



Employees who are a parent/carer or relative of a pupil/student or colleague Policy

Version Control

Version	Date	Page Number	Section	Amendment
V2	10.2022	2	4	Addition of 4.8
			5	Entirely new section
V3	04.2023	1	Title	Renamed: 'Employees who are a parent/carer or relative of a pupil/student or colleague' from 'Employees who are a parent/carer or relative of a pupil/student' to expand scope.
		2	3	Add 3.2 To provide clarity to roles and responsibilities of all employees who have a colleague at the school.

V3	04.2023	3	6	Added 'Approach to employees who are close relatives of each other'
	04.2023	3	7	Added 'Definitions of a relative'
V4	03.2026			No changes made since last review

Related Policies

Code of Conduct

Safeguarding and Child Protection Policy

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.

3.2 To provide clarity to roles and responsibilities of all employees who have a colleague at the school.

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.

4.8 Decisions about the placement of employees who are a parent or relative of a pupil will be based first and foremost on the needs of the related pupil (e.g. it may be necessary to create distance between the day-to-day work of the relative and the pupil to avoid distraction from learning).

5.0 Notes on relatives employed through an agency

5.1 School may offer employment to parents or relatives through an agency.

5.2 School reserves the right to exercise discretion over whether to begin or continue a parent or relative's agency placement if it is judged that there is or could be a negative impact on the learning and progress of the related pupil.

6.0 Approach to employees who are close relatives of each other

6.1 In any organisation, there may be occasions when close relatives may be employed by that organisation. Ordinarily, the employment of close relatives in a large organisation is of little significance, but in smaller organisation such as Schools significant problems can arise.

6.2 In particular, problems will/may occur where partners or relatives work together in a direct line management relationship, or where there is some form of authority exercised by an individual over a close relative. It is not suggested that individual employees would allow themselves to be influenced by personal relationships, however it would be advisable to avoid circumstances which such practice might be alleged or inferred. Some examples include: a) the appointment of staff b) the managing of staff c) the counselling of staff d) the appraising of staff; or e) the disciplinary of the other person; or f) any interaction or decision where there may be a perception of either adverse or favourable treatment due to the relationship involved.

6.3 Potential problems that may arise: a) embarrassment or awkwardness for co-workers; b) difficulties in arranging annual leave to accommodate both if support staff; and c) concerns of lack of objectivity in the event of disagreements within the workplace or in relation to any incidents/investigations. d) Grievances due to perceived favouritism of family members of coworkers.

6.4 In circumstances where close relatives work together, there is potential for division of loyalty or allegations of favouritism or nepotism which must be avoided. The requirements of equalities legislation and regulation must be scrupulously observed and therefore selection for appointment, training and promotion must not be affected by marital or family status. Nor should an employee's right to privacy be infringed. It is important that working arrangements are fair and seen to be fair in practice.

6.5 Close relatives and members of the same household should not normally be employed in positions where one has a supervisory responsibility for the other or makes employment decision pertaining to the other, or exercises authority over the other. Employees should not usually work in the same class/team as each other, except to fulfil a short-term need (e.g. in the event of absence) or if the Headteacher can be satisfied that it does not create a significant additional risk.

7. Definitions of relative

Relatives are defined as a) Spouse or partner, or former spouse or partner; b) Parent, parent in law, grandparent; c) Brother or sister (Including in laws); d) Son or daughter (including in laws), grandchildren; e) Uncle, aunt, niece, nephew; f) Step family members falling into the above categories.

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Date: 10th March 2026

Adopted by: Pupil, Parent and Curriculum Committee

Chair of Committee: Pat Corrigan

Signature:

Date: 17th March 2026