



Employees who are a parent or relative Policy

AUTHOR:-

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DATE TO BE REVIEWED:-

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1.0 Preamble

1.1 Employees at Ickburgh School may also have a relative who is a pupil or student attending this school.

1.2 It is expected that an employee of the school will have a job description and defined roles and responsibilities which they carry out during the course of their employable hours.

1.3 It is expected that employees will adhere to the schools code of conduct during their employ.

2.0 Aim

2.1 To ensure that pupils/students interests, health and wellbeing remain at the heart of all the school does.

2.2 To provide a consistency in expectations of employee and employer.

2.3 To minimise the risk for employees of being accused of improper conduct, particularly towards pupils and students they come into contact with during the course of their work.

3.0 Purpose

3.1 To provide clarity to roles and responsibilities of all employees with regards children attending school, who are relations of employees.

4.0 Strategies

4.1 Information pertaining to a pupil or student attending this school will remain as practicably confidential under the auspices of the schools safeguarding and code of conduct policies.

4.2 Employees adhere to their responsibilities for safeguarding pupils/ students welfare, know the schools policies and procedures, and comply with standards of behaviour under the Code of Conduct (HLT) adopted by the school.

4.3 Employees will not be asked to support their relative in an adhoc manner, and staff with responsibilities for caring / supporting a pupil / student are encouraged to find resolutions within their class team or seek advice from a senior leader.

4.4 Should a child of an employee be involved in an incident, accident or become ill during the course of the school day the employee will be informed by a senior leader and a course of action discussed and agreed.

4.5 Should a pupil / student who is a relation of an employee be involved in an incident, accident or become ill during the course of the school day, the main carer (usually



parent / carer) will be informed by the class teacher or designated representative, in the first instance. The employee who is a relation may be informed by a senior leader if deemed necessary, and permission is sought from the parent / carer.

4.6 It is expected that in most circumstances the employee will remain at their station of work so as not to put at risk pupils/students in his/her care. If in the event of an unusual and serious occurrence it is likely that a senior leader will discuss and agree a course of action with the employee, and cover if required will be organised by the senior leader.

4.7 Employees must respect and adhere to the management structure of the school, ensuring that management roles and decisions are not ignored or undermined.

Policies linked to this:
Code of Conduct Policy
Safeguarding Policy