our service.

RESPONSIBILITY OF JEM

JEM has a responsibility, insofar as is reasonably practicable:

- To provide and maintain safe and healthy working conditions, taking account of any statutory requirements.
- To assess the risks to the health, safety and welfare of employees, volunteers, earners and visitors whilst they are on any premises which the organisation may use from time to time to deliver services and to maintain a record of findings as required under the management of Health and Safety at Work Regulations 1999.
- To adopt a systematic approach to safety which identifies priorities and sets objectives whereby risks are eliminated or minimised by the correct selection and design of facilities, equipment and processes.
- To provide information, operational policies and procedures, training, instruction and supervision to enable staff to perform their work safely and efficiently.

training.

- To make available all necessary safety devices and protective equipment and to provide instruction in their use.
- To maintain a constant and continuing interest in health, safety and welfare matters, consulting and involving employees or their representatives wherever possible.
- To liaise with all other employers upon its sites insofar as the activities of these employers affect the health, safety and welfare of the organisation's staff, volunteers, learners and visitors.
- To assist independent practitioners associated with the organisation to discharge their responsibilities in assessing and providing safe working conditions for the staff, service users, volunteers, learners and other visitors.

RESPONSIBILITIES OF EMPLOYEES, CONTRACTORS AND VOLUNTEERS

All employees, contractors, volunteers and temporary staff have a duty while at work:

- To take reasonable care for the health and safety of themselves and of all other persons who may be affected by their acts or omissions.
- To cooperate with the organisation in ensuring that all statutory and other requirements are complied with.
- To observe the provisions of this Safety Policy and other policies, codes of practice etc., relating to health and safety.
- Not to intentionally interfere with, or misuse, anything provided for health, safety or welfare.

HEALTH AND SAFETY ORGANISATION

Directors are responsible for ensuring that the safety requirements are met for the organisation and overseeing and developing measures to ensure the health and safety at work of all employees as required under the management of Health and Safety at Work Regulations 1992.

To ensure that the best possible advice is available to employees at all levels and to oversee and monitor particular Health and Safety activities, the directors have a responsibility to:

- A. Ensure that the organisation meets its statutory obligations in relation to health and safety including:

Directors are responsible for ensuring that the safety requirements are met for the organisation and overseeing and developing measures to ensure the health and safety at work of all employees as required under the management of Health and Safety at Work Regulations 1992.

To ensure that the best possible advice is available to employees at all levels and to oversee and monitor particular Health and Safety activities, the directors have a responsibility to:

- A. Ensure that the organisation meets its statutory obligations in relation to health and safety including:
 - Risks assessments (including risk assessments for pregnant workers)
 - Safe setting up and use of Display Screen Equipment
 - Control of Substances Hazardous to Health (COSHH)
- B. To actively promote an improvement in the health and safety of the environment.
- C. Consider accidents, sickness, incidents and reportable disease statistics and trends, to ensure that unsafe or unhealthy conditions and practices are known and identify opportunities for improvement.
- D. To be the focal point of efforts to prevent accidents and overcome hazards.
- E. Ensure that appropriate training and education is in place in relation to health and safety including induction, fire safety, lifting and handling, sharps injuries, etc., and to continually review the attendance levels and effectiveness of such training.
- F. Regularly review and monitor the effectiveness of the organisation's Health and Safety Policy. This can be through commissioned audits and review of incidents.
- G. Consult professional experts where appropriate.
- H. Be a link with any appropriate inspectors appointed by the Enforcement Authorities and to receive and consider the implications of reports from them.

SAFETY TRAINING

The organisation recognises that instruction and training is crucial to promoting a healthy and safe environment for both staff and visitors. In order that staff can perform their task safely, all staff will be provided with appropriate health and safety training.

The organisation recognises the importance of health and safety training and firmly believes that to ensure its health and safety training is effective it must be based on need. Three main criteria have been identified:

- Legal requirements
- Requirements identified following risk assessments
- General health and safety information

Legal requirements

JEM has a duty under Section 2 of the Health and Safety at Work Act to provide such information, instruction and training that is necessary to ensure the health and safety at work of its employees.

In addition to the general duty, further regulations made under the act also require training to be given to employees. The main regulations are:

- Management of Health and Safety work Regulation 1992
- Personal Protective Equipment Regulations 1992
- Manual Handling Operations Regulations 1992
- Health and Safety (Display Screen Regulations) 1992
- Provision and Use of Work Equipment Regulations 1992
- Work Place (Health, Safety and Welfare) Regulations 1992
- Control of Substances Hazardous to Health Regulations 1992
- Fire Precautions Act 1971

Requirements Identified following Risk Assessments

JEM has a duty to carry out a suitable and sufficient assessment of risks under the Management of Health and Safety at Work Regulations 1992 and the Control of Substances Hazardous to Health Regulations 1994 (COSHH). JEM recognises that much of this training will be a statutory requirement. However, in utilising these methods, the Board will be able to identify particular training needs for staff and the areas of operation affected.

