



Policy		Children of Staff	
Service/Function Area	School	Created Date	2017
Custodian	Curriculum Team Leader – HASS	Reviewed	16/11/2023
Review Period	2 Years	Next Review Date	16/11/2025
Policy Number	Rev1	Final Approver	SLT

## Policy Statement

St Brigid's College as a Catholic school, aims to help students to integrate culture, faith and life through engaging in critical thinking and discussion. Our values and attitudes are founded upon the teaching of Jesus Christ, the Mercy Values. It is these values and attitudes and our College vision which inform this policy. In the spirit of this vision, St Brigid's College recognises that family responsibilities mean that staff members may occasionally need to bring their children into the workplace and or may have a child enrolled as a student at the College. The College recognises that provision for staff with family responsibilities is a fundamental prerequisite for achieving equality of employment opportunity whilst ensuring that a staff member's child does not interfere with student learning or present a risk to themselves or other members of the community.

## Scope

The contents of this policy are applicable to all staff at St Brigid's College.

## Purpose

It is recognised that College staff may have a child either enrolled at the College or with them on campus at some point during their employment at the College. This policy's purpose is to provide direction to and understanding of the rights and responsibilities of staff who have a child enrolled either enrolled at the College or present on College grounds.

## Implementation

### Principles

#### 1.1 Children of College Staff

This is defined as a child of a staff member who is either enrolled at the College or present on the College grounds.

#### 1.2 Rights and Responsibilities

Staff with a child who is enrolled at the College has the same rights and responsibilities as other parents. In addition, as a staff member they are also subject to the relevant policies and conditions of employment pertaining to them in their role as a staff member.

#### 1.3 Normal School Day

Children who are not enrolled students of the College, are not permitted to be at the College during

normal school times unless specific approval has been granted by the Principal or Principal's delegate. Children must always be under the direct supervision of a parent or caregiver, and responsibility for the child's behaviour will rest with that parent or caregiver whilst on College property. Children over 15 years of age, are governed by the College under the Visitor's Guidelines.

The parent or caregiver must ensure that other users of the workplace are not unreasonably inconvenienced by the child(ren). The Principal or Principal's delegate can withdraw the permission for the child to remain at the College if the presence of the child is causing an unacceptable health or safety risk, or undue disruption to others.

During College hours, where a staff member is required to supervise their child, they must be 'signed in' and 'signed out' and wear a visitor's pass or equivalent. Staff are able to access 'Family Leave' where deemed appropriate as alternative.

#### **1.4 Excursions/Retreats/Co-Curricular Activities**

Children of staff, who are not directly, as a student of the College, involved in an activity, are not to participate in an excursion, retreat or co-curricular activity attended by their parent who is acting in the capacity of a staff member. Staff must be able to exercise their full professional responsibility whilst involved in such activities.

#### **1.5 Professional Development Days, Student Free Days, Parent Teacher Nights, Information Nights**

Refer 1.3 - As per normal school day.

#### **1.6 School Holidays/Weekends**

Staff are welcome to bring their child(ren) when working during school holidays, providing they are 'signed in' and 'signed out' and wear a visitor's lanyard, at times when facilities are available.

#### **1.7 Confidential Information**

- Staff must ensure the safety of their children and supervise them at all times; this would include ensuring that the child(ren) are not exposed to any materials which would be inappropriate to the age of the child(ren).
- Children of staff must never have access to any confidential information, including but not limited to, staff pigeon holes, computers, assessments and student reports.
- Children must not be present during telephone calls or discussions of a confidential nature.
- Children of staff must not have access or be near to a staff allocated ICT or logged in device or account.

#### **1.8 Communication**

Staff with a child enrolled in the College have the right to communicate with relevant staff regarding their child without prejudice. In instances requiring communication between a child's teachers or College staff and the staff member as parent the following guidelines are to be followed.

Both parties are to:

- ensure that communication is as per all parents at the College, and should not occur in public locations e.g. the staffroom or within the vicinity of other staff members.
- ensure contact is respectful of the privacy of the student and staff.

Staff members as parents are to:

- access their own children's information via the parent portal (SEQTA Engage), not via

Synergetic or staff access to SEQTA.

### 1.9 Staff who teach their own child

Staff who deliver instruction or act in a teaching capacity for their own child must ensure that they follow the same academic and behavioural guidelines governing all students.

In addition, they must:

- ensure that any summative assessments are moderated by another appropriate party to ensure that no bias exists.
- advise the Director of Academics of the name and contact details for the moderating party.
- maintain and make readily available digital copies of moderated materials.
- ensure that a third-party representative of the Principal or Director of Academics confirm any final subject result calculations.

### Other

- Children of staff are not to attend meetings, nor be in the immediate vicinity of the meeting. Should extenuating circumstances arise permission must be sought by the Principal or Principal's delegate.
- Should a staff member wish to attend an 'event, ceremony or learning experience' of their child and release is required from their duties; permission is to be sought from the Principal or Principal's delegate. Such leave should be requested through the Leave Application Procedure.
- Staff wishing to bring children into their workplace must seek approval from the Principal or Principal's delegate in advance, unless exceptional circumstances prevent this. Where reasonable, such requests will be treated sympathetically and with flexibility and sensitivity.
- Whether with an adult or not, a child(ren) is not permitted to enter or remain in areas of the College where there may be safety hazards.

This would include –

- Laboratories
- Pool and Gymnasium
- Maintenance workshops
- Plant rooms
- Food preparation areas
- Construction areas
- Chemical storage areas
- Areas where machinery is used
- Any other areas designated to be hazardous by the Principal and/or Occupational Health and Safety Committee.

## Relevant Legislation

Legislation / Compliance
Work Health and Safety Act 2020

## Support Documents

Document Number	Document Description
-----------------	----------------------

N/A	Mercy Education Limited Teachers Enterprise Bargaining Agreement (2015)
N/A	Mercy Education Limited Non-Teaching Enterprise Bargaining Agreement (2014)