Ashwicken Primary School

Staff who are Parents Policy

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Approved by:	Governing Board	Date: January 2025
		Head Teacher
		Chair of Governors
Next review due by:		

Aim:

The aim of this policy is to establish clear guidelines and expectations for parents who are also employed at Ashwicken Primary School , ensuring a harmonious and professional environment conducive to the holistic development of all our pupils.

Guidance:

Staff who are parents. play a unique role within our school community, balancing their roles as educators and parents. They must maintain professionalism, impartiality, and fairness in all interactions with the pupils, their colleagues, and other parents.

As a parent-staff member, it is imperative to maintain a professional focus on job responsibilities during school hours. Parent-staff members are expected to prioritize tasks related to teaching, administrative duties, and pupil engagement while on duty. This commitment ensures the provision of high-quality support and guidance to students and colleagues alike. Adhering to this principle fosters a productive and conducive learning environment within the school community.

Scope:

This policy applies to all Staff who are parents. employed at Ashwicken Primary School who are concurrently serving as parents of pupils enrolled at the school.

Equal Opportunities:

Staff who are parents. shall be afforded the same opportunities, rights, and responsibilities as other staff members, irrespective of their dual roles as parents.

Policy Principles:

- Professionalism: Staff who are parents. are expected to uphold the highest standards of professionalism in their interactions with pupils, colleagues, and parents.
- Impartiality: Staff who are parents. must maintain impartiality and fairness in their treatment of all pupils and colleagues, avoiding favouritism or bias.
- Confidentiality: Staff who are parents. must adhere to strict confidentiality guidelines, ensuring that sensitive information about pupils, colleagues, or school affairs remains confidential at all times.
- Collaboration: Staff who are parents. are encouraged to collaborate effectively with other staff members for the benefit of pupils, fostering a positive and supportive work environment.
- Role Clarity: Staff who are parents. should maintain clear boundaries between their roles as educators and parents, ensuring that their professional responsibilities are carried out independently of their parental roles.

Employee Responsibilities:

Maintain Professionalism in Communication with Other Parents Outside School:

- Respectful and courteous engagement:
- Staff who are parents must engage with other parents outside of school premises in a respectful, courteous, and professional manner.

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- Interactions should reflect positively on the school community and uphold its values, fostering a sense of mutual respect and cooperation among parents.

Confidentiality and Discretion:

- Upholding confidentiality and exercising discretion are paramount when discussing school-related matters with other parents.
- Confidential information about students, colleagues, or school affairs should not be disclosed without proper authorisation, ensuring the integrity of sensitive information.

Representing the School Ethos:

- Staff who are parents serve as ambassadors of the school community, even in informal social settings.
- Their conduct and communication should align with the ethos, values, and policies of the school, promoting a positive image and fostering goodwill among parents and the broader community.
- Avoid Conflict of Interest: Staff who are parents must avoid situations where their dual roles as parents and educators may create conflicts of interest or compromise the integrity of their professional responsibilities.
- Seek Guidance: Staff who are parents. are encouraged to seek guidance from school leadership or HR personnel if they encounter situations where their dual roles present ethical dilemmas or challenges.

Maintaining Professionalism:

- Personal biases or emotions should not interfere with their professional obligations or interactions within the school community
- Staff who are parents should establish clear expectations and boundaries for their own child's behaviour within the school environment.
- Discipline and consequences for misbehaviour should be applied consistently and fairly, without showing favouritism or leniency based on their parental role.
- When addressing their own child's behaviour, Staff who are parents should maintain a professional demeanour and avoid letting personal emotions or biases influence disciplinary decisions.
- Decisions regarding discipline should be based on the school's code of conduct and disciplinary policies, prioritising the welfare and best interests of all pupils.
- Maintain Objectivity - The staff member should address the behaviour in a fair and impartial manner, setting aside personal emotions and biases.
- In the event of behavioural issues involving their own child, Staff who are parents should follow established conflict resolution procedures outlined by the school. This may involve communicating with other staff members to address the issue objectively and impartially, seeking solutions that are in the best interest of the child and the school community.

Professional Boundaries:

- Staff who are parents must establish clear boundaries between their roles as parents and educators.
- While interacting with their own children in a school setting, they should adhere to the same professional standards applied to interactions with other pupils.

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- Discussions related to academic progress, behaviour, or disciplinary issues involving their own children should be conducted discreetly and in accordance with school policies.
- All appointments should be scheduled using the standard communication channels available to all parents.
- Requests to access school documentation must adhere to formal procedures. Failure to follow these protocols may lead to formal proceedings.

Impartiality in Addressing Own Children:

- Staff who are parents. must maintain impartiality when addressing their own children within the school environment.
- They should avoid showing favouritism or granting preferential treatment to their own children in academic, disciplinary, or extracurricular matters.
- Discipline/praise and academic assessments should be administered fairly and objectively, without bias towards their own children.

Role Modelling Behaviour:

- Staff who are parents. serve as role models for pupils and should exemplify the values of fairness, integrity, and respect.
- By demonstrating impartiality and professionalism in their interactions with their own children and others, they contribute to a positive and inclusive school culture.
- Consistent adherence to behavioural expectations fosters trust and credibility within the school community and reinforces the importance of ethical conduct in professional settings.

School community responsibilities towards staff who are parents:

Professional Focus:

- Parent-staff members are expected to maintain a professional focus on their job responsibilities during school hours, dedicating their time and attention to tasks related to teaching, administrative duties, and student engagement.
- Initiate Private Conversation: When addressing any issue concerning a parent-staff member's child, initiate a private conversation in a discreet and respectful manner. Choose a suitable time and location where both parties can discuss the matter without interruptions or distractions

Clear Communication Channels:

- The school community should establish clear communication channels and support systems to assist parent-staff members in managing their dual roles effectively, fostering a collaborative and understanding environment that respects the demands of both professional and parental responsibilities.
- All staff should adhere to established school policies and procedures for addressing behaviour, health, medical, and academic matters involving students, ensuring consistency and fairness in handling similar situations across the school community.

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Respect for Boundaries:

- Discussions or inquiries pertaining to parental matters, such as non-emergency issues with their child (e.g., lunch preferences), should be deferred to non-working hours whenever possible to uphold professional boundaries and maintain a productive work environment.
- Respect the parent-staff member's privacy and confidentiality throughout any conversation around their child. Avoid discussing sensitive information in public or with unauthorised individuals, and ensure that all communications adhere to applicable privacy laws and school policies.

Emergency Situations:

In the event of emergencies or urgent parental matters that require immediate attention during school hours, parent-staff members may address these concerns as necessary, ensuring the safety and well-being of their child while adhering to professional responsibilities.

Terms and Conditions:

- **Staff who are parents are expected to adhere to the terms and conditions outlined in their employment contracts, including working hours, responsibilities, and code of conduct.**
- **There is an expectation that regardless of staff: pupil relationship, ALL pupils are treated equally following the school's behaviour policy**
- **Any violations of this policy may result in disciplinary action, up to and including termination of employment, depending on the severity of the infraction and its impact on the school community.**
- **Conflicts of interest should be disclosed promptly to appropriate school authorities, and steps should be taken to address them transparently and fairly.**

This policy is subject to periodic review and may be updated as necessary to ensure its effectiveness and relevance to the evolving needs of Ashwicken Primary School.

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