

Staff Working with Own Children and Close Relations Policy and Procedure

As a nursery we understand the stresses of returning to work after having a baby or working in the same environment as your child or a close relation. We wish to support smooth transitions for both you and the child, therefore we request the member of staff meet with the nursery manager and room leader where appropriate to discuss the needs of all parties.

We believe our staff should remain neutral and treat all children with the same concern; therefore it is not always appropriate for staff to care for their own children whilst working in the nursery. However we will accommodate all wishes of our staff and come to an agreement which suits all.

- Where staff are required to be positioned in the same room as their child or close relation, a meeting with the management team will be held to discuss guidelines and issues that may arise and to distinguish the best way to avoid these.
- Where this agreement is not working or is impacting on the care of the children in the room, the manager and member of staff will reassess the situation.
- Staff caring for another staff member's child will treat them as they would any other parent/child, they will receive settling sessions, inductions, transitions and all relevant paper work and letters as any other child/parent would.
- The staff team need to respect each other and their separate roles as a parent and a practitioner.
- If any staff members have concerns with any area of the child's care or development; initially they are to discuss these issues with a senior staff member not associated within the faction, to assess and review the issue appropriately and professionally as not to implicate; the child, parent and staff members.

Where the care of the children in the room is impacted upon because of the staff's relationship with their child or close relation:

- It will be the staff member that moves rooms, not the child. This will enable the child to be in the appropriate age/stage group and forge consistent relationships with other children in this group.
- Staff will be required to adhere to guidelines about contact with their child during the nursery day. Although we do not want to restrict a parent seeing their child, we must consider the room routine and the upset a visit may cause the child when their parent leaves the room again. This will be agreed by the member of staff, manager and the room leader in order to cause as little upset as possible to all children involved.
- If there are staff shortages resulting in the movement of staff, the staff members will be placed in a different room to that of their child or close relation wherever possible.
- Where a staff member's baby requires breastfeeding, the nursery will adapt the above guidelines to suit both baby's and mother's needs. An agreement of suitable cover will be provided during this time, to accommodate staffing and required ratios within the rooms.

This policy was revised at a meeting in March 2015. Emma Taylor (Nursery Manager),

Kerry Allen (Nursery Deputy Manager) were present.

(Policy and Procedure will be revised again during the month of March 2016).