

# **PLYMOUTH STANDING ADVISORY COUNCIL ON RELIGIOUS EDUCATION - CONSTITUTION (Autumn 2025 to July 2029)**

A SACRE Constitution establishes the framework for how a Standing Advisory Council on Religious Education (SACRE) operates, ensuring it fulfils its legal duties effectively and transparently. Plymouth Local Authority created this Constitution with guidance from NASACRE, the RE Professional Advisor to SACRE and in consultation with Plymouth SACRE members.

## **1. INTRODUCTION**

- 1.1. **A Local Education Authority is required by Section 390 of the Education Act 1996 to constitute a Standing Advisory Council on Religious Education (SACRE).** The SACRE shall operate in line with legislation and guidance. Every SACRE needs a constitution to ensure it operates efficiently, is publicly accountable and fulfils its statutory duties. This Constitution sets out the framework within which the SACRE should operate, in accordance with the Education Act 1996, the School Standards Framework Act 1998 and RE Guidance in English Schools 2010 – Non-Statutory Guidance, including the requirement for the SACRE to broadly represent the proportionate strength of local religious, and non-religious, groups reflecting the local community.

## **2. FUNCTIONS OF SACRE**

- 2.1. **Plymouth SACRE will advise the Local Authority on matters related to religious education, which follows the locally agreed syllabus, and on collective worship in schools (supporting good practice within educational settings), including:**
- a. Monitoring and improvement of standards, quality of teaching and provision in RE as well as the spiritual, moral, social and cultural development (SMSC) of pupils, responding to challenges.
  - b. Monitoring and improvement of the provision and quality of collective worship.
  - c. Providing advice on ways of teaching the agreed syllabus RE, including the choice of teaching materials, disseminating good practice.
  - d. Keeping under review the effectiveness of the Agreed Syllabus (when appropriate to require the Local Authority to review the Agreed Syllabus by convening a statutory conference for this purpose - ASC).
  - e. Monitoring school approaches to assessing pupils' progress in RE (or related subjects):
  - f. Being aware of the uptake of external examinations in Religious Studies and monitor or review the standards achieved.
  - g. Advising the LA on the provision of training for teachers in RE.
  - h. Receiving school inspection reports or sections of these reports.
  - i. Receiving reports on any complaints made under the Local Authority and individual schools' (Academy's and Trust's) complaints procedure related to RE and collective worship to provide consultation and advice relating to such cases.
  - j. Promoting social, spiritual and racial harmony.
  - k. Publishing an annual report as outlined in legal requirements which is sent to the Department for Education (DfE).
  - l. In accordance with legal requirements, on receipt of an application, 'making a determination' about whether the requirement for mainly Christian collective worship is appropriate within a community school.
  - m. Regularly review guidelines for the regulation of its business.

## **3. THE LOCAL AUTHORITY**

- 3.1. **In relation to Plymouth SACRE, Local Authority Responsibilities Include:**
- a. To ensure there is a SACRE.
  - b. To ensure all four groups are appropriately represented on the SACRE.

- c. To establish an occasional body called an Agreed Syllabus Conference (ASC) appointing members to it.
- d. To ensure there is an Agreed Syllabus, reviewed every five years.
- e. To ensure support is in place to enable SACRE and the ASC to fulfil their duties.
- f. To take note of and respond to advice from the SACRE.

**3.2. To facilitate Plymouth SACRE the Local Authority will provide:**

- a. Annual resource (funding).
- b. Clerking support for 3 SACRE meetings per year (+ associated planning meetings).
- c. Specialist RE Advice and support for the ongoing work of SACRE.
- d. Support for the preparation and distribution of the SACRE Annual Report that is received by the Secretary of State and other key partners in the work of SACRE. The Annual Report will cover a school year and will be agreed at an annual SACRE AGM, held in the Summer Term. The Annual Report should include any specific matters on which SACRE has advised the LEA and a broad description of the nature of that advice.

