



## Employment of Parents and Family Members in School Policy

Policy Author:	Business Manager
Approved by:	Full Governing Body
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## **Rationale**

Cranbourne is committed to a supportive work environment for staff members. In light of this, staff members are permitted to enrol their own children or a close relative to attend the school. Parents, carers and relatives are also welcome to apply for job roles at Cranbourne.

It is acknowledged that some staff have children who attend the school. It is recognised that in these cases the staff fulfil a dual role of parent and employee. Parents as employees should ensure that they uphold boundaries between the two roles and that their behaviour does not constitute a conflict of interest.

It is important that enrolling employees' children or close family members does not have a negative impact on the standards of work provided and does not make other staff feel that they have to be concerned about enforcing expectations or sanctions as appropriate.

## **Aims and Purpose**

- To ensure that students interests, health and wellbeing remain at the heart of all the school does.
- To provide clarity to roles and responsibilities of all employees with regards children attending school, who are relations of employees.
- To allow staff members to be able to focus on the demands of their own role throughout their working day.
- To minimise the risk for employees of being accused of improper conduct, particularly towards students they come into contact with during the course of their work.

## **Policy**

- 1) Before enrolling a child or hiring a close relative, a discussion will be held outlining roles, responsibilities, and expectations as per this policy. All staff enrolling their children or close relatives or being hired must receive a copy of this policy during induction or prior to enrolment, and confirm in writing that they have read, understood, and agree to comply with all terms.
- 2) Existing staff will be asked to read this policy and accept the conditions in writing.
- 3) We believe our staff should remain neutral and treat all students with the same regard. It is generally not appropriate for staff to care for their own children or those of a close relative whilst at work. We recognise that this may

not always be possible. This agreement is based on the following principles:

- a. During their time at school the child is in the care of the school, and it is the school that retains responsibility for the student and their care.
- b. Staff supporting another staff member's child will treat them as they would any other student. No special treatment will be offered to any child or parent who has connections with the school.
- c. Staff will not be involved in the direct teaching, assessment, or disciplinary procedures relating to their own children to maintain impartiality.

These principles work to prevent:

- 1) Embarrassment or awkwardness for co-workers and;
- 2) Concerns of lack of objectivity in the event of disagreements within the workplace or in relation to any incidents/investigations and;
- 3) Grievances due to perceived favouritism of family members of co-workers

The acceptance of this policy will consist of the staff member agreeing to the following conditions on enrolment of their own child or relative:

- Staff members' children or close relatives should receive the same experience as any of the other children attending Cranbourne.
- If a staff member's child becomes unwell or injured and needs to go home, the staff member must be flexible with their working shift. It must be discussed with their line manager if emergency leave needs to be taken, as per the contract of employment.
- Staff must at all times fulfil the needs of their own role and adhere to their job description. Staff should avoid making direct contact with their own child or close relative during the school day, including breaks. Where a child arrives into school with a working parent, they may be supervised by the parent until the working-day or school day (whichever is the earlier) begins.
- If there is an incident in the school day, if possible, alternative parents are to be the main point of contact. The working parent must allow this to be dealt with through the normal pastoral mechanisms and must not get involved. They must not go directly to members of staff to confront them about issues.

- Parents as employees should ensure that they uphold boundaries between the two roles and that their behaviour does not constitute a conflict of interest. Parent-staff should discuss any inter-role conflict with their line manager in the first instance.
- Staff must maintain strict confidentiality regarding information about their own child or close relative and must not share confidential information with other parents or staff members unless authorised. Parent-Staff should make every effort to avoid a situation where a potential conflict of interest could arise that could lead to a breach in confidentiality/data protection.
- Staff are prohibited from providing medical care, administering medication, or delivering educational support (including via CPP or the Lighthouse) to their own children or close relatives at school. In exceptional circumstances requiring immediate assistance, staff must notify SLT and follow established safeguarding procedures. If staff have any concerns regarding their child's support in school, the appropriate procedures should be followed, as is the case for all parents of children attending the school.
- Trips and visits: A parent cannot go on an overnight residential if their child is on the trip.
- Credit for trips/canteen: Credit cannot be given on a parent's account. Trips and food must be paid for as it would be for any other child.
- All contract terms, policies and permissions applicable for children at Cranbourne will be applied equally to the child or close relative of any staff member. These will be available for you in the same way as all parents and you are expected to read, understand and sign them in the same way.
- Any necessary/unavoidable contact should be reported to the headteacher using the proforma available from the Headteacher's PA.

### **Disciplinary Procedures**

In the event of challenges regarding maintenance of the conditions of this policy. The appropriate disciplinary procedures will be followed in accordance with the procedures outlined in the Manual of Personnel Practice.