



# Staff Parent Policy

<b>Policy Owner</b> Assistant Head (W&S)	<b>Associated documents</b> Staff Code of Conduct	<b>Legal Framework</b>
<b>Review by</b> SLT	<b>Review frequency</b> Annually	<b>Next Reviewed date</b> February 2026

## Staff Parent Policy

This policy relates to all sections of St Joseph's College, including the Early Years Foundation Stage (EYFS).

Author:	Assistant Head (W&S)
Approver:	SLT
Owner:	Assistant Head (W&S)
Date:	17/08/2025
Next review:	February 2026
Category of policy:	



# ST. JOSEPH'S COLLEGE

READING • BERKSHIRE

## Changes History:

Version	Date	Amended by:	Substantive changes:	Purpose
0.1			n/a	First draft
1.0	30/10/23	SJAH	n/a	New policy
1.01	26/1/25	SJAH	None	Regular review
1.1	17/08/2025	SJAH	Some clarification around staff expectations	Including learning from the last year.

## 1. Aims

- 1.1. By means of this policy St. Joseph's College aims to:
  - 1.1.1. Provide clarity to all staff around the proper etiquette for working with children whose parent(s) work at the College,
  - 1.1.2. Provide guidance to staff whose children attend the College,
  - 1.1.3. Set in place working practices which enable an appropriate working relationship between staff and Staff Parents.
  - 1.1.4. Set in place clear boundaries for staff to improve work/life balance for all staff.

## 2. Legislation and linked policies

- 2.1. This policy is based on, and linked to:
  - 2.1.1. the Department for Education's statutory guidance [Keeping Children Safe in Education \(2025\)](#) and [Working Together to Safeguard Children\(2023\)](#)), and the [Governance Handbook](#).
  - 2.1.2. Part 3 of the schedule to the [Education \(Independent School Standards\) Regulations 2014](#), which places a duty on academies and independent schools to safeguard and promote the welfare of pupils at the school
  - 2.1.3. The College's [Admissions policy](#)
  - 2.1.4. The College's [Behaviour, Rewards and Sanctions policy](#)
  - 2.1.5. The College's [Complaints policy](#)
  - 2.1.6. The College's [Data Protection Policy for Pupils and Parents](#)
  - 2.1.7. The College's [Guidelines for communicating with the College](#)
  - 2.1.8. The College's [Mental Health and Wellbeing policy](#)
  - 2.1.9. The College's [Separated parents policy](#)
  - 2.1.10. The College's [Staff Code of Conduct](#)

## 3. Definitions

- 3.1. For the purposes of this policy:
  - 3.1.1. A **Staff Parent** refers to a member of staff or Governor whose child attends the College, when acting in their capacity as a parent.
  - 3.1.2. A **Staff Member** refers to any member of staff at the College.
  - 3.1.3. A **Staff Child** refers to a child whose parent is currently employed by the College.
  - 3.1.4. **'We'** refers to the Leadership and Governance of St Joseph's College.



# ST. JOSEPH'S COLLEGE

READING • BERKSHIRE

## 4. Introduction

- 4.1. The safety, wellbeing, and success of all pupils is the highest priority, and so all Staff Members must act with the best interests of the child at the centre of all things.
- 4.2. The wellbeing of staff is crucial to the proper running and maintaining of standards within the College.
- 4.3. We recognise that there can be an inherent awkwardness for both Staff Members and Staff Parents when discussing matters regarding a Staff Child.
- 4.4. A Staff Child is first and foremost a child at the College, and so will be treated with the same level of care as all pupils.
- 4.5. **All** communications between staff and parents, and those regarding pupils at the college, should be with the highest standards of respect and professionalism.
  - 4.5.1. Communications should be through the appropriate channels and methods. e.g. use of email rather than social media

## 5. The benefits of an effective Staff Parent policy

- 5.1. An effective Staff Parent policy will add value to St Joseph's College, supporting the College's objectives by:
  - 5.1.1. Building strong working relationships between all members of staff at the College,
  - 5.1.2. Ensuring that matters are dealt with sensitively and respectfully,
  - 5.1.3. Ensuring a high standard of care for all students regardless of parentage.
- 5.2. An effective Staff Parent Policy will also promote and facilitate for all stakeholders the successful and timely resolution of concerns, problems, or complaints.

