

School Inclusion Project

Email Protocol

Members of SIP are expected to adhere to the following rules:

1. Do not put any information in your email which identifies a client.
2. Only post messages that will be relevant to the whole group, e.g. in relation to school exclusions or policies and practices that disadvantage school students.
3. Do not post messages intended for individuals to the whole group.
4. Take care to ensure that your messages do not cause offence.
5. If seeking opinions of the group members do not take silence as consent.
6. If referring a case, please include details of which area or London borough the client is in and whether it is urgent. The case will be referred to the first organisation that replies to the email. Once the case has been taken on, the referring organisation should ensure that the email group is informed by sending a further email confirming this.