



## **PROFESSIONAL RELATIONS POLICY HELSEBY HILLSIDE PRIMARY SCHOOL**

### **Introduction**

At Helsby Hillside Primary School we believe that all staff and pupils are members of a learning community where everyone deserves respect, where we all have rights and responsibilities and where we all achieve most when we work in partnership.

### **Aims/Principles**

The Relationships Policy is designed to underpin the standards of conduct for both staff and pupils and to foster clear professional boundaries as part of the school's commitment to pupil safety and the well being of staff.

The policy is not exhaustive and does not attempt to describe every potential interaction, either professional or personal, between staff and pupils. Staff are required to exercise judgment at all times and to ensure that their conduct both in work and in their personal lives does not conflict with their role or professional duties.

### **Scope/Application**

It is the responsibility of all adults to safeguard and promote the welfare of children and young people.

This policy applies to all employees and workers at the school including those engaged via supply agencies or on contracts for service as well as volunteers.

Application of the policy to staff whose own children are pupils at the school will be subject to reasonable interpretation and individual exemptions. Staff in this position should discuss any concerns with the Headteacher.

### **Relationships with pupils**

#### Teaching Groups

Good relationships with pupils are at the heart of effective teaching and learning. All members of staff should ensure that their actions demonstrate high expectations and clear professional standards.

Good practice includes punctuality for lessons, well planned lessons, and assertiveness in the classroom situation e.g. seating plans for students, appropriately planned work and homework. These should be accompanied by clear follow-up if expectations are not fulfilled.

### Individual pupils

All members of staff should insist that they are addressed by pupils by their proper name e.g. Mrs....., Mr..... Pupils should not be allowed to address staff by their first name or nickname (the only exception to this is midday assistants and at link club staff are known by their first names).

Members of staff should not accept invitations to informal social occasions with their pupils, nor should they attend pupil parties unless these are family events and they have been specifically invited by the family or group of parents(e.g. Year six leaver party and those organised by Friends of Hillside such as family fun day).

Any member of staff arranging to meet a pupil(s) in a social setting should follow the procedure for school trips and gain authorisation from the Head teacher.

Staff who accompany pupils on residential activities must maintain their professional standing at all times and not be compromised by informal contact with pupils.

Members of staff on such activities have a duty of care to pupils at all times and must be able to exercise full responsibility for pupils when required. This may be at very short notice in an emergency.

Where members of staff have a responsibility to listen, support and advise pupils they should make no promises of complete confidentiality and must be cautious of pupils repeatedly seeking advice and support leading to dependency upon the member of staff.

All disclosures regarding issues of child protection should be reported immediately, without investigation or prejudice, to the Designated Safeguarding Lead (DSL), Mr Khan or Deputy Safeguarding Lead, Mr Caldwell.

### **Communications with pupils**

#### General Communication:

Any private communication with an individual pupil concerning issues personal to the pupil should be recorded and copied to the pupil's record.

Personal telephone numbers, including mobile numbers should not be shared with pupils, other than in emergency situations. If a pupil continues to use these personal contacts, this should be reported immediately to the headteacher.

Improper communication between a member of staff and a pupil is likely to result in disciplinary action.

## **Electronic Communication**

No e-mail communication should occur which does not pass through the school network mail boxes and addresses.

Staff should not communicate electronically through social networking sites with any pupils irrespective of age or with former pupils under the age of 18. In particular, staff should neither accept nor request pupils or former pupils under the age of 18 as friends on Facebook. Staff should be mindful of the impact on younger siblings or friends of former pupils in any social contact.

WhatsApp groups may be agreed by the Headteacher for communications with parents at events such as Young Voices with permission of the parents to join the group due to GDPR (as personal phone numbers are visible to everyone in the group). The group and personal phone numbers should be removed after the event.

No text conversation should take place between a member of staff and a pupil or parent. In the event of this happening, it should be recorded and placed on the pupil's electronic record.

Members of staff using social networking sites in a personal capacity should ensure that they do not conduct themselves in a way that is detrimental to the school. This will include:

- Not allowing interaction on websites to damage or compromise working relationships with colleagues.
- Posting photographs of themselves, colleagues or students taken in school
- Never posting or sending abusive or defamatory messages
- Never recording any confidential information about school on any social networking site
- Never posting information which will disclose the identity of a student.

Accessing social networking sites during school time should be in accordance with the School's Acceptable Use Policy any breach of which may be a disciplinary issue.

## **Improper Behaviour**

Members of staff should take care not to put themselves at risk of accusations of improper behaviour towards pupils. They should be cautious when seeing a pupil alone in a room and should ensure they are fully visible to anyone passing, through a viewing panel or open door if necessary.

Members of staff should only take photographs or video pupils in accordance with school policy. If taking photographs on a mobile phone for sharing on the approved school Facebook account, these should be deleted immediately after use. Please refer to Mobile Phone Policy for more information.

Members of staff should be very cautious when comforting a distressed pupil and offering any level of physical contact. All physical contact should be age appropriate.

Staff should not normally give lifts to pupil, in the event that a lift is necessary for the safety of pupils this should be reported to the headteacher as soon as possible after the event. Staff are permitted to drive pupils to organised events where a risk assessment and headteacher approval along with appropriate vehicle and driving licence checks have been completed.

No member of staff should enter into an intimate (physical or emotional) relationship with a pupil. This will compromise their professional standing with the individual pupil and the wider pupil population. Such conduct may be subject to disciplinary action.

Sexual activity with a pupil or former pupil under the age of 18 is a criminal offence as members of staff are in a position of trust. Any member of staff conducting such a relationship will be liable to disciplinary proceedings for gross misconduct in addition to criminal proceedings.

Members of staff should not disclose inappropriate private details about their personal lives or own activities.

### **Relationships with parents and families**

Members of staff should be conscious of any potential conflict in social relationships with parents or families of pupils or where their own children or children of relatives attend school.

### **Dress and appearance**

The school recognises that dress and appearance are matters of personal choice and self expression. However, members of staff should dress in ways which are appropriate to their role and the tasks they undertake; are not likely to be viewed as offensive, revealing or sexually provocative; does not distract pupils or cause embarrassment and is not considered to be discriminatory and is culturally sensitive.

### **Definitions**

Not Applicable

### **See also**

This policy should also be read in relation to the following documentation:

- Safeguarding Policy
- Anti-Bullying Policy
- E-safety Policy
- Volunteer Guidance
- Whistleblowing Policy
- Mobile Phone Policy
- CWAC Staff Code of Conduct (see separate policy for more detail)

Reviewed by	Adam Khan Headteacher	January 2026
Approved by	F&S/B&M Committee	
Next Review Date		January 2029