**4. PLYMOUTH SACRE ACTIVITY**

**4.1. The Activity of Plymouth SACRE is Conducted Via:**

- a. At least three SACRE meetings / per year.
- b. Occasional Sub-Group meetings.
- c. Planning / Wash-Up meetings.
- d. Separate ASCs, Reports and Guidance to schools.

**4.2. Plymouth SACRE Meeting Arrangements:**

- a. Plymouth SACRE meet three times per year, once in the Autumn Term, once in the Spring Term and an AGM in the Summer Term or the academic year. The meeting venue (and online attendance) is facilitated by the Local Authority.
- b. Agendas are reviewed and compiled during separate and preceding SACRE Planning meetings (SACRE Planning Group – Including the SACRE Chair, SACRE Vice Chair, Local Authority Officer to SACRE, RE Professional Advisor to SACRE, SACRE Clerk). The agenda of a meeting must give priority to items raised by the Local Authority. Members may, of course, raise matters which lie within the scope of the responsibilities of Plymouth SACRE, with the SACRE Chair. SACRE Meeting Packs, including Agendas are circulated to SACRE Members 7 days prior to the following SACRE meeting.
- c. Following each SACRE Meeting the SACRE Planning Group undertake a review of actions, matters arising and meeting minutes (SACRE Wash-Up meeting). This meeting also plans the work of the RE Professional Advisor to SACRE.
- d. To be quorate, each house must have at least one SACRE Member present.
- e. Invitations, agendas, previous minutes and associated meeting documents are circulated, at least 7 days prior each SACRE meeting.
- f. All SACRE members are required to disclose declarations of interest at each SACRE meeting.
- g. If for unforeseen circumstances, the SACRE Chair and Vice Chair are not present, a Temporary Chair will be appointed at the beginning of the meeting.
- h. All members may claim travelling expenses (including public transport, personal vehicle mileage and parking – once the provided claim form is completed and forwarded to SACRE Clerk – Note: no claims will be reimbursed for parking related offences / charges). Supply cover for teachers from local settings will be funded at a half day rate. Expenses claim forms are included with SACRE Meeting Agenda Packs.
- i. Extraordinary SACRE meetings may be called, reflecting emerging and/or urgent issues, relating to the activity and scope of Plymouth SACRE.

**4.3. Sub-Group (Working Group) Activity:**

- a. SACRE may appoint members to working parties which may include non-members with expertise to contribute. The composition of a working party will normally include members from all groups.
- b. Where a sub-group of the Council is established with a brief to take action, its membership and decisions must reflect the single vote system of the four groups.

**4.4. Plymouth SACRE AGM Arrangements:**

The Plymouth SACRE AGM take place annually in the Summer Term and contain additional agenda items including the election process for SACRE Chair, Vice Chair and Group Representatives. The AGM may also contain additional items, such as key-note speakers, discussions and the ratification of reports etc. Arrangements and agenda setting for each AGM takes place within the Summer SACRE Planning Meeting.

**4.5. Plymouth Agreed Syllabus Conference (ASC):**

The ASC is a statutory body brought together in order to produce and agreed syllabus for RE. It is a separate legal entity from a SACRE.

- a. The ASC is a body is appointed by the Local Authority according to the same structure as a SACRE.
- b. Voting, within an ASC is different to that of SACRE in that all Members have to vote for a syllabus (unanimously, not simply by a majority), before it can be adopted.

