

Intellectual Freedom Policy

1. Policy Statement

Sir William Perkins's School supports the core mission of librarians and other information workers to ensure access to information for all for personal development, education, cultural enrichment, leisure, economic activity, and informed participation in and enhancement of democracy. To this end, but not withstanding any relevant legal Safeguarding or Child Protection requirements, Sir William Perkins's School rejects censorship in all its forms and seeks to provide the highest standards of accessibility to both physical and virtual services. Additionally, the School believes each parent/carers has the right to determine the appropriateness of library resources for their child and should accord the same right to other families.

In order to promote Equity, Diversity, and Inclusion, to eradicate discrimination and to enhance access for all, the Librarian supports all people in their information searching, assists them to develop their reading skills and information literacy, and encourages them in the ethical use of information (with particular attention to the welfare of young people).

This policy has been created with reference to the following relevant documents:

- the ethics principles set forth in the CILIP (Chartered Institute of Library and Information Professionals)
- the IFLA (International Federation of Library Associations and Institutions) Code of Ethics for Librarians and other Information Workers
- The Students' Right to Read statement of the National Council of Teachers of English.

In line with our Provision of Information policy, this document is available to all interested parties on our website and on request from the School Office. It should be read in conjunction with the following school documents:

- School Library Policy
- IT Acceptable Use Policy
- E-safety Policy
- Safeguarding and Child Protection Policy
- Complaints Policy

SWPS is fully committed to ensuring that the application of this policy is non-discriminatory, in line with UK Equality Act (2010). Further details are available in the school's Equal Opportunities policy.

2. Library Resource Reconsideration Process

Despite the careful selection of library resources and the qualification of those involved in the selection process, objections to library resources that are deemed offensive or inappropriate may occur. Any member of the school community may express an informal concern or formal request for reconsideration of a library resource, in which case the relevant procedure will be followed.

Persons with a complaint about library print or digital resources should state their concerns to the school Librarian or Head. The Librarian or Head will listen to the concerns and attempt to resolve the issue informally. As part of the discussion, the school's rationale for resource selection will be discussed, including selection criteria, diversity of the collection with resources from many points of view, and the selection process.

If the complaint is not resolved informally, the Librarian or Head will explain the formal reconsideration process and provide the individual with a copy of the School Request for Reconsideration of Library Resources form (Appendix A). If there is concern about multiple items, a separate form must be completed for each item. If the relevant completed and signed formal request for reconsideration form has not been received by the Head within fifteen working days, the matter shall be considered closed.

All complaints about library resources shall be reported to the Head, whether received by telephone, letter, or in personal conversation. No library resources should be removed or restricted from use as a result of the informal complaint.

The Reconsideration Committee will be appointed by the Head and consist of a teacher, an SLT member, a school librarian, a reading specialist or English teacher, and a member of the school community and convene at the appointed time to discuss the matter.

The final decision of the Reconsideration Committee will be communicated within 15 working days from the date of receiving the completed request for reconsideration form.

If the complainant is not satisfied with the outcome of the Reconsideration Committee they may submit a formal written complaint to the Head in line with the School's Complaints Policy.

3. Monitoring and Review

This policy will be reviewed and updated annually by the Assistant Head (Teaching and Learning), in consultation with the Librarian, or as events or legislation requires.

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| Next scheduled review date: May 2026 Last reviewed: May 2025 | |
| Key updates in this version: | • N/A |

Appendix A



School Library Resource Request for Reconsideration of Material Form

The School has delegated the responsibility for selection and evaluation of library/educational resources to the school library professional staff and has established reconsideration procedures to address concerns about those resources. Completion of this form is the first step in those procedures. If you wish to request reconsideration of school or library resources, please return the completed form to the Librarian or the Head.

Sir William Perkins's School
Guildford Road | Chertsey | Surrey | KT16 9BN
01932 574 900

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|---|-----------------|-----------------------|----------|
| Section 1: About you | | | |
| NAME: | | | |
| ADDRESS: | | | |
| E-mail address: | | Contact number: | |
| Are you making this request on behalf of yourself or on behalf of an organization? (Please circle) | | SELF / ORGANISATION | |
| Please name the organization if you're making a request on behalf of an organization. | | | |
| Section 2: About the resource you wish to be reconsidered | | | |
| Please indicate the type of resource which you wish to be reconsidered (Please circle all that apply) | | | |
| APP | Audio Recording | Book (e-book) | Database |
| Digital Resource | Game | Movie | Magazine |
| Newspaper | Streaming Media | Other (please state): | |
| Title of resource: | | | |
| Name of author / producer: | | | |
| Is the resource part of the curriculum? | | | Yes/No |

| | |
|--|--|
| What brought this resource to your attention? | |
| Have you examined the entire resource? If not, what sections did you review? | |
| What concerns you about the resource? | |

| Section 3: Other information | |
|--|--|
| Are there resource(s) you suggest that would provide additional information and/or other viewpoints on this topic? | |
| What action are you requesting the Library Reconsideration Committee take? | |
| Any other comments you wish to make about this resource? | |

Thank you. This form will be reviewed in line with the Library Resource Reconsideration Process detailed in the School's Intellectual Freedom Policy and we aim to provide a response within 15 working days from the date we receive this form.