## 6. General information

- 6.1. The Assistant Head (Wellbeing & Safeguarding) will coordinate matters relating to Staff Parents and their children.
  - 6.1.1. Specific responsibilities may be delegated to appropriate staff, e.g. Academic matters to the Assistant Head (Teaching & Learning)
- 6.2. All members of staff must follow the standards outlined in this policy. No exemptions will be made based on positions of responsibility within the College.
- 6.3. Data on Staff Children will be held in the same manner as all pupils at the College, in line with the College's Data Protection policy.
- 6.4. Staff Parents should **not** expect to be able to access more information about their child than a non-Staff Parent would be able to.
  - 6.4.1. Staff Parents will be unable to view their own child's / children's information on CPOMS,
- 6.5. Staff Members will be unable to view information above that of any other staff, with the exception of:
  - 6.5.1. The Head,



# ST. JOSEPH'S COLLEGE

READING • BERKSHIRE

- 6.5.2. The Deputy Head (Senior or Prep),
- 6.5.3. The Assistant Head (Wellbeing & Safeguarding) regarding safeguarding and pastoral care,
- 6.5.4. The Head of Year / Head of Sixth Form / Prep Pastoral Lead as deemed necessary by the Assistant Head (Wellbeing & Safeguarding),
- 6.5.5. The above named leaders will also be unable to view information for their own children, with all standards and guidelines in this policy being required,
- 6.6. All Staff members should remember that whilst on the College site they represent the College, particularly in the eyes of other parents and students, and so should maintain the highest of standards as outlined in the Staff Code of Conduct.

## 7. Guidance for Staff Parents

- 7.1. Staff Parents should remember that they are required to meet the standards of the College's [Staff Code of Conduct](#) when acting in their professional capacity.
- 7.2. When acting in their capacity as a parent, Staff Parents should consider what would be considered 'reasonable and usual' for a parent of a pupil at the College.
- 7.3. Staff Parents should take steps to have separation between their professional and parenting duties. This could include, but is not limited to:
  - 7.3.1. Use of personal email or phone number as opposed to SJCR email or phone number at appropriate times.
    - 7.3.1.1. SJCR emails should not be the only option used as emergency contact details in school records, and should be backed up by a personal email account.
    - 7.3.1.2. A personal number should be recorded as an emergency contact, but can be backed up with the College phone number if desired.
    - 7.3.1.3. The use of directed time and whether it is appropriate to act as a parent whilst at work
- 7.4. When wishing to communicate with Staff Members in a parenting capacity, Staff Parents **should**:
  - 7.4.1. Use their personal email account for email correspondence,
  - 7.4.2. Address the Staff Member by their professional title, e.g. Mr Smith, in the first instance,
  - 7.4.3. Await response from the Staff Member as part of their normal working practices.
  - 7.4.4. Liaise with their child's tutor, Head of Year or Pastoral Lead to address concerns,



# ST. JOSEPH'S COLLEGE

READING • BERKSHIRE

- 7.4.5. Act in accordance with the Staff Code of Conduct.
- 7.5. Staff Parents **should not:**
  - 7.5.1. Use their position within the College to steer conversations regarding their children,
  - 7.5.2. Enter areas of the College in their parenting capacity, e.g. entering the cloakrooms to get something from their child's locker,
  - 7.5.3. Look to interact with their child during the school day outside of what is 'reasonable and usual' for a Staff Member,
  - 7.5.4. Use Microsoft Teams or other messaging software to contact Staff Members regarding their children,
  - 7.5.5. Contact Staff Members using their personal contact details, e.g. mobile phone number, personal email address, or social media,
  - 7.5.6. Attempt to begin a verbal conversation regarding their children without prior arrangement,
    - 7.5.6.1. This includes attending the Staff Member's usual working area to begin a conversation,
    - 7.5.6.2. The staff room is not an appropriate venue for conversations between Staff Members and Staff Parents unless this has been agreed by both parties in advance,
  - 7.5.7. Attempt to discuss other pupils at the same time as their own children, unless it is relevant, e.g. a behaviour incident.
- 7.6. We recognise that, at times, Staff Parents will discuss their children with other Staff Members in a 'friendly' manner, however, this must be separate from those discussions which should be seen as professional to protect the wellbeing and work/life balance of all those involved.



