



PARENTAL INVOLVEMENT POLICY

LONGTON PRIMARY SCHOOL AND NURSERY

CARE • GROW • SHINE

1. Introduction and principles

Longton Primary School and Nursery values parents and carers as partners in children's learning and wellbeing. Children benefit when home and school work together, communicate openly and share a common commitment to helping every child achieve, belong and thrive.

Our approach reflects the school values: CARE through respect, support and togetherness; GROW through choice, opportunity and imagination; and SHINE through challenge, achievement and celebration.

Parents and carers are equally valued. We seek to make families feel welcome, listen to their views and provide accessible opportunities to contribute to school life. This policy should be read alongside the school's safeguarding and child protection policy, visitor and volunteer procedures, behaviour policy, complaints procedure, data protection/privacy information, online safety policy and mobile phone policy.

2. Aims

Through parental involvement, the school aims to:

- support pupils' learning, attendance, safety, wellbeing and personal development;
- build respectful, inclusive and trusting partnerships with families;
- make information about learning, progress, school life and support services accessible;
- offer appropriate opportunities for parents and carers to contribute skills, experience and time;
- listen to feedback and involve families in relevant decisions and school improvement;
- safeguard children, staff, families and visitors through clear arrangements for everyone on site.

3. Communication and working with families

The school provides information through its established communication channels, which may include Bromcom, the school website, letters, curriculum information, meetings and school events. Families should use the school office or the published school contact routes to arrange appointments or raise concerns.

We operate an approachable, open-door ethos, while recognising that staff may be teaching, supervising pupils or carrying out other duties. Parents and carers are encouraged to make an appointment for matters requiring discussion. Urgent safeguarding or welfare concerns should be brought to the attention of the school office or a senior leader promptly.

Parents and carers are offered opportunities to discuss progress and wellbeing, including parent consultation meetings and written reports. Further meetings can be arranged where needed. Information about curriculum learning and ways to support learning at home will be shared as appropriate.

The school seeks feedback through conversations, questionnaires, surveys and consultation where appropriate. We will consider feedback carefully and explain, where possible, how views have been taken into account.

Communication must remain respectful. Abusive, threatening, discriminatory or intimidating behaviour towards pupils, staff, other families or visitors will not be accepted and will be managed under the school's relevant procedures.

4. Inclusion, accessibility and individual needs

The school aims to work in partnership with all families, including those who may face barriers to engagement. Parents and carers should tell the school about relevant communication, accessibility, disability, medical, language or other needs so that reasonable adjustments and appropriate arrangements can be considered.

Where a child has additional needs, a disability, a medical condition or other circumstances affecting their education, the school will work with parents and carers in line with relevant duties, the child's needs and the school's established procedures. Information will be shared on a need-to-know basis and handled appropriately.

5. Parents and carers helping in school

Parents and carers may be invited to support activities such as listening to reading, practical learning, talks, events and educational visits. The school will decide whether a proposed activity is suitable and what arrangements are needed to protect pupils and helpers.

Before helping, volunteers must:

- agree the activity, role, date, expectations and reporting arrangements with the member of staff coordinating it;
- follow the school's safeguarding, health and safety, confidentiality, behaviour, online safety and visitor procedures;
- sign in at the school office, wear or display the visitor identification provided, and sign out when leaving;
- remain in the agreed areas and follow staff instructions; they must not access classrooms or other areas without authorisation;
- report any safeguarding concern, accident, incident, unplanned contact or boundary concern to the designated safeguarding lead (DSL), deputy DSL or the member of staff supervising them;
- maintain professional boundaries and never promise a child secrecy about a safeguarding concern;
- not take children off site, exchange personal contact details with pupils, contact pupils through personal social media or message pupils privately;
- not discuss pupils, families, staff or school matters outside the appropriate school channels.

6. Safeguarding, identity and DBS checks

The school is responsible for deciding what checks and safeguards are appropriate for each role. The level of check depends on the activities undertaken, their frequency and the legal definition of regulated activity. A DBS check is not automatically required for every parent or visitor attending a school event.

For volunteers and adults undertaking activities with pupils, the school will assess the role before it begins and arrange the appropriate checks where legally eligible and required. From 1 September 2026, the removal of the supervision exemption means that some roles involving teaching, training, instructing, caring for or supervising children frequently may constitute regulated activity even where the person is supervised. The school will apply current DBS and Department for Education guidance when deciding eligibility and the checks needed.

A volunteer who has not completed the checks required for their role must not be left unsupervised with pupils or undertake activity that requires those checks. Where an activity can appropriately take place before checks are complete, the school will determine and maintain suitable safeguards.

Professional visitors attending in their work capacity will be asked to provide identification and the school will seek appropriate assurance about checks through their employer or organisation, where relevant. Parents and carers attending ordinary events, assemblies or meetings will not routinely be asked for DBS checks solely because they are visitors. The school may decide that visitors must be escorted or supervised, depending on the circumstances.

All adults on site must follow safeguarding instructions. Any concern about an adult's conduct, the safety of a child or a possible breach of boundaries must be reported promptly to the DSL or headteacher. If the concern relates to the headteacher, the school's published allegations procedure must be followed.

7. Mobile phones, photography and recording

To protect pupils' privacy and safety, mobile phones and other personal devices must not be used in school areas where children are present unless the school has expressly authorised their use for a specific purpose.

