



Bangkok Patana School

The British International School in Thailand
Established 1957

Guidance for staff who are parents of children at our School

It is important to acknowledge that staff whose children attend our school may find it challenging to navigate their roles as supportive parents and professional colleagues. The term *Staff/Parent* will be used to identify this dual role. Their children may also find some circumstances difficult to navigate.

This guidance is informed by our values (safe, secure, equity, ethical), Staff Code of Ethics and Safeguarding Code of Conduct (declaring conflicts of interest, maintaining confidentiality) as well as the Teaching Council's Professional Standard of Ethics (teachers are leaders who uphold the public interest).

Equity for all families

Staff/Parents and their children will be treated with professional care and support as for any other Patana family, including:

- School systems, policy and procedures (including behaviour and consequences)
- Access to additional support
- School-home communication
- Access to school opportunities

Safeguarding and Child Protection records

- Our Safeguarding Policy and Codes of Conduct apply to all families and students.
- Safeguarding/child protection concerns for all children should be recorded with the relevant DSL.
- Staff/Parents cannot access restricted records that relate to their own children, whether held with a DSL or recorded on CPOMS. This includes staff who are in Senior Leadership or other DSL roles within the school.

Guidance on setting and maintaining boundaries

As a Staff member during a working school day

- Staff/Parents should only access student data within their professional role. If an employee would like to see data about their own child from a parent's point of view, they should request a meeting with the relevant person in the same way as any other Patana parent.
- Staff should observe professional rules of confidentiality if they are managing information regarding the child of another staff member.

Staff Code of Ethics 3.9 Protecting Confidential Information

Reasonable steps shall be taken by all employees to ensure that confidential information, in any form (e.g. computer files, documentation), cannot be accessed by unauthorised people and that sensitive information is only discussed with people, either within or outside the School, who are authorised to have access to it.

As a Parent during a working school day

- Staff/Parents should arrange for any discussion of their child's needs, behaviour and development with the teacher/tutor using the same formal channels and routines as with any other parent-teacher conversation.
- To help separate roles and boundaries in meetings, it is recommended that Staff/Parents use their personal email address to contact a teacher when communicating about their own children.
- Staff/Parents must take great care to prevent their child overhearing any conversation that refers to their colleagues, students or professional domain.
- Staff/Parents should help their child develop an understanding of their two different roles. Younger children may need support to understand that their parent is a staff member in school and a parent out of school.
- Staff children should be given opportunities to develop their own independence in the same way that other children do during the school day. For example:
 1. Staff children should not seek out their parent(s) during the school day with a regularity which undermines their growing independence.
 2. No staff children should be brought into shared staff areas.
 3. If a staff child accompanies their parent into school before 7 am supervision begins, they may stay with their parent in a classroom or single-occupancy office.
(*Arrangements for FS age children discussed with DSL on a case-by-case basis).

During social events and out-of-school settings

Additional care and judgement must be taken by all staff, for example:

- Shared family use of social networking sites.
- Confidentiality where colleagues are also friends.
- Being in the company of other children who attend Patana, without being in direct supervision.
- Socialising with other parents and their children e.g. sporting events at school or off-campus.
- Consumption of alcohol in the company of Patana families and students.

Staff Code of Ethics 2.1

We shall protect the reputation of the School and shall not engage in activities, at work or outside work, which could bring the School into disrepute.

Declaring conflicts of interest

- Preventative checks should be made to avoid Staff/Parents teaching their own child.
- Staff/Parents should make the school aware if their child is placed with a teacher/tutor with whom the family has a close personal or social relationship.
- Staff/Parents should make their Principal aware if their class/tutor group includes the child of a close family friend or neighbour.
- Staff/Parents should not attend Residential Visits with their own child unless all other options have been explored. Where this is not possible, the trip leader should plan for groupings and room allocations that provide opportunities to develop independence.
- It should be noted that Staff/Parents cannot be considered part of the supervision ratio for any off-site activities involving their own children.
- If uncertain as to whether a conflict of interest exists, the Staff/Parent should discuss with their direct line manager.

CABA/CRSA October 2023