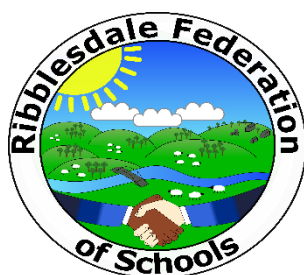


The Ribblesdale Federation of Schools

Do Everything in Love (1 Corinthians 16:14)



Policy for any staff working in School with their own children or relatives

Document Status			
Date of policy creation/review	Reasons for review	Date of adoption by the Governing Board	Date of next review
February 25	New Policy	26/3/25	Spring 2026
Signed and dated:			
Executive Headteacher	<i>C. Maddock</i>	Chair of Governors	<i>James Bradley</i>

Staff Teaching, Supporting or Supervising Their Own Children or Relatives Policy

Purpose

This policy provides clear guidance for school leaders and staff to address potential conflicts of interest when staff members teach, support, directly supervise or come into contact with their own children or relatives in school, because they work within the school setting. It aims to uphold fairness, impartiality, and professionalism in the school environment, ensuring that all pupils are treated equitably while supporting staff in navigating these situations effectively.

We believe that children learn best when they are happy, safe, healthy, have their individual needs met and have a positive relationship with all the staff who teach, support or care for them in school. It is our policy that all staff remain neutral and treat all children with the same regard, modelling our school values of love, kindness, friendship and respect.

1. Conflict of Interest Policies

Policy Overview

Staff members are required to disclose any situation where they may be teaching, assessing, or directly supervising, or coming into contact with their own child or a relative. This disclosure ensures that potential conflicts of interest are managed proactively, safeguarding the integrity of the educational experience for all pupils.

Leader Responsibilities

- **Disclosure Management:** School leaders must establish a process for staff to confidentially disclose potential conflicts of interest.
- **Decision-Making Framework:**
 - Evaluate whether alternative arrangements can be made to prevent the staff member from teaching, supporting, coming into contact or supervising their child or a relative.
 - Determine if additional oversight measures are necessary if the conflict cannot be avoided.
- **Consistency and Fairness:** Ensure decisions align with school policies and are applied consistently to maintain staff confidence and pupil trust.

Oversight Measures

If staff must teach, supervise come into contact, or support their own child or a relative, leaders should:

- Assign a neutral third party, such as a senior staff member, to review assessments, grades, and other decisions (pupil leadership roles, representing the school, curricular enhancements, this is not an exhaustive list)
- Monitor classroom and other interactions to ensure impartiality and professionalism.

2. Alternative Class Placement

Policy Overview

Where feasible, staff should be assigned to a different class or school to prevent perceived or actual conflicts of interest. This approach promotes objectivity and avoids any undue scrutiny or

favouritism. However, as each school within the Federation is small in nature and classes comprise of mixed age groups, we understand that this may not always be feasible or realistic.

Leader Responsibilities

- **Collaboration with Staff:** Leaders should involve staff in discussing alternative placements to avoid teaching, supporting, coming into contact or supervising their own children or relatives, ensuring that decisions consider:
 - Curriculum needs
 - Teacher Specialisms and strengths
 - Staff availability
 - The overall impact on the pupil's education
 - Contracts
- **Handling Exceptions:**
 - If alternative placements are not possible (e.g., in small schools or for specialised subjects), communicate the reasons transparently to all parties.
 - Implement oversight measures to address fairness concerns in these cases.

3. Clear Communication Channels

Policy Overview

Maintaining transparent and professional communication ensures that any issues involving a staff member's child or relative are handled in the same way as they would be for other pupils.

Leader Responsibilities

- **Standardised Processes:**
 - Ensure that all concerns, whether academic, behavioural, or disciplinary, are addressed through established procedures and policies
 - Ensure contact is made with the staff member in relation to their child, in line with normal school procedures and not during the school working day (telephone call, scheduled meeting)
 - In the event of an emergency, contact should be made with the staff member in line with school procedures. If the staff member works in the same school as their child, and there is an emergency then in this situation contact could be made directly with them
 - If a staff member's child becomes unwell or injured at school and needs to go home, every attempt to release the class teacher or staff member will be made where feasible. The second parent/carer or emergency contact are to be contacted if they are able to care for the child in this situation as an alternative
 - Avoid informal resolutions, meetings or correspondence to maintain fairness
- **Involving Neutral Parties:**
 - Assign an impartial staff member to manage complaints or concerns about the child or the teacher/staff member-parent's handling of the situation.
- **Documentation:**
 - Require that all decisions and actions taken are documented to ensure accountability and provide clarity in case of disputes.

