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**Name of policy: Code for Parents Working in School**

**REVISION HISTORY**

	Date
APPROVED BY COMMITTEE	
RATIFIED BY GOVERNING BODY	
NEXT REVIEW	

Head Teacher \_\_\_\_\_ Date \_\_\_\_\_

Chair of Governors \_\_\_\_\_ Date \_\_\_\_\_

## Code for Parents Working in School

Being a parent working in your child's school raises issues with regards to relationships with other parents and the children in the school. As someone working in school you will have knowledge of confidential issues and situations and need to ensure that you follow the schools policies and procedures with regard to this.

### Confidentiality

This is very important; when working in school, you will be aware of the needs, abilities and difficulties of children other than your own. Please ensure that you never discuss any observations, or conversations you may be part of, or have overheard, with anyone outside the school.

You should also remember that your child may be in a position to overhear conversations and may then discuss these with other children. Please be very careful when speaking to other members of staff when your child is present.

### Safeguarding

As a parent working in school you may have more contact with pupils outside school. If you think there is a safeguarding issue you must speak to one of the designated staff, even if this is something that has happened outside school time.

### Working with your child

When in school you must be careful to treat your child in exactly the same way that you treat any other student. There may be times when your child is in trouble, or has problems with other children that you may have to deal with. If you find this difficult then it is important that you ask for support from colleagues, and, where necessary, ask them to deal with the situation. If you need to speak to a member of staff about your child please make an appointment in the same way as any other parent. Please do not expect members of staff to make special arrangements for you.

### Relationships with your child and their friends in school

It is useful to talk to your children about this situation; they need to understand that when in school they must treat you like any other member of staff, and address you as such. You will be in a position where children you work with in school are also your children's friends. It is up to you to decide how these children address you outside school, but in school it is important that you maintain a professional relationship with these children. If necessary remind them that you are a member of staff and should be treated as such.

### Relationships with other parents and children in school

It is important for your child's development that they have normal social opportunities within school. This may put you in a position where you are in social situations with, or become friends with other parents at school. This can be difficult to manage, especially if the other parents use this opportunity to ask you questions about what is happening in school. Social media should also be used with care as it is easy to behave in an unguarded or unprofessional manner when using these sites. You may find it useful to remind other parents that you are bound by the school's confidentiality policy and that breaching this could be a disciplinary matter which could ultimately result in dismissal.

### Contacting Parents

During school you may need to contact parents either in writing or by telephone; remember even if these parents are known to you that you must follow school procedures. Please do not use details held in school to make contact with any parent on personal issues. If you need to speak to a parent on any matter that is not related to school please ask the school secretary or welfare to ask permission from the parent first.

If a parent asks you for the contact details of any other parent or member of staff you must ask permission of the person in question before giving out this information.

### In Conclusion

Remember that whilst in school you are first and foremost a member of staff. If you have any issues or concerns regarding this, please discuss these with head or deputy head teacher as soon as possible. This will allow any problems or situations that arise to be dealt with promptly.