



Newton Burgoland  
Primary School



## Staff & Volunteers related to pupils Guidance

Full copies of our policies and procedures can be found on our website or are available from the office  
[www.newburland.leics.sch.uk](http://www.newburland.leics.sch.uk)

Adopted by the governing body at the meeting held in June 2016 – see minutes

Due for review every 5 years

## **Staff and Volunteers Related to Pupils in School - Guidance**

**Newton Burgoland primary School has very caring, supportive staff and volunteers who continue to strive to ensure that all children achieve their full potential and that our school Mission, Aims and Ethos are the scaffold for this.**

**Some members of staff and long term volunteers are related to pupils at our school. There are many positives to this arrangement but there are also some challenges.**

**The following points are guidance for staff or volunteers who have children at Newton to ensure that everyone is clear about expectations, roles and responsibilities: -**

- Staff members; must ensure that you meet the requirements of your employment as stated in your contract, School policies, Safeguarding Procedures and Practice.
- Volunteers; you are expected to maintain confidentiality and follow school policies for health and safety, child protection and use of social media.
- That you talk to your families and explain your role and responsibilities as a parent and as a member of staff or volunteer in school and what is expected of you.
- That you explain to your child/children their role as pupils.
- That you decide as a family how you will manage the time before and after school. If your child/children come into school with you in the morning before 8.35 they must be supervised by yourself until they can go out on the playground when the yard is supervised by the teacher on duty. Children should not be in the classrooms whilst you are somewhere else.
- The same applies at home time. If you are still tidying up or preparing for the following day or have a meeting, then alternative arrangements must be made with, Child Minders or Relatives. It is very difficult to work with the distractions that the end of the school day brings. Areas of the school must not be turned in to additional crèches.
- That you discuss and arrange with your child/children times, during the school day, when you are available for them.
- That you try hard to ensure that all children in the school are treated equally and that your child does not feel different from the others. Sometimes we tend to be even firmer with our own children.
- Ensure that children know that there are 'no go' areas within the school e.g. Staffroom or room used for adult lunch breaks, Offices, Resource Room, PE Store, Kitchens, etc.
- Ensure that you never divulge information to your children that is confidential and/or only available for staff. Always keep all information about children confidential on a need to know basis.
- Ensure that you don't make school passwords, codes or any security information available to anyone.
- Ensure that professional dialogue does not take place when your children are with you.
- Consider very carefully how you will manage exchanging your telephone numbers with other parents, children coming to your home for tea or parties, use of email and facebook etc ( see child protection policy and use of social media policy)