4. Confidentiality Agreements

Policy Overview

Staff members must adhere strictly to confidentiality policies to prevent misuse of privileged information regarding their own child or other pupils.

Leader Responsibilities

- **Access Restrictions:**
 - Ensure staff members teaching their own children do not have additional access to records or information beyond what is required for their professional role.
 - Staff should endeavour to not disclose to other parents outside the setting in informal situations or on social media, school information / confidential matters in relation to other children, staff or school related matters.
- **Training on Confidentiality:**
 - Provide staff with guidance on protecting sensitive information.
- **Policy Enforcement:**
 - Address breaches of confidentiality with appropriate disciplinary measures to maintain trust within the school community.

5. Professional Development and Training

Policy Overview

Training is essential to equip staff with the tools to navigate the challenges of teaching or working alongside their own children while maintaining professional boundaries.

Leader Responsibilities

- **Tailored Training Sessions:**
 - Organise professional development workshops that include:
 - Strategies for maintaining professional boundaries in the classroom.
 - Techniques for impartial grading, assessment, and discipline.
 - Guidance on managing perceptions of bias or favouritism.
- **Mentorship Programmes:**
 - Pair staff in these situations with experienced colleagues or leaders who can provide ongoing advice and support.
- **Monitoring and Feedback:**
 - Schedule regular check-ins with staff members involved to assess challenges and provide support as needed,

6. Code of Conduct

Policy Overview

Staff members must adhere strictly to the code of conduct to ensure all pupils and staff members are treated fairly and respectfully, in line with the vision statement, “Do everything in Love,” and the school values: Love, friendship, kindness and respect.

Leader Responsibilities

- **Policy Implementation:**
 - Communicate the code of conduct to all staff and ensure they understand their roles and responsibilities, including the expectation that they will not make informal comments to other staff members or other parents about the quality of education, pastoral care or otherwise provided by the school
 - Require staff to sign an acknowledgment confirming they agree to comply with the code of conduct
- **Annual Review:**
 - Regularly review the policy to address any challenges or update procedures based on feedback.
- **Policy Enforcement:**
 - Address breaches of the code of conduct with appropriate disciplinary measures to maintain trust within the school community

7. Workplace Boundaries

Policy Overview

Managing workplace boundaries on a day-to-day basis will ensure all pupils are treated fairly and consistently, which will ensure the children of staff are not afforded any preferential treatment, which would avoid staff being accused of bias or favouritism. It is essential that confidentiality is maintained at all times and staff are provided with appropriate spaces to relax uninterrupted.

Leader Responsibilities

Access Restrictions

- Ensure staff children and relations are not allowed in staff areas such as the school office, Headteacher office and the staffroom
- Ensure staff children who arrive early or remain in school at the end of the school day are directly supervised by their parent or relative and not allowed access to the building unsupervised
- Ensure staff children who arrive early or remain in school at the end of the school day do not have access to school resources and equipment unless authorized by the Head teacher or SLT
- Ensure staff children and relatives of staff, have no knowledge or access to school security codes or log ins to computers, including access to school lanyard which may include an access device to enter/exit the building
- Ensure staff children and relations are not privy to private and confidential conversations that may take place informally or formally outside the working day within the school building or otherwise

Policy Implementation

- Communicate the policy to all staff and ensure they understand their roles and responsibilities
- Require staff to sign an acknowledgement confirming they agree to comply with the policy if relevant

Policy Enforcement

- Address breaches of the policy with appropriate disciplinary measures to maintain trust within the school community

8. Execution and Review

Policy Overview

This policy requires clear application and regular review to ensure it remains effective and relevant.

Leader Responsibilities

- **Policy Implementation:**
 - Communicate the policy to all staff and ensure they understand their roles and responsibilities.
 - Require staff to sign an acknowledgment confirming they agree to comply with the policy.
- **Annual Review:**
 - Regularly review the policy to address any challenges or update procedures based on feedback.
- **Compliance Monitoring:**
 - Conduct periodic audits of situations where staff are teaching their own children to ensure fairness and adherence to the policy.

This policy is designed to ensure a fair and supportive environment for all pupils while providing clear guidance and resources for staff and school leaders to maintain professional standards.