**4.6. Plymouth SACRE Finance Committee and Urgent Business (outside of Plymouth SACRE meetings):**

- a. With three SACRE meetings taking place throughout the academic year, there will be occasions when decisions need to take place urgently, when there is no opportunity to consult the whole SACRE membership, in a timely manner.
- b. To facilitate the transparent and efficient delivery of SACRE related activity, during these periods, the SACRE Planning Group will undertake minor decisions / actions (for example contacting a school / or number of schools, circulating information and guidance or liaising with the Local Authority).
- c. Where an activity necessitates the release of funding or a decision related to financial resource a SACRE Finance Committee will be consulted to review a proposed course of action.
  - This SACRE Finance Committee will comprise of one member of each Group (Group Representative) and the Local Authority Officer to SACRE.
  - The SACRE Finance Committee will be facilitated by the Local Authority Officer to SACRE, with the activity summarised at the next opportunity (SACRE Meeting), within the Local Authority Officer to SACRE Report.

**5. PLYMOUTH SACRE GROUPS, MEMBERSHIP AND CO-OPTION**

- 5.1. SACRE's are set up to represent a balance of all interests of a local community and may include elected councillors, representatives of faith communities and members of the education community (including teachers, head teachers, trustees and governors). The structure of a SACRE is defined by law. It is made up of four groups.

**5.2. Plymouth SACRE Groups – SACRE Representation and Composition is Set in Legislation and Comprises of:**

- a. **GROUP A:** Christian and other Religion and Belief Communities denominations and other religions (with the exception of the Church of England) reflecting the principal religions of the city (8 Places / Reviewed Annually at AGM).
- b. **GROUP B:** Church of England - nominated by the local CofE diocese or dioceses (4 Places / Reviewed Annually at AGM).

- c. **GROUP C:** Teacher and Headteacher associations and others representing education interests (7 Places / Reviewed Annually at AGM).
- d. **GROUP D:** The Local Authority - Political Representation (6 Places / Reviewed Annually at AGM).
- e. There shall be up to 6 further places which SACRE may fill by co-option. The total membership of SACRE will be (25 Places + 6 Co-opted Places / Reviewed Annually at AGM). Each group will elect a Group Lead to represent them for voting and financial related activity (this lead will be appointed at each AGM).

**5.3. Plymouth SACRE Member Voting:**

- a. On any matter to be decided by Plymouth SACRE, only the representative groups shall be entitled to vote and each such group shall have a single vote.
  - At least one member from each Group A,B,C and D should be present at SACRE meetings and decisions cannot be made unless there is at least one person present from each group to cast each group's single vote.
  - Arrangements are to be made to facilitate private discussion, within each Group, prior to casting votes.
- b. Group (D) (The Local Authority) may not vote on a proposal to require the Local Authority to review the Agreed Syllabus.
- c. In the event of a tied vote, the SACRE Chair will cast the deciding vote.
- d. Co-opted members do not have voting rights.
- e. It is actively encouraged, that Plymouth SACRE will conduct its normal business by consensus.

**5.4. There Are Two Kinds of Membership Within Plymouth SACRE:**

- a. Those nominated by the appropriate sponsoring groups and formally appointed by the Local Authority, working within one of the four groups (membership is reviewed and reappointed every four years).
- b. Those co-opted by SACRE (SACREs may co-opt other members who have particular expertise or represent a small local faith or belief community).

**5.5. Plymouth SACRE Members Will:**

- a. Uphold and display the SACRE 'Code of Conduct' (see Appendix 1.);
- b. Represent the spectrum of views, beliefs and guidance from their respective community.
- c. Attend and contribute to SACRE meetings, voluntary sub-group activity and collective events, as appropriate.
- d. Respond to SACRE related communications in a timely manner.
- e. Put children's' learning and development before personal interest.
- f. Represent the activity of Plymouth SACRE positively (Plymouth SACRE is an advisory body and not representative of the Local Authority, it's activity or practice).
- g. To disclose declarations of interest at each SACRE meeting.

