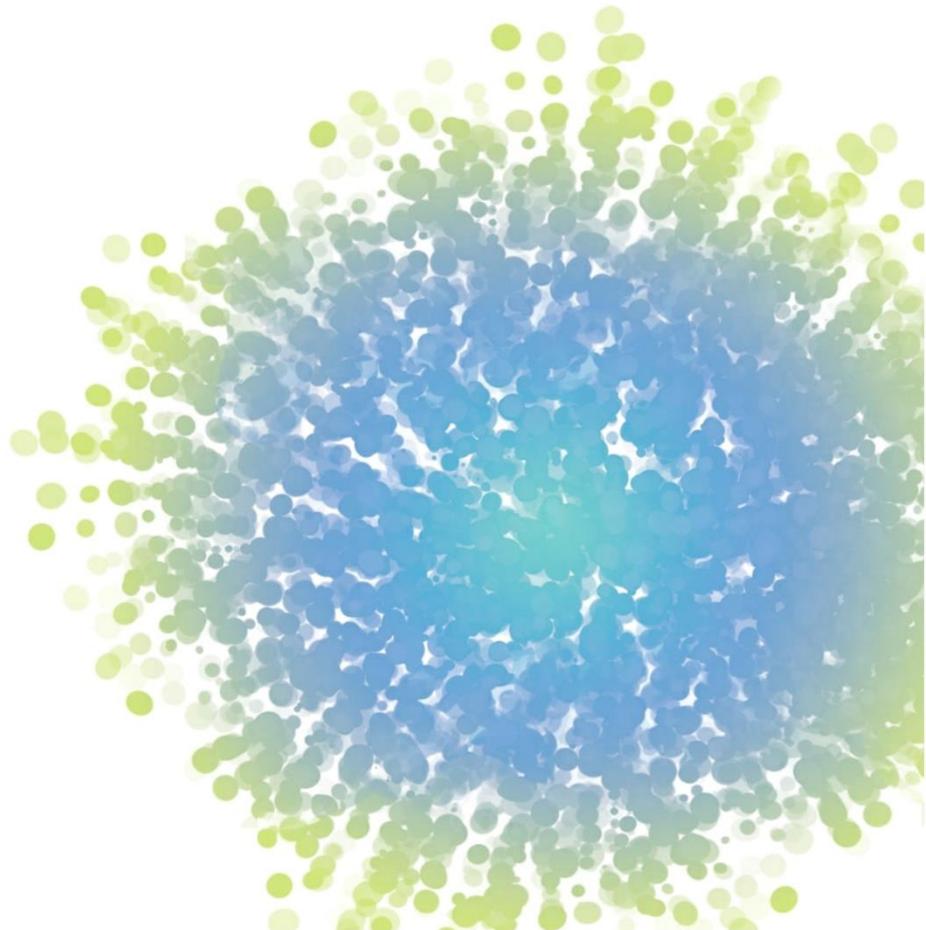




Staff Contact Policy
Policy No. E20

the
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Ambitious Futures



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CONTACT BETWEEN STAFF AND PUPILS - OUTSIDE THE USUAL WORK CONTEXT

INTRODUCTION

- 3.1 This policy applies to:
- 3.2 Any form of contact outside the usual work context between staff and pupils or their families. This includes direct, face to face contact and non-direct contact such as telephone, via text message, email or on social networking sites.
- 3.3 Contact outside the usual work context between staff and former- pupils, including those who have grown to adults.
- 3.4 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 Headteacher, Evolve Trust HR Team or from the Chair of Directors/Governors in the case of the CEO, if they are unsure about how to handle a situation.
- 3.5 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 Academy and disciplinary action. If the CEO or Headteacher is unsure about how to handle a situation within the context of this policy, they should discuss their concerns with the Chair of Directors/Governors in the first instance or contact the Trust's HR Team.
- 3.6 It is the policy of the Trust 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 but not limited to: 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.
- 3.7 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.

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 Headteacher (for example private tuition) and the Trust HR Team notified. 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 Headteacher.
- 2.4 For situations involving former pupils - see Section 5.

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). If a member of staff is concerned or uncomfortable regarding any incident of unplanned contact they should voice these concerns to their Headteacher or Trust HR Team.

CORRESPONDENCE

- 4.1. Copies of any correspondence received by a member of staff should be drawn to the attention of their line manager or Headteacher and filed with any response in the appropriate schools' records system.
- 4.2. Internal email systems and Trust ICT equipment should only be used in accordance with Trust policy.

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 Trust and its Academies into disrepute. Staff should be strongly advised to set their profile as 'private' and not allow access to pupils, their families and or carers.

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.

- 4.3. 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 Headteacher. Any ongoing contact from the pupil outside of the agreed contact should be reported immediately to the Headteacher and the Trust HR Team.
- 4.4. 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 duty mobile telephones.

CONTACT WITH FORMER PUPILS

- 5.1. In some circumstances former pupils may make contact with a current 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.
- 5.3. Staff members must always discuss any such significant contact with their current line manager/Headteacher and seek advice on how to manage any future contact.
- 5.4. If a former pupil requires assistance or some form of help that lies outside of the Academy, they should be signposted to relevant services. However, if the Headteacher 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 Headteacher and The Trust's HR Team.
- 5.5. In these circumstances, the Headteacher 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.
- 5.6. Where a close relationship develops between a member of Trust staff and an ex-pupil which may raise concerns about the member of staff's suitability to work with children, the Headteacher should contact The Trust's HR Team and the Local Authority Designated Officer (LADO) for advice and guidance. The LADO can be contacted on 01158 041 272.

Equality Act 2010 (Amendment) Order 2012 Impact Assessment

Name of Policy:	Staff Contact Policy
Date Analysis Undertaken:	31/01/2017

General Duty	Current Provision	Task to be completed / Undertaken	Support needed / Date for action / Lead
Eliminate unlawful discrimination, victimisation and harassment and other prohibited conduct.	Policy in place was TUPE'd over to the academy. This was ratified by Governors and appropriate Trade Unions.	Ensure changes agreed by governors for signoff.	Keep abreast of statutory requirements regarding DBS and The Safeguarding Authority. Ongoing MD
Advance equality of opportunity between people who share a protected characteristic and those who do not	N/A: Policy is Neutral impact against protected characteristics.	N/A: Policy is Neutral impact against protected characteristics.	Keep abreast of statutory requirements regarding DBS and The Safeguarding Authority. Ongoing MD
Foster good relations between people who share a protected characteristic and those who do not	N/A: Policy is Neutral impact against protected characteristics.	N/A: Policy is Neutral impact against protected characteristics.	Keep abreast of statutory requirements regarding DBS and The Safeguarding Authority. Ongoing MD

Template for self-assessment and action planning: Equality Act 2010 (Amendment) Order 2012

Protected Characteristic	Positive Impact	Negative Impact	Neutral Impact	Engagement undertaken	Evidence and action taken/Outcome
Race			X		
Religion or Belief			X		
Gender / Gender Reassignment			X		
Sexual Orientation			X		
Disability			X		
Age			X		
Other (please specify)			X		
Summary:					

Undertaken by: (PRINT NAME)	Maxine Day				
Signature	<i>M Day</i>				
Date:	31 January 2017				
QA: (PRINT NAME)		QA Signature:			