



BURLINGTON
HOUSE SCHOOL

PERSONAL RELATIONSHIPS POLICY

Date of issue: July 2024
Review Cycle: Annual
Next Review Date: July 2025

Burlington House School is owned and operated by Cavendish Education.

This policy is one of a series of school policies that, taken together, are designed to form a comprehensive statement of the school's aspiration to provide an outstanding education for each of its students and of the mechanisms and procedures in place to achieve this. Accordingly, this policy should be read alongside these policies. In particular it should be read in conjunction with the policies covering equality and diversity, Health and Safety, safeguarding and child protection.

All of these policies have been written, not simply to meet statutory and other requirements, but to enable and evidence the work that the whole school is undertaking to ensure the implementation of its core values.

While this current policy document may be referred to elsewhere in Burlington House School documentation, including particulars of employment, it is non-contractual.

In the school's policies, unless the specific context requires otherwise, the word "parent" is used in terms of Section 576 of the [Education Act 1996](#), which states that a 'parent', in relation to a child or young person, includes any person who is not a biological parent but who has parental responsibility, or who has care of the child. Department for Education guidance [Understanding and dealing with issues relating to parental responsibility updated August 2023](#) considers a 'parent' to include:

- all biological parents, whether they are married or not
- any person who, although not a biological parent, has parental responsibility for a child or young person - this could be an adoptive parent, a step-parent, guardian or other relative
- any person who, although not a biological parent and does not have parental responsibility, has care of a child or young person

A person typically has care of a child or young person if they are the person with whom the child lives, either full or part time and who looks after the child, irrespective of what their biological or legal relationship is with the child.

The school employs the services of the following consulting companies to ensure regulatory compliance and the implementation of best practice:

- Peninsula BrightHR
- Peninsula BusinessSafe (Health and Safety)



- Atlantic Data (DBS)
- Educare (online CPD)
- SchoolPro (data protection)
- Marsh Commercial (insurance)

Burlington House School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers, pupils and visitors to share this commitment.

All outcomes generated by this document must take account of and seek to contribute to safeguarding and promoting the welfare of children and young people at Burlington House School.

The policy documents of Burlington House School are revised and published periodically in good faith. They are inevitably subject to revision. On occasions a significant revision, although promulgated in school separately, may have to take effect between the re-publication of a set of policy documents. Care should therefore be taken to ensure, by consultation with the Senior Leadership Team, that the details of any policy document are still effectively current at a particular moment.

Cavendish Education is committed to the principle of equality for all existing staff and potential employees, and on the whole, are able to accommodate personal relationships, however on occasions these can cause a conflict of interest.

It is therefore important that all staff are aware of potential conflicts of interest that can arise in the professional work environment from employees having personal relationships and offspring attending the school, such as issues of equality, fairness of treatment, or confidentiality.

Personal relationships should not affect the work of the individuals involved, and those principles of professionalism and equality should be maintained at all times.

We therefore ask that any member of staff who is involved in a personal relationship with another staff member or who has offspring attending the school declares this personal relationship, in confidence, to their Line Manager, who will assess any potential areas of conflict of interest. Suitable arrangements will be made to ensure that the professional/personal integrity of both individuals and the organisation is upheld, that all staff/students are treated fairly and that potential accusations of unfair treatment by other staff/student/parent are avoided.

Please do be aware, though, that any breach of this policy could potentially result in the disciplinary action being taken, and naturally we are keen to avoid such a situation arising, so your cooperation and understanding is greatly appreciated.



A) INTRODUCTION

Strong professional working relationships are vital to the success of the organisation. In accordance with latest Equality legislation and in conjunction with the organisation's Equal Opportunities policy and the Harassment policy the organisation is committed to the principle of equality for all existing staff, potential employees and students. The organisation, on the whole, is able to accommodate personal relationships, however on occasions these can cause a conflict of interest, therefore it is necessary that this policy is carefully followed to ensure that equality of opportunity and treatment is maintained at all times. It is not possible to outline every eventuality and in certain circumstances, not explicitly referred to here; it may still be deemed that there is conflict of interest requiring assessment and action by the organisation.

B) DEFINITION OF A PERSONAL RELATIONSHIP

Any one, two or more staff members employed by organisation, who are connected through a family relationship (parent, child, grandchild, sibling, including steps, husband/wife, partner); personal business associate, in a commercial or financial relationship or are in a sexual/romantic relationship (even if it is a short term one).

C) PROFESSIONAL CONDUCT

The high professional integrity of the staff is highly valued and depended on by the organisation to ensure that all its business is conducted in an effective manner. It is therefore important that all staff are aware of potential conflicts of interest that can arise in the professional work environment from employees having personal relationships, such as issues of equality, fairness of treatment, or confidentiality.

D) PERSONAL RELATIONSHIPS BETWEEN MEMBERS OF STAFF

Personal relationships should not affect the work of the individuals involved. The principles of professionalism and equality should be maintained at all times.

In the case where individuals in a personal relationship are:

- i) working closely together;



- ii) in the same department or school as each other; or
- iii) there is a direct reporting relationship.

They should not generally be involved in the processes of recruitment, training and developing, promoting, appraising, grading, disciplining or hearing a grievance of a person they have a personal relationship with. Once the relationship has been declared (see next section about declaring), the school will try to find an alternative arrangement either by nominating an independent person to conduct the process or by altering the reporting structure through agreement with staff members concerned. In the unlikely event that an alternative provision is not possible it is expected that the absolute highest standard of professionalism is maintained by individuals and that matters are handled fairly consistently in line with the treatment afforded to all staff. In cases where there may be an actual or perceived risk of unfair treatment, staff and managers should always seek advice from their manager before acting.

E) DECLARATION OF PERSONAL RELATIONSHIP BETWEEN STAFF AND/OR STAFF AND STUDENT (OFFSPRING).

Any member of staff who is involved in a personal relationship with another staff member or who is the parent of a student attending the school must declare this, in confidence, to their Line Manager, who with the Principal will assess any potential areas of conflict of interest. Suitable arrangements will be made to ensure that the professional integrity of both individuals and the organisation is upheld, that all staff are treated fairly and that potential accusations of unfair treatment by other staff are avoided.

Any staff member who is the parent of a student attending the school must have a risk assessment in place. This will be signed off by the Headteacher and the staff member's line manager and other relevant staff will be made aware of it.

F) BREACH OF PERSONAL RELATIONSHIP POLICY

Staff should be aware that any breach of this policy may result in the disciplinary



action being taken.

G) MANAGEMENT RESPONSIBILITIES

We require all persons with management responsibilities to ensure that professional conduct by their staff is observed.

H) ADVICE AND FURTHER INFORMATION

If any member of staff is unclear about any aspect of this Personal Relationship Policy or uncertain as to whether a relationship should be declared or what may constitute a conflict of interest, they can seek confidential advice from Rachel Slevin, People Director (r.slevin@cavendisheducation.com).

Review of implementation

The implementation of this Policy is reviewed annually by the school's Senior Leadership Team in consultation with staff and a report is made to the Governance Body.

The school may submit to Cavendish Education proposals for amendments to this Policy.