**5.6. Member Attendance, Resignation and Replacement:**

- a. The Local Authority is responsible for constituting SACRE and for appointing the members, other than co-opted members. It must take reasonable steps to be assured that persons appointed are representative of the denominations/religions/beliefs or teachers' associations involved and may remove an appointed member if, in the opinion of the Local Authority, they cease to be so representative.
- b. Members are appointed for a period of four years (plus a further four years, if SACRE Groups and the SACRE Chair agrees an extension), but no longer than 8 years.
- c. In the case of a member who, without consent of SACRE, has failed to attend SACRE meetings for a continuous period of twelve months, SACRE may remove a co-opted member or may recommend, to the Local Authority, the removal of a representative member.

- d. Members wishing to resign their representation must do so in writing to the SACRE Chair (who will communicate this to the Local Authority Officer to SACRE and SACRE Clerk).

**5.7. Co-opted Members and Observers:**

- a. Up to six co-options may usually be made but more are possible if required. Co-opted members may discuss any item including co-options but may not vote on formal matters requiring votes from each of the four groups. The term of office of a co-opted member will be four years. In making co-options SACRE should have regard to representation of the areas of Plymouth, types and phases of school and of minority interests. The procedure for co-options should normally include:
  - An enquiry from a potential co-optee or proposal from an existing SACRE member.
  - An invitation to observe a SACRE meeting.
  - Following the co-optee introducing themselves (and their representation), and if the SACRE group approve the co-option, an invitation from the SACRE Chair to become a SACRE Co-opted Member of SACRE.
  - SACRE may invite people of expertise or special interests to attend on an occasional basis.

**5.8. Plymouth SACRE Representation and Communication:**

- a. Communication with any national organisation e.g. the DfE, Ofsted and NASACRE is to be made by the SACRE Chair (or RE Professional Advisor to SACRE, following consultation with the SACRE Chair).
- b. Any press enquiries are to be directed to the SACRE Chair and Local Authority Officer to SACRE for action.
- c. All SACRE members should ensure they are fully representative of their membership group and seek to consult colleagues as widely as possible on relevant issues.
  - Communication from Plymouth SACRE will take place via the SACRE Chair and does not represent the views, provision or position of Local Authority (this must be stated clearly in all communications).
  - Communication from individual SACRE members does not represent the views, provision or position of Plymouth SACRE, without prior agreement.

**6. PLYMOUTH SACRE OFFICERS / MEMBERS ROLES**

**6.1. The Role of the Chair of Plymouth SACRE (*Current: Cllr Tess Blight*) – Responsibilities include:**

- a. To ensure that Plymouth SACRE fulfils its statutory duties and responsibilities.
- b. To lead Plymouth SACRE's ongoing process of self-evaluation and development.
- c. To ensure the smooth and efficient running of SACRE meetings (including when appropriate managing the exclusion of Members, Members of the Public and the Press or enacting PART 1 / Part 2 arrangements).
- d. Attendance and leadership within all SACRE meetings, including SACRE Meetings, SACRE Planning Meetings (*Agenda Setting Meetings*) and SACRE Wash-Up Meetings.
- e. Construct the agenda for SACRE meetings (alongside the Local Authority Officer to SACRE, The SACRE Clerk and the Professional RE Advisor to SACRE).
- f. To develop and monitor the workplan (in conjunction with the Local Authority Officer to SACRE) for the RE Professional Advisor to SACRE (a service provided by EP Consultancy).
- g. Ensure that actions have taken place and that minutes are signed as an accurate representation of the previous meeting.
- h. To seek mandate, if appropriate, from SACRE to act on SACRE's behalf in relation to a particular activity, before the next meeting.
- i. To liaise with the Local Authority regarding agenda's, reports, provision of funding / support, meeting venues and inefficiencies.

- j. To act as the public face of the Plymouth SACRE, representing it at meetings, public events including interfaith events.
- k. To attend appropriate training and ensure that members receive appropriate training (+ induction).
- l. To ensure that the agreed code of conduct is adhered to by all SACRE members.