- Parents, carers, volunteers and visitors must switch mobile phones off and keep them put away while on school premises, including when supporting learning or accompanying pupils on visits. If a phone must be used urgently, ask a member of staff and use it only in an authorised area away from children.
- No one may photograph, film, audio-record or livestream pupils, staff or school activities on a personal device without the school's express permission and in accordance with the school's arrangements.
- At performances, sports events or celebrations where photography is specifically permitted, the school will explain the arrangements. Permission to take photographs does not permit recording other children or sharing images of other pupils online without the appropriate permission.
- Do not post images, names, personal details or identifiable information about pupils, families or staff on social media or other online platforms without the necessary authority and consent.
- Any authorised exception—for example, an accessibility or medical need—must be agreed with the school in advance where practicable. Staff may direct an adult to stop using a device or leave an area if the rules are not followed.

This section sets expectations for adults on the premises. The school's separate pupil mobile phone arrangements are set out in the relevant pupil mobile phone/behaviour policy and are implemented in line with the Department for Education's statutory mobile phone guidance.

8. Confidentiality, data protection and social media

Information about a child or family that a volunteer or visitor learns through involvement in school must be treated as confidential. It must not be shared with other parents, discussed in public, posted online or used for any purpose unrelated to the agreed role. Concerns should be passed to the appropriate member of staff, not investigated or discussed independently.

Adults must not access, copy, photograph or remove school records or personal information unless specifically authorised. The school will handle personal information in accordance with data protection requirements and its privacy information.

Parents and carers should use the school's official communication routes to raise concerns. Staff and volunteers must not use personal social media or private messaging to communicate with pupils. Any authorised school communication must follow the school's policies and systems.

9. Educational visits, events and transport

Parents and carers may be invited to accompany educational visits or support school events. The visit leader will explain the role, expectations, safeguarding arrangements, group responsibilities and emergency procedures before the activity.

Adults supporting a visit must follow the visit leader's instructions, keep children in their assigned group, report concerns immediately and avoid making independent changes to arrangements. They must not take pupils in a private vehicle unless this has been specifically authorised and the school's transport, safeguarding, consent and insurance arrangements have been met.

Where a volunteer proposes to use their own vehicle, they must provide any information or evidence requested by the school about authorisation, insurance and suitability. The school will determine whether the arrangement is permitted.

10. Health, safety and site security

All parents, carers, volunteers and visitors must follow site security, fire safety, emergency, first-aid and health and safety instructions. Visitors must not open external doors for unknown people, allow others to follow them into secure areas, or move around the premises without authorisation.

Adults must tell the school office or supervising member of staff about an accident, injury, near miss, hazard or concern. Any adult who feels unwell or is unable to continue their agreed role must inform the supervising member of staff.

The school may restrict, change or end a volunteering arrangement where necessary to protect pupils, staff, families or the effective running of the school.

11. Parent voice and school community

Parents and carers may contribute to school life through meetings, consultation, events, the parent association and, where vacancies and arrangements allow, governance. Parent governors are appointed or elected in accordance with the applicable governance arrangements.

The school values contributions from parents and carers, but participation is voluntary and must take place within agreed safeguarding, confidentiality and operational arrangements. The school will make decisions in the best interests of pupils and will consider parental views alongside its legal duties and professional responsibilities.

12. Concerns and complaints

Parents and carers are encouraged to raise concerns promptly with the relevant class teacher or the school office so that the matter can be directed appropriately. If a concern is not resolved, it may be escalated through the school's complaints procedure, which is available through the school's usual information channels.

Safeguarding concerns should not wait for the complaints process: they must be reported promptly to the DSL or headteacher, or through the alternative route set out in the safeguarding policy where the concern involves one of those people.

13. Roles and responsibilities

- **The governing body** has oversight of the school's approach and receives information about the effectiveness of relevant arrangements.
- **The headteacher and senior leaders** ensure that parental involvement is organised safely, that safeguarding procedures are followed, and that this policy is reviewed.
- **The DSL and deputy DSLs** provide or coordinate safeguarding advice and respond to concerns in line with the safeguarding policy.
- **Staff coordinating volunteers** explain the task, maintain appropriate supervision and ensure volunteers know how to report concerns.
- **Parents, carers, volunteers and visitors** follow the school's rules, respect confidentiality, maintain appropriate boundaries and report concerns promptly.

14. Related policies and guidance

This policy should be read alongside the school's current:

- Safeguarding and Child Protection Policy and procedures for managing allegations or concerns about adults;
- Visitor and Volunteer procedures, safer recruitment arrangements and DBS guidance;
- Behaviour Policy and pupil mobile phone arrangements;
- Online Safety Policy, data protection/privacy information and image-use arrangements;
- Health and Safety, Educational Visits and First Aid arrangements;

- Complaints Procedure and relevant accessibility, equality and medical needs policies.

Relevant national guidance includes:

- Keeping Children Safe in Education 2026 (Department for Education):
<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>
- Mobile phones in schools (statutory guidance, updated June 2026):
<https://www.gov.uk/government/publications/mobile-phones-in-schools/mobile-phones-in-schools>
- Working or volunteering in regulated activity with children (Department for Education):
<https://www.gov.uk/government/publications/working-or-volunteering-in-regulated-activity-with-children>
- Change to the definition of regulated activity with children from 1 September 2026 (Disclosure and Barring Service): <https://www.gov.uk/government/news/change-to-the-definition-of-regulated-activity-with-children-from-1-september-2026>

15. Monitoring and review

The headteacher will monitor the implementation of this policy and review it at least annually, or sooner if legislation, statutory guidance or school procedures change. The governing body will be informed of significant changes in accordance with the school's policy review arrangements.