# ST. JOSEPH'S COLLEGE

READING • BERKSHIRE

## 8. Guidance for Staff Members

- 8.1. Staff Members should remember that they are required to meet the standards of the College's [Staff Code of Conduct](#) when acting in their professional capacity.
- 8.2. When discussing a Staff Child with a Staff Parent, a Staff Member should always keep in mind what is 'reasonable and usual' to be discussed with a parent.
- 8.3. Staff Members should take steps to ensure their own work/life balance and the work/life balance of Staff Parents they are communicating with. This could include, but is not limited to:
- 8.3.1. Directing communication to personal email accounts as held in emergency contact details, rather than SJCR email accounts,
- 8.3.2. The use of directed time and considering when it is appropriate to discuss a Staff Child with their parent.
- 8.4. When communicating with Staff Parents in their capacity as a parent, Staff Members **should**:
- 8.4.1. Contact parents in order of priority as logged in SchoolBase,
- 8.4.2. Use the Staff Parent's personal email account, as held in emergency contact info, for email correspondence,
- 8.4.3. Address the Staff Parent by their professional title, e.g. Mr Smith, in the first instance,
- 8.4.4. Await response from the Staff Parent as part of their normal working practices.
- 8.5. Staff Members **should not**:
- 8.5.1. Change the conversation or actions regarding a Staff Child based on the Staff Parent's position within the College,
- 8.5.2. Use Microsoft Teams or other messaging software to contact Staff Parents regarding their children,
- 8.5.3. Contact Staff Parents using their own personal contact details, e.g. mobile phone number, personal email address, or social media,
- 8.5.4. Attempt to begin a verbal conversation regarding a Staff Child without prior arrangement,
- 8.5.4.1. This includes attending the Staff Parent's usual working area to begin a conversation,
- 8.5.4.2. The staff room is not an appropriate venue for conversations between Staff Members and Staff Parents unless this has been agreed by both parties in advance,
- 8.5.5. Attempt to discuss other pupils at the same time as the Staff Child being discussed, unless it is relevant, e.g. a behaviour incident.



# ST. JOSEPH'S COLLEGE

READING • BERKSHIRE

- 8.6. Staff Members must, at all times, remain professional when discussing Staff Children as they would with any other pupil at the College.
- 8.7. Staff Members who feel uneasy about beginning a conversation regarding a Staff Child should speak to the Assistant Head (W&S) who will facilitate and support.
- 8.8. Emergency procedures
  - 8.8.1. Whilst all reasonable courses of action will be taken to contact Staff Parents through the methods outlined in this section of the policy, there will be times where quick communication is key, this may be at times such as:
    - 8.8.1.1. When the child is unwell and needs to be taken home,
    - 8.8.1.2. When there is a family emergency,
  - 8.8.2. At these times, Staff Members will take reasonable measures to ensure the Staff Parent is informed as soon as possible, such as:
    - 8.8.2.1. Taking the child to reception,
    - 8.8.2.2. Contacting the office to inform the Staff Parent,
  - 8.8.3. These measures should be the exception rather than usual working practice, and only used in times of emergency.

## 9. Parents evenings

- 9.1. Parents evenings will take place as with any other pupil at the College,
- 9.2. Appointments should be booked via the usual route (SchoolCloud),
  - 9.2.1. If there is a clash between a Staff Parent's wish to attend as a parent and their professional duty as a Staff Member, **and** the Staff Parent's partner is unable to attend, then Staff Parents may seek to make appointments with their child's teachers at an alternative appropriate time and location,
    - 9.2.1.1. We cannot guarantee appointments with all Staff Members outside of the published parents evening times,
- 9.3. Staff Parents must wait until the appointment booking system is 'live' to all parents before booking their appointments,

## 10. Disputes regarding Staff Children

- 10.1. All disputes between Staff Members and Staff Parents will be managed by the Assistant Head (W&S) in the first instance.
  - 10.1.1. This may be delegated to other Senior Leaders depending on the nature of the dispute, e.g. the Assistant Head (C&T) for curriculum matters,
  - 10.1.2. Disputes regarding the Assistant Head (W&S) will be managed by the Head,
- 10.2. Disputes will be managed in line with the College's [Complaints policy](#)



ST. JOSEPH'S COLLEGE  
READING • BERKSHIRE

- 10.2.1. Disputes will be managed informally in the first instance under Stage 1 procedures,
- 10.2.2. Staff Parents may progress a complaint to Stage 2 where the complaint cannot be resolved on an informal basis.