**Note:** *When acting in the capacity of the Plymouth SACRE Chair, the member (and role) does not represent the activity, aims or position of the Local Authority in any way.*

**6.2. Requirements to Hold This Position (Plymouth SACRE Chair):**

- a. An active SACRE member for at least 12 months.
- b. To be in a different group to the Vice Chair.
- c. To have suitable availability, within other commitments, to undertake the activities described within point 6.1.),
- d. To serve in position for a minimum of 1 and maximum of 4 years (appointing and re-appointing taking place at each AGM).
- e. Plymouth SACRE recognise that it is best practice to rotate this position between SACRE Groups.

**6.3. The Role of the Vice Chair of Plymouth SACRE (Current: Katie Freeman) – Responsibilities include:**

- a. Attend appropriate training, SACRE Planning Meetings, SACRE meetings and SACRE Wash-Up Meetings.
- b. To undertake the responsibilities and represent the SACRE Chair, in the event of non-attendance at SACRE meetings (including such responsibilities as referred to within points 6.1.).

**Note:** *When acting in the capacity of the Plymouth SACRE Vice Chair, the member (and role) does not represent the activity, aims or position of the Local Authority in any way.*

**6.4. Requirements to Hold this Position (Plymouth SACRE Vice Chair):**

- a. An active SACRE member for at least 12 months.
- b. To be in a different group to the Chair.
- c. To have suitable availability, within other commitments, to undertake the activities described within point 6.1.).
- c. It is best practice to rotate between SACRE groups.
- d. To serve in position for a minimum of 1 and maximum of 2 years (appointing and re-appointing taking place at each AGM).

**6.5. The Role of Plymouth SACRE Group Representative (Lead)**

This role is simply to act as the representative for the Plymouth SACRE Group in which the member resides:

- a. Communicating voting decisions.
- b. Acting as the Group Finance Committee Member, liaison with the Local Authority Officer to SACRE in matters relating to funding/resource allocation, in between SACRE meetings.

**Note:** *When acting in the capacity of the Plymouth SACRE Group Representative, the member (and role) does not represent the activity, aims or position of the Local Authority in any way.*

**6.6. The Role of the Local Authority Officer to SACRE (Current: Michael House)**

This role is appointed by the Local Authority and acts as the link to the Local Authority Children's Services Department (acting on behalf of the Director of Children's Services – Plymouth City Council). Duties Include:

- a. Receiving and responding to advice and consultation from Plymouth SACRE.
- b. Providing information regarding allocated Local Authority resource (budget).
- c. Providing professional support, relevant advice and intelligence to SACRE, regarding Plymouth education settings and the support they receive.

- d. To develop and monitor the workplan (in conjunction with the SACRE Chair) for the RE Professional Advisor to SACRE (a service provided by EP Consultancy).

**Note:** *The Local Authority Officer to SACRE represents the Local Authority only and not the activity of Plymouth SACRE.*

#### 6.7. **The Role of the Religious Education Professional Advisor to SACRE**

This activity is currently commissioned by Plymouth SACRE (reviewed annually). The services of EP Consultancy include the following activity:

- a. Attend and provide guidance within all SACRE Meetings, SACRE Planning Meetings, SACRE Wash-Up Meetings and associated Sub-Group activity, helping to prepare agendas and key papers.
- b. Advise SACRE on issues relating to its work, ensuring that it is up to date with local, regional and national initiatives and issues, related to RE, collective worship and syllabus developments.
- c. Provide leadership on areas related to the Agreed Syllabus, RE and collective worship.
- d. Draft and edit the Plymouth SACRE Annual Report and all SACRE materials and publications.
- e. Monitor and communicate aspects of Plymouth SACRE activity, including agreed school visits and analysis of examination results in Religious Studies.

