

# Springbank Academy



## Character Education Values

Courtesy-Forgiveness-Determination-Self-Discipline-Gratitude-Honesty

Our whole school vision is:

Springbank Academy is a place where all of our children and staff will have the opportunity to excel. Everyone will be safe, happy and cared for. Our curriculum and values will inspire everyone in the school family to be motivated and curious learners and offer core skills, knowledge and enrichment to enable all to gain the foundations for a quality future and a love for life-long learning.

In all we do we remember our school motto:

**Caring-Happy-Healthy-Sporty-Scientific**

School Values

Sportsmanship-Tolerance- Appreciation- Respect-Friendship-Integrity-Sensitivity-Helpfulness

## Staff Contact with Pupils Outside Work Policy

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Link Governor: Sara Dunn

Springbank Academy is committed to equal opportunities for all. It is our aim that every policy is written to have a positive impact on every child/all children irrespective of race; religion; gender; sexual orientation or age.

Springbank = success for all

There is a key that unlocks every child's learning, our job is to find that key.

Every staff member and governor must take the responsibility and accountability to ensure the procedures within this policy are delivered and implemented as per Springbank Academy Policy.

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

## **1. INTRODUCTION**

### **1.1 This policy applies to:**

- all employees in primary, secondary and special schools 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 of the LA and disciplinary action. If the Head Teacher is unsure about how to handle a situation within the context of this policy, they should discuss their concerns with the Chair of Governor in the first instance or contact the Schools HR team.

### **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 friendship 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
- Such contact can place both pupil 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 members' 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 of 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 school 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 number; home or email address to pupils unless the need to do so is agreed with their head teacher. Any ongoing contact from the pupil outside of the agreed contact should be reported immediately to the head teacher.
- 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 and every effort should be made by the school to provide staff with school mobile telephones. In exceptional circumstances staff may have to use their personal mobiles but only after prior authorisation with the Head teacher and after protection and camera omission has been applied.

## **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 agrees 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 0115 9773921.

## **FURTHER GUIDANCE**

Further guidance can be found in the documents:

“Guidance for Safe Working Practice for the Protection of Children and Staff in Education Settings” - Available in the practice guidance section of the Nottinghamshire Safeguarding Children board WebPages [www.nottinghamshire.gov.uk/nscb](http://www.nottinghamshire.gov.uk/nscb)

This policy has been approved by the Recognised Trade Unions 2009.

