



*Elmley Dray
School*

Leaflet Distribution and Publishing Materials Statement 2025

Scope

This policy applies to:

- The distribution of physical leaflets and printed materials on school premises.
- The electronic distribution or posting of materials via email, the school website, social media, or other digital platforms.

General Principles

1. **Educational and Informational Content:** All materials distributed must be relevant to the educational, social, or extracurricular activities of the school or provide important information that supports student development.
2. **Non-Discrimination:** Materials must not discriminate against, harass, or marginalise individuals or groups based on age, gender, race, religion, sexual orientation, disability, or any other characteristic.
3. **Promoting Respect and Tolerance:** The school promotes an inclusive environment where materials should reflect respect for diverse perspectives and promote positive messages aligned with the school's ethos, including its commitment to safeguarding students from harmful ideologies.

Approval Process

1. **Physical Materials:**
 - Any leaflets, posters, or printed materials intended for distribution on school premises must be submitted for approval by the Senior Leadership Team before distribution. This includes materials distributed through student groups, parent organisations, or external organisations.
 - Materials that promote extremist views, violence, hate speech, illegal activities, or discriminatory practices will **not** be approved.

- All approved materials must be distributed in designated areas, such as notice boards or specific locations agreed upon with school leadership, to ensure that distribution does not cause disruption or confusion.
- 2. Electronic Materials:**
- Any email, digital flyer, or social media posts containing promotional or informational content, including materials shared by students, staff, or external organisations, must be pre-approved by the Senior Leadership Team.
 - Materials should not be shared through school email systems, websites, or social media platforms unless they comply with the school's educational goals, safeguarding policies, and ethos.
 - The school retains the right to remove or block any online content that is found to be inappropriate or harmful to the school community.

Prohibited Content

Materials promoting the following content will not be allowed for distribution:

- **Extremism and Radicalisation:** Any materials promoting ideologies linked to terrorism, extremist political movements, hate speech, or violence.
- **Discrimination and Hate Speech:** Materials containing discriminatory or prejudiced views based on race, religion, gender, sexual orientation, or any other characteristic.
- **Illegal Activities:** Materials that promote illegal activities or encourage others to break the law, including substance abuse, vandalism, or criminal acts.
- **Misleading or False Information:** Materials that contain false or misleading information or promote conspiracy theories, unverified claims, or unsafe practices.
- **Commercial Advertising:** Materials that are purely commercial in nature or designed to sell products or services without educational relevance.

External Organisations and Guest Speakers

1. Any external organisations wishing to distribute materials or advertise events to the school community (students, parents, or staff) must submit their request in writing to the Senior Leadership Team for approval.
2. Guest speakers, organisations, or visitors who wish to distribute materials or conduct activities at the school must ensure their content is consistent with the school's values and safeguarding policies.

Safeguarding and Support

1. **Monitoring:** The school reserves the right to monitor all materials distributed within and outside of school grounds to ensure compliance with this policy. Unapproved or inappropriate materials may be confiscated or removed, and the person responsible may face disciplinary action.

2. **Student Support:** If materials distributed in the school environment or electronically lead to concerns about student welfare, the school will provide appropriate support through pastoral care, counselling, and/or referrals to external agencies where necessary.
3. **Staff Training:** Staff will be trained on how to identify and handle materials that may present safeguarding concerns, particularly materials that promote radicalisation or extremist views.

Sanctions

Any individual (student, staff, governor, or external group) found to be in violation of this policy may face disciplinary action, including but not limited to:

- Confiscation of materials.
- A warning or reprimand.
- Suspension or expulsion (in cases of severe misconduct).
- Reporting to relevant authorities (if necessary, in cases involving illegal or extremist content).

Review of Policy Statement

This policy statement will be reviewed annually by the Senior Leadership Team and updated as needed to reflect changes in law, safeguarding requirements, and the school's educational priorities. The statement will be approved by the Director.

Version control - Approval and review

Version No.	Approved By	Approval Date	Main Change	Review Period
1	Hayley Furnell	January 2025	Initial policy approved	Annually
1.1	Hayley Furnell	August 2025	Early annual review to bring in line with other policies	Annually

A handwritten signature in black ink, appearing to read 'H. Furnell', with a stylized, cursive script.

Hayley Furnell, Director,
on behalf of Elmley Dray School

Dated: August 2025

Next review: August 2026