**Note:** *When acting in the capacity of the RE Professional Advisor to SACRE, the member (and role) does not represent the activity, aims or position of the Local Authority in any way.*

**Note:** *The role of RE Professional Advisor to SACRE is provided as a commissioned service from a local vendor who is independent from the Local Authority.*

#### 6.8. **The Role of SACRE Clerk (Current: Asif Siddique)**

This role includes the facilitation of SACRE activity and administrative support for its members, including:

- a. Arrange, attend and clerk meetings for Plymouth SACRE and ASC (including Planning and Wash-Up meetings, excluding sub-group activity), producing and circulating minutes and agendas in a timely manner. Meeting records are to be made available for a period of at least 6 years.
- b. Ensure that all papers are circulated to members in advance of meetings.
- c. Advise on dates of meetings, particularly in relation to religious holidays or other Local Authority meetings which may clash and affect quoracy.
- d. Work as a team closely with the Chair and other SACRE officers to produce reports, papers and associated communications.
- e. Be the first point of contact for SACRE members, faith community members, members of the public and other bodies concerned with the work of Plymouth SACRE (responding to queries, alerting the Chair and other SACRE Officers as appropriate).
- f. Maintain the Plymouth SACRE membership list, keeping it up to date and identifying any membership issues for the attention of the Chair.
- g. Liaise with the Local Authority democratic and legal departments regarding governance issues and queries.
- h. Be responsible for the passing on invoices for payment, relating to SACRE work (following approval by the SACRE Chair and Local Authority Officer to SACRE).

## 7. DETERMINATIONS

- 7.1. In January 1994, the Department for Education released Circular 1/94, which states that all maintained schools must provide 'daily collective worship for all registered pupils' and that this 'must be wholly or mainly of a broadly Christian character' (Circular 1/94). It is acknowledged that this may not be appropriate for all pupils in all schools. Maintained schools under the control of their LA may, therefore, apply to the local SACRE for a 'determination'. The determination lifts or modifies this requirement for some or all pupils, while safeguarding the interests of children from Christian families. Academies should apply for a 'determination'

directly to the DfE. A determination, once granted, lasts for five years. Plymouth SACRE is required to consider and determine in accordance with Section 394 of the Education Act 1996 applications from the Head Teachers of community schools or foundation schools which are not defined as having religious character in relation to the requirement of Christian collective worship to apply at their school.

**7.2. Determination Procedure:**

- a. A school submits their Determination Application – to the Local Authority (SACRE Clerk).
- b. A Local Authority Officer completes checks for correct documentation.
- c. SACRE Members review documentation (within a given timeframe / 1 or 2 members).
- d. SACRE Members visit the school (within a given timeframe / 1 or 2 members) to observe at least one act of reflection/worship and talk to the Headteacher.
- e. SACRE compile a report, including a recommendation to grant, or not grant, the Determination (or renew the Determination).
- f. Report (plus relevant documentation) is sent to the Local Authority Officer to SACRE (for inclusion at the next SACRE Meeting). Requesting school is invited to the next SACRE meeting also, to present their case.
- g. At the SACRE Meeting: 1. School represents their case, 2. SACRE members who visited the school provide their summary, 3. SACRE members make their decision (school representative asked to vacate the room to facilitate confidential discussion).
- h. The Local Authority, upon advice from Plymouth SACRE, inform the school of the decision to allow or refuse determination (within 10 days of the SACRE meeting).

**8. REVIEWING THE PLYMOUTH SACRE CONSTITUTION**

**8.1. Plymouth SACRE's Constitution will need to be reviewed:**

- a. If there is a change to relevant legislation.
- b. If there is a change within the religious demographic of the area served
- c. or every four years.
- d. This is undertaken by, or in partnerships with the Local Authority's Legal Services and all four SACRE Groups must agree to changes and developments within the constitution (unless they are mundane: e.g. removal of references to bodies that no longer exist).
- e. The Authority can alter this constitution but must consult SACRE before doing so.