General Health and Safety Information

To help to maintain a health and safety culture within the organisation, training will be provided to all staff on a regular basis throughout the year.

The topics will be identified by scrutinising the accident reports, policy changes, and the need for refresher training.

JEM is firmly committed to induction training for new staff of which safety instruction and information will play a major part.

The aim of JEM's Health and Safety Training

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JEM is firmly committed to induction training for new staff of which safety instruction and information will play a major part.

The aim of JEM's Health and Safety Training

The aim of JEM is that all staff will be aware of, understand and be able to implement statutory obligations in relation to health and safety, and in particular to the requirements of the job they carry out.

Administration of Health and Safety

The directors are responsible for ensuring that staff is trained in accordance with the mandatory standards. Attendance at these training events will be monitored and is mandatory for all appropriate staff.

Training Records

JEM will record all training. This is invaluable in the event of an accident or a civil action and to provide evidence that statutory training has been carried out.

REMOTE WORKING

When staff is working from home, permanently or temporarily, as an employer we will:

- Keep in touch with staff through an agreed arrangement
- Discuss the work activity to be done (and for how long) and how it can be done safely.

Lone working without supervision

There will always be greater risks for lone workers with no direct supervision or anyone to help them if things go wrong. We will keep in touch with lone workers, including those working from home, and ensure regular contact to make sure they are healthy and safe.

Working with display screen equipment

to make sure they are healthy and safe.

Working with display screen equipment

For staff working from home on a long-term basis, the risks associated with using display screen equipment (DSE) must be controlled. This includes doing workstation assessments at home.

JEM will provide staff with advice on completing their own basic assessment at home.

JEM will keep DSE arrangements under review

Mental wellbeing

Home working can cause work-related stress and affect staff's mental health. Being away from managers and colleagues could make it difficult to get proper support.

JEM will put procedures in place to keep in direct contact with home workers in order to recognise signs of stress as early as possible.

There will be an emergency point of contact that staff can get help if they need it.

POLICIES, GUIDELINES AND CODES OF PRACTICE

JEM will develop, maintain and keep under review such policies, guidelines and codes of practice as are necessary to advise and support the activities of its staff.

PROVIDERS OF CONTRACTED SERVICES

JEM will ensure that providers of contracted services, and those contractors which are used from time to time have their own Policies, Codes of Practice, Local Rules, etc., which are complementary to those of the organisation.

In addition, providers of contracted service will be required to adhere to all the Policies, Guidelines, Codes of Practice and Local Rules of **JEM**. Managers of contracts will be responsible for monitoring the performance of contractors in this respect to ensure that **JEM** is not put at risk.

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This policy will be reviewed by the Board of Directors every three years from the date of creation.

Created: 20 October 2021

Review date: 20 October 2024

Approved: Board of Directors



Select Language

Request for advice form

Help & Support | Events

About Us

All information provided to us is kept confidential. We will only use your data for the purpose for which it has been collected and keep it for as long as is strictly necessary. If you do not want us to keep your data, please tell us and we will delete it.

Tell us about your situation - (we ask you to complete this form before the consultation to help us understand the issues your child is experiencing and what service you might want from us).

- The child has been excluded for a fixed term The child has been excluded Permanently

- I have received a letter from the head teacher informing me of the exclusion and the reasons for it
- I have **not** received a letter from the head teacher informing me of the exclusion and the reasons for it

Fixed term exclusion:

How many days (including half days) has the child been excluded in the last:

- Term
- Two terms
- School year

Permanent exclusion

What reason was given for the exclusion?

- One off serious incident Persistent disruptive behaviour

Do you intend to make representation at the Governors Disciplinary Review Meeting/independent review panel?

- Yes No

One off serious incident Persistent disruptive behaviour

Do you intend to make representation at the Governors Disciplinary Review Meeting/independent review panel?

Yes No

What support would you want from us?

Advice Representation Other

Please tell us if you require any other support:

About the child

How old is the child?

How is the child's progress at school?

Good Not so good Difficulties with learning

If the child has any difficulty with their learning, please say briefly what these are

Tell us about any support that has been offered to the child to support their learning and being in school

Has the child been identified as needing additional support with their learning?

