



AL-ISLAH GIRLS HIGH SCHOOL

HANDLING MEDIA INTEREST

Policy Statement

The purpose of this policy is to provide members of staff with guidelines on how to deal with media interest. This is a very sensitive area, and it is essential that the correct procedure is followed in order to preserve and protect the interests of Al-Islah Girls High School

Guidelines for Staff

Members of staff should be aware that school related incidents, good or otherwise, do attract media interest.

The following procedure should be adopted in the event of any media correspondence with the school (when this it is through the post, telephone, email, visit to the school or any other means):

1. The Head-teacher is will handle all media interest. In his absence, a message should be taken for the Head-teacher's attention, which should then be relayed to him as soon as possible.
2. The recipient of a telephone call from a media correspondent should not take it upon themselves to deal with the enquiry, unless they have been specifically instructed to do so by the Head-teacher.
3. If the Head-teacher is in on leave, then the media correspondence should be brought to the attention of his deputy.
4. If the Head-teacher is considers the disclosure of information concerning members of staff or pupils reasonable, this would only be actualised upon receipt of consent from the various concerned parties. Parental consent would be sought where appropriate.
5. Any media participation will only be consented to by the school if Islamic law is not contravened in the process.
6. All members of staff and pupils reserve the personal right to refuse to participate in any media activity.