



THE PUPIL VOICE

PUPIL REPRESENTATION STATEMENT

1. Aim

Pupils have an important role to play in shaping the work of the Inner Temple (the Inn). This statement sets out how the Inn works in partnership with pupils to ensure that their views, ideas and feedback are heard and inform the Inn's work.

The Inn greatly values the time pupils give to providing feedback and participating in our decision-making processes. Pupil feedback helps us to enhance the experience of current pupils and inform the future development of the Inn.

2. The Pupil Ambassador Scheme

The Pupil Ambassador Scheme provides a formal means through which the views of the wider pupil community can be represented within the Inn.

Between three and six Pupil Ambassadors are appointed each year. The group will include, as a minimum:

- One Ambassador representing the Inner Temple Advocacy Course A;
- One Ambassador representing the Inner Temple Advocacy Course B; and
- One Ambassador representing pupils on Circuit.

One Pupil Ambassador will also serve as the Education & Training (E&T) Committee representative. The E&T Committee is one of the Inn's main committees and has overall responsibility for all E&T activities, quality assurance, and policy development and implementation at the Inner Temple. The Committee Representative is co-opted to the E&T Committee and attends committee meetings alongside their role as Pupil Ambassador.

The Pupil Ambassador term runs from 1 November to 31 July. The role provides Ambassadors with an opportunity to make a meaningful contribution to the Inn while developing skills including communication, leadership, teamwork and relationship management.

3. Appointment

Pupil Ambassadors are appointed through an annual application process. Applicants are asked to respond to two questions:

- a) Why do you want to be a Pupil Ambassador?
- b) If you are successful in becoming a Pupil Ambassador, how would you engage the Inner Temple pupil community?

The selection process is undertaken by the E&T Department and successful applicants are notified before the start of the Ambassador term.

4. The role of a Pupil Ambassador

Pupil Ambassadors represent the views of the Inn's wider pupil community and provide an important link between pupils and the Inn.

Pupil Ambassadors are expected to:

- engage with the wider pupil community and actively seek pupils' views, ideas and feedback;
- represent the views of the wider pupil body, rather than solely their own experiences or opinions;
- ensure that the experiences and perspectives of pupils across different courses and locations are appropriately represented;
- raise relevant pupil feedback at Pupil Ambassador Forum meetings and, where appropriate, through the E&T Committee Representative;
- contribute constructively to discussions about the pupil experience;
- communicate relevant discussions, actions and outcomes to the wider pupil community;
- signpost pupils to appropriate information, support or contacts within the Inn where necessary; and
- act in accordance with the Inn's governance, policies and regulations.

5. Pupil Ambassador meetings

Pupil Ambassadors meet formally online three times during their term:

- **November:** Welcome and induction meeting
- **January:** Pupil Ambassador Forum meeting
- **March:** Pupil Ambassador Forum meeting

The November meeting is led by the E&T Department and provides Ambassadors with an induction to their role.

The January and March meetings are led by the Pupil Ambassadors. Collectively for those meetings, Ambassadors will:

- agree and schedule the dates of the meetings, and invite attendees;
- prepare the agendas;
- chair the meetings; and
- prepare and circulate the minutes.

Holding these meetings in January and March ensures that matters raised by pupils can be considered appropriately within the pupils' programme cycle.

Meeting agendas will be shared with the E&T Department in advance so that relevant colleagues from elsewhere within the Inn may be invited to contribute where appropriate. At least one member of the E&T Department will attend each meeting.

6. Communication with the Pupil Community

Effective representation depends upon regular communication between Pupil Ambassadors and the pupils they represent. Ambassadors are expected to engage with the wider pupil community throughout their term, seeking views and feedback and communicating relevant discussions and outcomes.

Pupil Ambassadors should use appropriate methods to engage with pupils across different courses and locations, recognising that the most effective approach may vary between cohorts.

The Pupil Ambassadors will provide one written report each year to the Advocacy Training Committee, summarising key themes and feedback from the pupil community. The report should reflect the views of the wider pupil body and, where appropriate, identify matters for consideration or action.

The E&T Committee Representative will provide a link between the Pupil Ambassador group and the E&T Committee, raising relevant matters from the wider pupil community and feeding back appropriate discussions and outcomes.

7. The Inn's Responsibilities

The Inn will support Pupil Ambassadors to fulfil their roles effectively. We will:

Engage

- provide opportunities for Pupil Ambassadors to contribute to the Inn's decision-making processes;
- consult Ambassadors on matters relevant to the pupil experience; and
- be receptive to their views, ideas and feedback.

Support

- provide an induction and any relevant training;
- provide appropriate guidance and support for Pupil Ambassador Forum meetings and committee meetings;
- support Ambassadors in engaging with the wider pupil community; and
- ensure appropriate members of staff are available to contribute to discussions where required.

Feedback

- keep Ambassadors informed of relevant actions and outcomes arising from pupil feedback; and
- where changes cannot be made, explain the reasons where appropriate.

8. Code of Conduct for Pupil Ambassadors

Pupil Ambassadors are expected to:

- a) Read and adhere at all times to the Inn's [Volunteer and Participant Code of Conduct](#).
- b) Recognise the importance of the role and the time commitment required to fulfil it effectively.
- c) Attend the Pupil Ambassador induction and any required training.
- d) Prepare appropriately for meetings, including seeking relevant views and feedback from the wider pupil body.
- e) Administer and attend Pupil Ambassador Forum meetings.
- f) Attend meetings associated with their role.
- g) Contribute to meetings in a respectful, constructive and professional manner.
- h) Keep the pupils they represent appropriately informed about relevant discussions and outcomes.
- i) Contribute, as appropriate, to the annual written report to the Advocacy Training Committee.
- j) Inform the E&T Department promptly if they are unable to attend a meeting or are no longer able to fulfil the role.
- k) Complete mandatory Equality, Diversity and Inclusion training where required for committee membership.

9. Annual cycle

Period	Activity
October	Appointment of Pupil Ambassadors
1 November	Ambassador term begins
November	Welcome and induction meeting
January	Pupil-led Pupil Ambassador Forum meeting
March	Pupil-led Pupil Ambassador Forum meeting
31 July	Ambassador term concludes

Committee meetings will take place alongside this timetable.

September 2026, v1