PARENTAL INVOLVEMENT POLICY

The purpose of this Policy is to outline when and how PPA can engage with a parent regarding a student at PPA. For the purpose of this policy, a parent also refers to a close relative or next of kin.

PPA's relationship is legally with the student and that relationship must be managed in accordance with the Data Protection Act (DPA) which protects an individual's rights to privacy, as PPA's students are over the age of 18 and treated as adults.

Many students may have a close relationship with their parents; they may still be living at home or parents may be providing financial support. A parent will naturally want to protect the student and wish to step in to offer support or understand an action taken (or not taken) by PPA.

1. When can PPA engage with a parent?

If a parent contacts PPA, a standard response will be provided, explaining that staff are unable to engage with anyone other than a student due to Higher Education Regulations and Data Protection, and that they should encourage the student to engage with us directly.

No assumptions regarding the student-parent relationship should be made to the parent; for PPA to even confirm or deny an individual is a student at PPA could infringe privacy.

The Student's course leader or Head of Faculty and Education may contact the student advising them that their parent has been in contact and that they are available to discuss the situation with the student, if they wish.

Information regarding PPA procedures in relation to absence, complaints and disciplinaries, examination processes, implications of failing modules, etc are all available on PPA's website. Students may also access information on PPA's internal system 'Moodle'.

2. What is Student consent?

If a student specifically asks PPA to engage directly with a parent on a specific issue, such as an absence, a disciplinary or a complaint, they must firstly provide explicit fully-informed written consent. The student should send an email from their DMU email

account, to their course leader stating that they are happy for that staff member to speak with the specified person about a particular matter. The student should be copied in to all email correspondence.

3. Exceptional Circumstances

In some safeguarding situations, PPA is able to disclose information without the student's consent, for example, to the emergency services, next of kin or an emergency contact. In some circumstances the decision to disclose information may require an assessment of the specific context and circumstances by PPA's Safeguarding Team.

4. Serious concerns and no contact

In instances where the parent has not been able to get hold of the student and has serious concerns, PPA can forward contact details and correspondence if they are a student at PPA and encourage the student to make contact themselves.

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