



Wembley
Multi-Academy
Trust

ACHIEVEMENT FOR ALL

REFLECTION ROOM POLICY

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1. Purpose

The Reflection Room in schools within Wembley Multi-Academy Trust (WMAT) is a **multi-faith and no-faith reflection space** provided exclusively for students. The purpose of the Reflection Room is to support students’ spiritual, moral, emotional, and personal wellbeing by offering a calm, respectful environment for **quiet reflection**, which may include individual prayer. It is managed to ensure the space is:

- Safe and appropriately supervised
- Inclusive and respectful of all faiths and beliefs, including those of no faith
- Operated in line with safeguarding requirements and school routines

WMAT is committed to upholding the Equality Act 2010, which protects religion and belief, while balancing this with the effective and safe running of the school.

2. Who May Use the Reflection Room

- **Students only:** The Reflection Room is exclusively for student use during the agreed opening times.
- **Staff:** Teaching and support staff are **not permitted** to use the Reflection Room. Staff wishing to pray or reflect during the school day may do so privately in their own classroom during lunchtime.
- **Parents/Carers:** Parents and carers are not permitted to use the Reflection Room.

Access may be suspended during examinations, lockdowns, fire alarms, periods of high staff absence or due to other operational needs.

3. Times of Use

- The Reflection Room is open **Monday to Friday from 13:15–13:35 only**.
- The space is **not available outside of these times**.
- Use of the Reflection Room must not replace or interrupt timetabled lessons.

Where demand is higher than expected, the senior leader with responsibility for the Reflection Room may operate **two supervised sessions**, as follows:

- **13:15–13:30** – KS3 students
- **13:35–13:50** – KS4 and KS5 students

This arrangement will be communicated clearly to students and staff when implemented.

The member of the Leadership Group in charge of the Reflection Room will take a register of students who attend.

4. Supervision and Safeguarding

- The Reflection Room is **not a private or unsupervised space**.
- The room will be supervised at all times by **one designated member of the Leadership Group**, who is responsible for:
 - Maintaining a calm and respectful environment
 - Monitoring capacity and safety
 - Ensuring the policy is followed consistently
- Staff retain the right to enter the room at any time for safeguarding or health and safety reasons.
- One-to-one meetings between students, or between staff and students, are **not permitted** in the Reflection Room.
- Any safeguarding concerns must be reported immediately in line with the schools and Trust safeguarding procedures.

5. Behaviour Expectations

All students using the Reflection Room must:

- Treat the space with respect and quiet consideration for others.
- Use the room solely for quiet reflection or individual prayer.
- Follow the schools' Behaviour Policy at all times.
- Respect the beliefs, practices, and personal space of others.

The following are **not permitted**:

- Proselytising, coercive behaviour, or pressuring others to participate in religious activity.
- Political activity or campaigning.
- Use of the space for socialising, study, or recreation.
- Distribution of religious or ideological materials without prior permission.

If a student wishes to deliver a **speech, sermon, or shared reflection**, the content **must be shared in advance** with the senior leader responsible for the Reflection Room 48 hours in advance. This is to ensure that it aligns with WMAT values and safeguarding expectations. Approval must be granted before the activity can take place.

6. Inclusivity and Equality

- The Reflection Room is a **faith-neutral and inclusive space**.
- No individual or group has exclusive rights to the room at any time.
- The room must remain free from:
 - Discriminatory language or behaviour
 - Symbols or materials that exclude or marginalise others
 - Pressure to conform to any belief system.

Reasonable adjustments will be considered where possible; however, access is subject to space, supervision, and safeguarding limitations.

7. Facilities and Equipment

- Any religious or reflective items must:
 - Be approved by the school
 - Be appropriate, safe, and respectfully stored
- Students are responsible for leaving the room clean and tidy after use.
- Food and drink are not permitted unless agreed in advance for specific religious reasons.

8. Health and Safety

- Maximum occupancy limits must be observed at all times.
- Fire exits must remain clear.
- All users must follow WMAT health and safety guidance and instructions given by the supervising member of staff.

9. Breaches of the Policy

Failure to comply with this policy may result in:

- Temporary or permanent withdrawal of access to the Reflection Room
- Behaviour sanctions in line with the schools' Behaviour Policy
- Parental/carer contact where appropriate.

10. Review and Monitoring

- This policy will be reviewed annually by senior leadership.
- Feedback from students may be considered as part of the review process.
- We reserve the right to make amendments to ensure continued compliance with safeguarding, equality, and operational requirements.