Yes No

Has the child been identified as needing additional support with their learning?

Yes No

Does the child have an EHC plan?

Yes No

About the child's school

What type of school does the child attend?

Academy Local authority maintained mainstream Special school Independent school

Are you aware of the school's behaviour (and other) policies?

Yes No

Tell us what contact you have had with the school before this exclusion

Use this space to tell us anything more you think is important about your child's situation

So we can contact you please give us:

Your name:

Contact Details

About the child's school

What type of school does the child attend?

- Academy
- Local authority maintained mainstream
- Special school
- Independent school

Are you aware of the school's behaviour (and other) policies?

- Yes
- No

Tell us what contact you have had with the school before this exclusion

Use this space to tell us anything more you think is important about your child's situation

So we can contact you please give us:

Your name:

Contact Details

Phone

email

Submit Form



SAFEGUARDING CHILDREN AND YOUNG PEOPLE POLICY

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Policy

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- B. Roles and Responsibilities of Staff and Volunteers**
- C. Child Abuse**
- D. Indicators of Abuse**
- E. Bullying**
- F. Who is Responsible for Investigating Incidences of Child Abuse?**
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APPENDIX 1 – Image Consent Form

APPENDIX 2 – Useful contact details

Introduction

Just Education Matters CIC (JEM) works with young people through a variety of programmes and projects. JEM believes that safeguarding and protecting children from harm should underpin all of our work with young people, to ensure they have positive experiences, not only when engaging with our services but in their daily activities.

JEM is required to fulfil its legal duty under Section 11 of the Children Act 2004 and fulfil statutory responsibilities set out in Working Together to Safeguard Children (HM Government 2006). Therefore, safeguarding and promoting the welfare of children must be an integral part of the services offered to all children and young people within JEM.

JEM has a responsibility to continually review and monitor its safeguarding policy and procedures, gaining further advice and information wherever possible. All staff, volunteers and board members should be aware of this policy and procedures in order to understand their individual responsibilities and help promote best practice.

Promoting children's wellbeing and safeguarding them from significant harm depends upon effective information sharing, collaboration between agencies and understanding of the need to work in partnership with children and young people and their families.

The aim of this policy is to set out the responsibilities of JEM and its employees to safeguard and promote the welfare of children and young people. This guidance outlines what is unlawful and will not be tolerated, and how staff and volunteers can act professionally in all engagement with young people. It also outlines what is and is not appropriate behaviour from staff and volunteers. It is not exhaustive and staff should complete risk assessments for all events involving young people in order to help identify and manage any potential risks.

Joan Hall is the Key Safeguarding Officer for JEM and should be the first point of contact in relation to safeguarding issues.

Annette McCrea is the Deputy Key Safeguarding Officer for JEM and should be contacted immediately if you have urgent concerns about a child and can't contact the Key Safeguarding Officer.

Esther Maynard is the Board Level Safeguarding Lead and provides challenge and support to the Key Safeguarding Officer.

The board has responsibility for JEM Safeguarding Policy, ensuring that this is reviewed and updated regularly and that the Board has effective arrangements and processes in place in order to secure compliance with statutory obligations and guidance.

Policy

Policy

A. The Rights of Children and Young People

JEM is committed to protecting children and young people from harm. JEM believes that:

- The welfare of the child is paramount and should be a part of all work with children.
- All children and young people have the right to grow up in a caring and safe environment.
- Children and young people have the right to be protected from abuse and neglect and to expect that adults in positions of responsibility will do everything possible to protect that right.
- The protection of children and young people from abuse should be seen as part of the general responsibility of JEM.
- Responsibility for safeguarding children and young people must be shared to ensure that young people will be protected effectively, with all relevant agencies and individuals accepting responsibility and working together.
- **JEM's** child and young people services should be delivered within an ethical and professional framework.

B. All staff, volunteers and board members should ensure that safeguarding and promoting the welfare of young people is an integral part of their work. All staff, volunteers and board members must:

- Treat all young people in a professional and respectful manner.
- Work in an open and transparent way in relation to young people.
- Discuss and/or take advice from the Key Safeguarding Officer about any incident which has given them concern.
- Keep a written record of any concerning incidents.
- Apply the same professional standards to all young people regardless of gender, sexual orientation, ethnicity, disability, gender identity, religion and/or faith and age.
- Not give any personal contact details including home and mobile phone number and personal email addresses to any young person.
- Not enter into any form of sexual or romantic contact with any young person or vulnerable adult that they are working with. This is inappropriate and may be illegal.
- Be aware that breaches of law and professional guidelines will be taken very seriously and will be dealt with using our policies and procedures.