



THE CLARE SCHOOL

HOME/SCHOOL LIAISON POLICY

INTRODUCTION

This Policy is designed to set out clear guidelines for the relationship between staff and pupils and their families outside school hours.

WHY?

The nature of the work at 'The Clare School' brings all staff into very close contact with pupils/students and their families. Although, technically they are paid to be only working during the school day, they often find themselves, either by choice or by default, drawn into lives of pupils/students outside of school hours.

This is an inevitable side of the profession and work which is often very much appreciated by pupils and families. Therefore, conduct guidelines are essential to maintain the same levels of professionalism outside the school environment as in it.

These guidelines are designed to:

- Protect the pupil/student
- Protect staff
- Maintain confidentiality

ROLES AND RESPONSIBILITIES

Support for pupils and families is positively encouraged. It is most important that pupils, parents and families feel secure and confident in their relationship with staff and the school.

However, it is paramount that staff clearly remember their role and responsibilities which is that of a teacher or support assistant.

Getting too involved in the personal affairs of a parent/carer and their family can lead to difficulties for staff in fulfilling their role in school and lead to a conflict of interest and loss of confidentiality.

The interests of the school must come first above all other interests.

CONFIDENTIAL INFORMATION

At 'The Clare School' staff are in the privileged position of having access to a considerable amount of confidential information about pupils and their families. This information should not be shared outside school and only in school to the relevant parties concerned, after first consulting with their Line Manager.

If staff are in doubt about what is confidential, they must not disclose anything until they have checked with the Headteacher or Assistant Headteacher.

EXTERNAL CONTACT

If staff are in contact with or are meeting pupils/families outside of school, whether on school business or otherwise, this information must be disclosed.

The Headteacher must be made aware of this connection and appropriateness of contact will be discussed. If contact goes ahead, it must be logged on a parent/liaison form held in the school office, and only available for the Headteacher, Assistant Headteacher to read.

POLICY REVIEW

This Policy is available for all staff (held on the School Server Database or in the School Office). It is also available, upon request, to the Governing Body, parents, stakeholders and interested parties.

To be reviewed Spring Term 2023

Signed  Acting Headteacher

Signed  Assistant Headteacher