



Staff Working with Their Own Children/Close Relation Policy 13.3

At Little 1 Nursery we are committed to supporting all employees returning to work after returning from maternity/adoption leave. We understand that there may be times when a member of staff chooses our nursery to provide childcare alongside them working, or that there may be occasions when a member of staff is working in the same environment as a close relation e.g. niece or nephew.

In these cases, we request the member of staff meet with the nursery management team where appropriate, to discuss how best this will work alongside the nursery business needs. This policy has been designed to allow staff members to be able to focus on the demands of their own role throughout their working day. It is important that when enrolling employee's children or close family members it does not have a negative impact on the standards of work you provide and does not make other staff feel that staff children need special treatment or be fearful of caring for a child of one of their colleagues. It is for this reason that before such an enrolment can take place staff must ensure they fully understand this policy and the role that they play as an employee and agree. Staff are expected to maintain a high level of professionalism while working.

Staff caring for another staff member's child will treat them as they would any other parent and child. We believe children learn best when they are healthy, safe, and secure, have their individual needs met and have a positive relationship with the staff caring for them. It is our policy that all staff remain neutral and treat all children as individuals with the same regard, the staff member's own child should receive the same nursery experience as any other children attending the setting.

When looking to accommodate staff members working alongside their own child or close relative in the nursery, we will decide an agreement based on the following circumstances:

- The individual needs of the child
- The number of rooms, number of staff, staff deployment and ratios
- Staff must agree to be flexible about their designated room. Staff will not be able to work in the same room as their relative and will move to a different age group as their child transitions in.

- The child and parent/relative will be placed in different rooms, and the staff member will move rooms when the child moves from Nest to Preschool.
- Staff member's expertise and where and when they usually work.
- Days and times the child attends
- Transition arrangements.

The staff member agrees that during their time at nursery the child is in the care of the nursery, it is the nursery that retains responsibility for the child and their care, including allowing the key person and other staff to deal with behavioural issues without interference and agreeing what they will do if they need to cover in different rooms, outdoor play etc. This agreement will also stand for any member of staff who do not have direct care of the children e.g., management and cook but whose own child or family member attends the setting.

Where this agreement is not working or is impacting on the care of the child or other children in the room, the manager will meet with the member of staff to review the agreement.

The staff member should follow the setting's policy if they have any concerns about the quality of care their child is receiving.

If a staff member's child becomes unwell or injured at nursery and needs to go home, the staff member must be conscious of the staffing ratios and wait until appropriate cover can be found.

Staff must still be flexible with their working shift if appropriate notice is given as per the standard contract of employment.

Staff must always fulfil the needs of their own key group children and adhere to their job description. Unless it is an emergency, staff should have minimal contact with their own child or close relative during the working day (including designated break times).

Staff should disclose any conflict-of-interest situations in the workplace that impacts on their professional conduct.

All placements at the nursery are subject to the availability of space. Ratios must always be considered when offering a place for a member of staff to use for their children or close relative. If no space is available at the time of employment or expression of interest, the parent will be placed on the waiting list in the same manner as all other applications for children wishing to attend the nursery.

Staff will agree to allow room staff to take sole charge of their emotional, hygiene and learning needs for the duration of their time at the nursery. Staff will not change their own child's nappies but will be able to administer medication to their child according to the situation at the time.

Dropping off your child at nursery for 8am

You can come into nursery before 8am and can stay with your child downstairs. You cannot bring your child upstairs. You can leave your child in their room with a practitioner at 7.55am so that you can start work at 8am. If there is a queue at the gate you can ring the front door bell and come into nursery that way.

Employees childcare fees offer can be found in staff handbook.

Staff Conduct and Disciplinary Procedures

In the event of challenges regarding staff being able to maintain high standards of professional conduct at the workplace the appropriate disciplinary procedures will be followed in accordance with the procedures outlined in the employee handbook.

Non-compliance to the policy could result in dismissal. If this were the case, the setting would continue to provide care for the child enrolled at the nursery even if the staff member has been dismissed, subject to the removal of the employee childcare offer effective from the date the employees contract is ended. This is to ensure continuity of care for the child Holidays, Sickness and Planned absence Staff should be aware that as per the contract for all children, staff will continue to incur charges on their account for planned absences, holidays, and sickness of the child.

Changes in Provider

Staff are free to change their provider of childcare at any time by giving a notice period of one month, as stated in their contract. This will not have an impact on any employment contracts and is dealt with as a separate matter.

This policy was adopted on	By	Date for review
<i>October 2023</i>	Beth Henery	February 2024