



*'Individual Growth, Individual People'*

Head Teacher: Mrs M A Tyers

# Contact Between Staff & Pupils Outside the Usual Work Context Policy

## Reviewed December 2017

## CONTACT BETWEEN STAFF AND PUPILS OUTSIDE THE USUAL WORK CONTEXT

### 1. INTRODUCTION

#### 1.1 This policy applies to:-

- all employees and volunteers at Newark Orchard School where the governing body has a delegated budget and powers of local management
- any form of contact outside the usual work context between staff and pupils or their families. This includes non-direct contact such as telephone, via text message, email or on social networking sites
- contact outside the usual work context between staff and former pupils, including those who have grown to adults

This policy cannot cover all situations. Staff at times will be required to exercise their professional judgment and should seek guidance and support from their Head Teacher, or from the Chair of Governors in the case of the Head Teacher, if they are unsure about how to handle a situation. Depending on the circumstances, inappropriate contact and/or a failure to follow advice will be treated seriously and could lead to the initiation of Safeguarding procedures in collaboration with the LA and disciplinary action taken. If the Head Teacher is unsure about how to manage a situation within the context of this policy, they should discuss their concerns with the Chair of Governors in the first instance or contact the Schools HR Department, Schools First. The Head Teacher and Chair of Governors have both received specific training on 'Managing allegations against teachers' and are aware that any concerns can be discussed with the Local Authority Designated Officer (LADO) to clarify whether further action is required.

#### 1.2 It is the policy of the school that there will be no personal contact other than in certain exempted circumstances between staff and current/former pupils of school age outside the normal working environment. Examples could include sporting activities, organised social circumstances (such as organised sports events, shared interests such as volunteering or scouts). Guidance on Safer Working Practice is explicit that staff should not establish or seek to establish social contact with pupils for the purpose of securing friendships or to pursue or strengthen a relationship. The reasons for this are:

- Such contact can blur the professional boundaries between the staff member and pupil
- Such contact can compromise confidentiality and compromises the position of trust that all adults in our environment are afforded
- Such contact can place both pupils and the staff member in a position of vulnerability
- Pupils at the school may struggle to differentiate between the role of staff member and friend. They may therefore have expectations which the staff member cannot fulfil

## **2. INTENDED CONTACT**

- 2.1 In many cases contact outside the working environment is normal. For example, where staff have their own children at school their friends are visiting or where private tuition is provided
- 2.2 Any proposed work related contact outside of the normal working environment must be agreed in advance by the head teacher (for example private tuition). If agreed a record of this must be kept on the staff member's personal file and the pupil's file. The record must set out reasons for the proposed contact.
- 2.3 All such contact must also be monitored by the member of staff's line manager or head teacher
- 2.4 For situations involving former pupils - see Section 5

## **3. UNPLANNED CONTACT**

- 3.1 Unplanned or unexpected contact with pupils with whom a member of staff will have no on-going professional contact is inevitable at some point and this should be a minimal nature (e.g. a brief greeting in the street).

## **4. CORRESPONDENCE**

- 4.1 Copies of any correspondence received by a member of staff should be drawn to the attention of their line manager or head teacher and filed with any response in the appropriate schools' records system
- 4.2 Internal email systems and school computer equipment should only be used in accordance with Acceptable Use Policy.
- 4.3 Staff should be cautious when using social networking sites outside of work and avoid publishing or allowing to be published any material, including comments or images that could damage their professional reputation and/or bring the school into disrepute. Staff should be strongly advised to set their profile as 'private' and not allow access to pupils their families and or carers. Locally there have been incidents of pupils misinterpreting the nature of their relationship with members of staff as a direct result of them having contact on social networking sites.

Staff should also be mindful that requirements in relation to maintaining the confidentiality of pupils, their families, colleagues and the school itself apply to all forms of communication, including that which takes place on social networking sites.

- 4.4 Staff should not give their personal details such as home/mobile phone numbers, home or email address to pupils unless the need to do so is agreed with their head teacher. Any on-going contact from the pupil outside of the agreed contact should be reported immediately to the headteacher
- 4.5 There will be times, for example during school trips when it will be appropriate for a member of staff to temporarily share their mobile telephone number with pupils. Every effort should be made to ensure that in such circumstances numbers are stored for the limited period of the trip, all contact details removed after the visit and every effort made by the school to provide staff with school mobile telephones for the duration of the visit.

## **5. CONTACT WITH FORMER PUPILS**

**5.1** In some circumstances former pupils may make contact with a previous member of staff. This may occur even when they have grown to adults. For example, situations where staff remain in contact with former pupils who have moved on to secondary school who attend university or who have been placed in care or adopted.

**5.2** In these situations members of staff must take account of the fact that they are school employees and therefore have a responsibility as a member of staff and that young people may struggle to differentiate between the roles of staff member and friend.

Staff members must always discuss any such significant contact with their current line manager/head teacher and seek advice on how to manage any future contact

**5.3** If a former pupil requires assistance or some form of help that lies outside of school they should be signposted to relevant services. However, if the head teacher agreed that further contact with the staff member is relevant and appropriate a clear plan of involvement including outcomes expected and timescales must be drawn up and agreed by the head teacher

**5.4** In these circumstances the head teacher must ensure that adequate support/supervision is available to the staff member and ensure that all such contacts and plans are recorded and that other appropriate agencies are involved.

**5.5** Where a close relationship develops between a member of school staff and an ex-pupil which may raise concerns about the member of staff's suitability to work with children, the Head teacher should contact the Local Authority Designated Officer (LADO) for advice and guidance. The LADO can be contacted on 01623 433169

### **FURTHER GUIDANCE**

Further guidance can be found in the following documents:

'Keeping Children safe in Education'

'Working Together to Safeguard Children'

'Pathway to Provision'

All available at [www.gov.uk](http://www.gov.uk)

This policy has been approved by the Recognised Trade Unions

**Record of intended contact between staff and student(s) outside of the usual work context.**

Staff Name:	
Purpose of intended contact:	
Student(s) involved:	
Frequency of contact: (e.g. 2 hours per week/month)	
Location(s) of contact:	
Are parents or carers aware of contact taking place?	
Is contact likely to continue beyond the current academic year:	
Any other relevant information:	
Signed:	
Date:	

**To be completed by Head Teacher or assigned Line Manager**

Is the nature of the contact appropriate and in line with Policy?	
Are there further actions required including notification of other agencies?	
Signed:	
Date:	
Review required in	

Copy to personnel file / safeguarding file

