



**POLICY AND GUIDANCE FOR STAFF
WHO HAVE A PERSONAL RELATIONSHIP
WITH CHILDREN WHO ATTEND PEAK
EDGE SCHOOLS**

Introduction

Peak Edge schools are community schools where employees often live and work in the wider community. This is something we are really proud of. This policy provides guidance for staff members who are also parents or carers of pupils or have a personal relationship with a pupil attending one of our schools. It aims to ensure professionalism, fairness, and the maintenance of a positive learning environment for all children. We want you to be able to raise issues when needed and be able to do this in the right way and feel comfortable to do so.

In the context of this policy a personal relationship is defined as:

- A family relationship, for example, parent/carer-child or Auntie/Uncle – niece/nephew etc.
- A personal relationship with a parent in the school community whose children attend the school.
- A working relationship with colleagues, contractors, agency workers, or any other third party with which Peak Edge does business or family or relatives of school pupils/staff/those involved in governance.

Please remember that following this policy is important because any non-compliance may result in action being taken under the Disciplinary Policy. Talk to your Headteacher or CEO if you are not sure about anything. If you have any doubts over whether a relationship with an individual falls within the scope of this policy, please consult your Headteacher or CEO - whichever is appropriate.

Key principles

1. Professional Boundaries

- Staff should maintain clear boundaries between their roles as employees and as parents, carers or another role where you have a personal relationship with a child.
- Avoid discussing school-related matters about the child with whom you have a personal relationship during work hours unless absolutely necessary.

2. Equal Treatment

- Pupils should neither be advantaged nor disadvantaged by having a personal relationship with a member of staff - treat all students, including the child with whom you have a personal relationship, equally and fairly.
- Avoid giving or appearing to give preferential treatment to the child with whom you have a personal relationship.
- Be mindful to speak to the child with whom you have a personal relationship in the same way you would speak to all children.

3. Confidentiality

- Respect and maintain the confidentiality of all pupils, including the child with whom you have a personal relationship in line with other relevant school and Trust policies e.g. UK GDPR Policy, Confidentiality Policy etc.
- Do not share information about other pupils or their families with the child with whom you have a personal relationship outside of professional contexts.

4. Conflict of Interest

- Avoid participating in decisions or situations where there may be a conflict of interest involving the child with whom you have a personal relationship.
- Refer any behavioural issues to do with the child with whom you have a personal relationship to another member of staff and do not become directly involved in managing the matter yourself.
- Do not be involved in leading any safeguarding investigations which involve the child with whom you have a personal relationship. Follow your duty of care as outlined in Keeping Children Safe in Education and the school's safeguarding policy. Report any disclosures from all children in the normal way regardless of your relationship with the child.
- If a conflict arises, inform your Headteacher or CEO.

5. Professional Conduct

- Act in line with the Trust Code of Conduct at all times.
- Behave professionally at all times, keeping personal matters separate from professional duties.
- Handle any issues involving the child with whom you have a personal relationship through the appropriate channels, just as any other parent or carer would.

6. Childcare During Working Hours

- Do not provide childcare for the child with whom you have a personal relationship or any other children during working hours unless it is part of your contractual obligations.
- Arrangements for the child care of the child with whom you have a personal relationship should be made independently of your job responsibilities to ensure full attention to professional duties. You are welcome to ask to use the school's wraparound care, where available, for example.

Procedures

1. Communication

- When discussing school matters related to the child with whom you have a personal relationship in a personal rather than professional capacity, do so outside of your work hours or arrange a formal meeting with the school.

- Use the formal channels for parent-teacher communication that are available to all pupils, such as emails or scheduled meetings rather than e.g. informal conversations, text messages, social media etc.
- When making contact with the school be clear as to whether you are communicating in your role as a member of staff or a representative/advocate for the child in a personal capacity.

2. Classroom Involvement

- If you are teaching or working in the same classroom or year group as the child with whom you have a personal relationship, then you must treat them the same as any other child.
- If possible, arrangements may be made for the child with whom you have a personal relationship to be in a different class to avoid potential conflicts. This will be a logistical decision made by the Headteacher of the school.

3. Parental Concerns

- Address concerns about the education of the child with whom you have a personal relationship through the standard procedures for all parents.
- Do not use your position to unfairly influence or pressure teachers or staff regarding treatment or assessment of the child with whom you have a personal relationship.

4. Participation in School Activities

- Follow the same rules and procedures as other parents or carers when attending school events, meetings, or volunteer activities.

Support and Guidance

- If you have any questions or need clarification on how to handle specific situations, please speak with your Headteacher or CEO.
- Regular guidance and support will be provided to help staff navigate their dual roles effectively when needed.

Conclusion

By following this policy, staff members who have a personal relationship with a child can ensure a professional and positive environment for all children and maintain the integrity and fairness of our educational institution.