**9. DISPUTES, COMPLAINTS AND FREEDOM OF INFORMATION**

- 9.1. Plymouth SACRE is intended to be a collaborative body and needs to ensure that no particular sector or member is unduly favoured. Problems and issues should usually be raised and resolved at the SACRE meetings. However, if parties feel that an issue has not been resolved, the following process should be followed and minutes should be taken:
- a. Stage 1: Parties who are in dispute meet with the Chair of the SACRE and the RE Professional Advisor who will assist in finding or recommending a solution.
  - b. Stage 2: A special meeting of the SACRE is convened. Papers should be prepared by the parties representing different views. The Chair and the RE Professional Advisor also prepare a paper offering possible options for resolution. If the problem is not resolved, the dispute is referred to Stage 3.
  - c. Stage 3: If the issue is not resolved then guidance or clarification will be sought from the relevant Government Department.
  - d. Complaints from members of the public will be handled by the Council's Complaints Procedure.
  - e. Request for Information under the Freedom of Information Act will be handled in accordance with the Local Authority's published procedures for dealing with such requests. If any member of the SACRE receiving a request under the FOIA will be required to pass that request to the SACRE Clerk within 24 hours of receipt of that request in order that Local Authority may deal with the request on behalf of SACRE within the appropriate working time limit.



## **APPENDIX 1. SACRE MEMBERS CODE OF CONDUCT**

### **PLYMOUTH SACRE MEMBERS (AND CO-OPTED MEMBERS) MUST:**

- Attend, and play an active part, in all SACRE meetings (sending apologies when circumstances do not afford participation).
- Participate in and review the work of SACRE for the benefit of the whole community.
- Listen with respect to the views of other members and where a situation of disagreement occurs, disagree respectfully.
- Express views and opinion openly, honestly and sensitively, always recognising others may have views different to one's own.
- Seek reasoned consensus where views diverge and never disrespect the views of other SACRE members or seek to convert them to a different belief stance.
- Actively consult with, and report back to, the membership body which they represent so that debate is fully informed.
- Actively challenge and resist stereotyping.

### **WHEN VISITING A SCHOOL / ACADEMY**

#### **AS A REPRESENTATIVE OF SACRE:**

From time to time, SACRE members may have the opportunity to visit schools / Academies. SACRE members should remember that this is a privilege to visit a school, only if invited. Members are not in school to make judgements or 'inspect' RE & collective worship. Members do not represent the Local Authority in any capacity or by association.

#### **MEMBERS SHOULD:**

- Only visit a schools / academy when invited.
- Inform the SACRE Chair, SACRE Clerk, the Professional RE Advisor to SACRE and the Local Authority Officer to SACRE of their intended visit.
- Ensure that any communication or dialog cannot be viewed as denigrating to any religion, belief system or cultural norm.
- Avoid being critical of others or imposing own views.
- Any confidential information disclosed should not be passed on but, along with any possible concerns or confusions about what may have been seen, should be discussed with the Local Authority Officer to SACRE, before being reported back to SACRE.

#### **AS A REPRESENTATIVE OF A FAITH OR COMMUNITY:**

Some faith community representatives may be more regular visitors to school and invited to support RE and / or collective worship. Visitors should be well supported by the class teacher who should always be present, taking an active role in question and answer session, and ensuring visitors are well briefed before a visit.

#### **MEMBERS SHOULD:**

- Have a clear, mutually agreed understanding of the purpose of the visit before it takes place.
- Appreciate that they are not there to convert or proselytise, avoiding being critical of others or imposing their own views.
- Be familiar with the school's aims, ethos and policies in RE and collective worship.
- Have an understanding of where the lesson will fit into the unit of work from the Agreed Syllabus and what the learning objectives are.
- Use a variety of teaching and learning methods and approaches, but at no time touch pupils or behave favourably towards pupils or particular faiths, ethnic groups or genders.
- Ensure that pupils understand that the visitor is representing a particular faith and their own personal interpretation of it and therefore that others from the same faith may not always interpret ideas in exactly the same ways.
- Ensure that they do not say or do anything, which could be viewed as denigrating.
- Communicate at an appropriate level for the age group concerned.