



SNS Contract with Secondary Schools and PRUs

Solutions Not Sides (SNS) works nationally with Secondary Schools and Community Organisations, to advance education of British young people through facilitating dialogue with regards to diverse narratives on the subject of the Israeli-Palestinian conflict and its resolution, and teaching conflict resolution skills.

SNS is a Charitable Incorporated Organisation with offices in London covering the whole of Great Britain. SNS delivers sessions on the Israeli-Palestinian conflict with speakers from the region, reaching around 8,000 young people between the ages of 15-18 across the UK each year.

Best practice

This document contains guidelines which are intended to aid, support and direct SNS staff and Schools taking part in SNS activities to provide adequate duty of care during the delivery of SNS sessions.

Prior to the delivery of any SNS session, we require for the School to approve the aims and objectives of the topics discussed. SNS also offers parent briefing sessions about the project, to support the school's community, the young people and their families and ensure everyone understands fully the aims and content of the sessions.

In order to ensure that we are able to prepare and deliver the best possible session for students, we require every school to submit our completed booking form before a session is confirmed. This includes indicating that you will deliver our mandatory preparation session for students. In some incidences, we will be able to deliver this session for you.

In order to continuously monitor and evaluate our programmes, SNS requires for the School member of staff observing the session to complete a feedback form.

If you have any questions in these regards, or **if the School has any complaints or queries about an SNS session, methods or facilitators**, please contact the SNS Director, Sharon Booth, on

sharon@solutionsnotsides.co.uk or 020 8004 6431.

Safeguarding

SNS has a duty of care to safeguard from harm all children and vulnerable adults that are involved in SNS sessions. All children have a right to protection and we believe that the welfare of children is paramount in everything we do.

- Any **safeguarding issue** that may arise during an SNS session will be reported through the **SNS Designated Safeguarding Lead** to the **School's Safeguarding Lead** directly. The school will be responsible for follow-up once an incident is reported.
- All SNS staff members have a current (within the last 3 years) enhanced **DBS check**.
- In order to comply with safeguarding, behaviour and discipline management guidelines, we ask that a **School member of staff is always present** during sessions. In the case that a member of staff is not present, the SNS staff will seek advice from the School and wait until a School member of staff is available before resuming the session.
- In order to protect the SNS staff, there will be **no physical contact** between the SNS staff and students.

Risk Assessment, First Aid, Incident Reports

- Schools are responsible for carrying out **Risk Assessments** for each SNS session delivered on their premises. SNS staff will conduct a visual checklist prior to all sessions. If the area is not deemed safe the SNS staff will notify the observing member of staff who should promptly act to eliminate the perceived danger.
- Any incident that occurs during an SNS session which requires **First Aid** should be dealt with by the School member of staff or first aider.



Behaviour Management, Discipline, Special Needs

- The SNS staff will ask the observing staff member present for assistance in behaviour management if needed. If the behaviour of the class does not allow for the smooth delivery of a session, the SNS staff will stop the session and inform the SNS office and the School.
- At the beginning of the session, the SNS staff will explain the following rules and discipline procedure to the students:
 - Respect one another and the facilitator. Please do not talk over SNS staff, volunteers, or anybody else in the class. If you wish to speak, put your hand up
 - No anti-social behaviour - Try to participate in every activity
 - School rules apply
- SNS will operate a Three-Strike policy throughout the session:
 - 1) Any participant caught violating any rules will be issued a first warning.
 - 2) Any participant caught violating any rules for a second time will be issued a second warning.
 - 3) Any participant caught violating any of the above rules for a third time will be referred to the teacher present in the classroom who will support SNS staff in ensuring that the student no longer disrupts the session.

A Third Strike may be issued directly in cases of gross misconduct
- Prior to starting a session the SNS staff will enquire with the teacher as to any Special Needs of students attending the session.
- Teachers are welcome to participate in sessions such as asking questions and commenting. However, please be aware that the pronouncement of personal political views may compromise the neutrality and safe space of the session for students.

Social Media Policy / Photo Permission / Publicity

- SNS staff will not send or accept any 'Friend Requests' to / from students they are engaging with on a professional basis on any social media platform personal profile. Students will be directed to the official SNS social media profiles when this will be deemed appropriate and only when participants are of the required age (13+) to use these platforms.
- If SNS wishes for pictures or video to be taken during a session, the School will be consulted prior to the session. If permission is not given then SNS will not take any pictures, either of the whole class or specific students.
- We welcome any publicity the school wishes to produce to advertise or communicate SNS Sessions. We require that this is approved by SNS prior to publishing.

Cancellation Policy

- In the case that SNS staff are unable to attend the pre-booked session (due to illness or other unforeseen circumstances), SNS will endeavour to notify the school as soon as possible, offering to re-schedule the session for a later date.
- Once sessions are booked please take into consideration that should you wish to cancel we expect a minimum of **two weeks' notice**. Please note that **SNS do not make an obligatory charge** for the delivery of our programmes; however, in the event of a late cancellation [less than a week in advance of the session] SNS reserves the right to charge a cancellation fee to cover the cost of administrative costs incurred (pre-booked facilitators hourly rates, transport, etc..).

Corona Safety Policy

- For as long as the Corona pandemic is a public health risk, staff and volunteers of SNS will adhere to the organisation's 'COVID19 Schools' Safety Policy'. This includes instructions about PPE, social distancing, limited number of team members for a school visit and measures to avoid touching or using shared utensils or equipment.
- SNS has developed a 'menu' of options that involve delivering the programme online instead of in-person for schools that are in lockdown areas or are not admitting external visitors to their premises. Schools are encouraged to choose an alternative option rather than cancel in the event of changed circumstances due to COVID19.