



Staff Children in the Workplace Policy

This policy is pertinent to all campuses

1. Purpose

The purpose of this policy is to establish clear guidelines regarding the presence of staff members' children in the workplace to ensure a safe, productive, and professional environment for all students, staff, and visitors.

2. Scope

This policy applies to all employees of Hurst Lodge School, including full-time, part-time, and temporary staff.

3. Policy Statement

While Hurst Lodge recognises that staff may occasionally face unexpected childcare challenges, the regular or prolonged presence of staff children in the workplace is not generally appropriate. Exceptions may be considered under specific circumstances and with prior approval, provided that it does not disrupt the working environment, compromise student safety, or interfere with the staff member's professional responsibilities.

4. Guidelines

• 4.1 Occasional Visits

Children of staff may visit the workplace for short periods under the following conditions:

- The visit is approved in advance by the Principal or Bursar.
- The child remains under the direct supervision of the parent/guardian at all times.
- The child does not interfere with classroom instruction, meetings, or school operations.
- Visits are infrequent and not used as a substitute for childcare.

• 4.2 Emergency Situations

In the case of an emergency (e.g., school closure, illness of a caregiver), staff may request temporary permission to bring their child(ren) to work. These requests must be made to the Principal or Bursar and will be evaluated on a case-by-case basis.

• 4.3 Restrictions

- Children may not be left unattended at any time.
- Children are not permitted to be in classrooms during instructional periods unless participating in an approved school activity.
- The school does not assume liability for children brought into the workplace outside of school-sponsored events.

• 4.4 Extended Presence

Long-term or regular presence of children in the workplace (e.g., daily after school) is not permitted unless the child is officially enrolled at the school.

• 4.5 Staff Children as Students

Staff children who are enrolled as students at the school are subject to all regular school policies and must not receive preferential treatment.

5. Responsibilities

- **Staff** are responsible for ensuring they adhere to this policy and make alternative childcare arrangements where necessary.
- The **Principal or Bursar** are responsible for handling requests, making decisions based on the best interest of the school environment, and maintaining documentation of approvals.

6. Employees working with their own children enrolled as students in the school

6.1 This section applies to all employees of Hurst Lodge School who have children currently enrolled as students in the school, including teaching staff, administrative staff, and leadership.

6.2 Guiding Principles

- **Professionalism:** Employees must maintain professional boundaries with their children and other students.
- **Equity and Fairness:** The school must ensure no actual or perceived favouritism, bias, or conflict of interest arises.
- **Transparency:** Clear communication with relevant stakeholders (e.g., heads of department, HR, or school leadership) is required to manage any potential conflicts.
- **Confidentiality:** Employees must not use their position to access confidential information about their child that is not otherwise available to parents.

6.3 Responsibilities and Restrictions

6.3a Teaching and Assessment

- Employees should not be the primary classroom teacher or direct assessor of their own child unless unavoidable (e.g., in small departments or specialised subjects).
- Where unavoidable, arrangements must be made for oversight of grading and assessment by another qualified colleague.

6.3b Pastoral and Disciplinary Matters

- Employees should not be responsible for disciplinary decisions or pastoral care involving their own child beyond general duties.
- Any issues relating to the child should be managed by a designated member of staff not related to the student.

6.3c Access to Records

- Employees must only access their child's records (academic, behavioural, medical, etc.) through the same channels available to all parents.

6.4 Staff Conduct and Communication

- Employees must avoid discussing their child's behaviour, academic performance, or social matters in the staffroom or professional meetings unless contextually necessary and appropriate.
- Personal relationships with their child should not influence professional conduct or decision-making.

6.5 Disclosure and Oversight

- The Principal will review potential conflicts of interest annually or as needed.
- An alternative supervision or assessment arrangement may be developed where necessary to protect the integrity of the educational process.

7. Appeals and Complaints

- Any concerns about fairness, bias, or inappropriate conduct related to this policy may be raised through the school's grievance or complaints procedure.
- Employees and/or parents may request review of situations they believe may breach this policy.

8. Non-Compliance

Failure to comply with this policy may result in disciplinary action, including the revocation of any previously granted privileges to bring children to the workplace.

9. Review

This policy will be reviewed every two years or as needed based on operational requirements or changes in legislation.