





To inspire, enrich and nurture so each individual reaches their full potential

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The HCFS is a company limited by Guarantee Registration number 07648654

Employing Family and Friends Policy

October 2025

To be reviewed biennially in the Autumn Term

Next Review: October 2027

History of Document

Issue No.	Date Issued	Prepared By	Approved By	Comments
Issue 1	Sep 2018	AJ	Gill Jones	Policy Created
Issue 2	Nov 2021	L Baker	V Hobson	1.8 edited to include reference to governors and no longer using schools own application form
Issue 3	Nov 2023	R Robinson	V Hobson	Minor amendments to layout, wording and replace the word governor with trustee
Issue 4	Oct 2025	V Hobson	Trust Board	Updated in line with current guidance.

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1. Employment of relatives, partners and close friends

Hatfield Community Free School (HCFS) acknowledges that relatives, partners, and close friends may sometimes work within the same organisation. This policy guarantees that fair recruitment, safeguarding, and professional standards are upheld, ensuring there is no perception of bias or undue influence in employment decisions.

This policy applies to:

- Permanent employees
- Temporary employees
- Casual workers (including students, holiday workers, and work experience placements)
- Agency workers
- Consultants and contractors
- Trustees and members (in relation to declaration of interests).

The policy should be read alongside the Safer Recruitment Policy, Whistleblowing Policy, and statutory guidance: Keeping Children Safe in Education (KCSiE).

2. Recruitment and appointment stage

- All candidates must declare, on the pecuniary interest form, any relationship to a member of staff or trustee.
- Trustees must declare any relationships via the Register of Interests, in accordance with the Academy Trust Handbook.
- No employee or trustee should participate in any stage of recruitment if they are related to, or have a close personal connection with, a candidate.
- The School Business Manager must ensure that agency workers, consultants, and contractors declare any such relationships before starting their roles.
- There should normally be no line management relationship between relatives, partners, or close friends. If this is unavoidable, the Principal will carry out a written risk assessment considering:
 - Nature of the relationship
 - Working relationships and reporting lines
 - Level and function of posts
 - Size of team and perception of others.

All appointments will be made solely on merit, in accordance with the Equality Act 2010, and subject to the school's safer recruitment procedures.

3. Where a relationship develops within the working environment

HCFS recognises that personal relationships can develop in the workplace, including with staff, contractors, suppliers, or parents. Where this happens, potential conflicts of interest must be taken into account.

The Principal may, after consulting with the involved parties, take measures including:

- Re-arranging work allocation
- Adjusting reporting lines
- Moving one party to another area of the school.

All actions must be proportionate, focused on safeguarding, and not conflict with the employee’s contractual rights. Staff may be accompanied by a union representative or workplace colleague during such discussions.

Where safeguarding concerns arise (e.g., risk of favouritism, inappropriate influence, confidentiality issues), these must be reported to the Designated Safeguarding Lead (DSL).

4. Authorisation, documentation and processes

- When the School Business Manager has a relationship with a staff member, alternative arrangements should be put in place for processing employment documentation.
- Relatives, partners, or close friends must not:
 - Draft or authorise contractual or financial documentation that impacts each other.
 - Participate in disciplinary, grievance, appraisal, pay, promotion, or recruitment decisions involving one another.
 - Create or permit the emergence of bias in employment matters.

Concerns about improper influence should be raised under the **Whistleblowing Policy**.

5. General

- Upon commencement of employment, or when a relationship develops, individuals must declare the relationship in writing.
- All affected parties must sign a Safeguarding Declaration (Appendix One), confirming that safeguarding concerns will be escalated appropriately even if the concern involves a family member or friend.
- This policy will be reviewed every two years or sooner if statutory guidance changes.



Appendix One – Related Employees Safeguarding Declaration

I have read and understood the HCFS Employing Family and Friends Policy.

I understand that my responsibility to safeguard children requires me to follow the correct designated processes if a safeguarding concern arises, even if it involves a person related to me.

I declare that I comply with all HCFS safeguarding requirements.

Signed _____

Name _____

Related to _____

Date _____