



Staff Working with Their Own Children/Close Relation Policy

As a setting 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 manager and room leader where appropriate to meet 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 setting. However we will accommodate all wishes of our staff and come to an agreement which suits us all.

- Where staff are positioned in the same room as their child or close relation an agreed set of guidelines will be adopted by both the setting and the member of staff to set out the expectations of working with their child/close relation.
- 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. No special treatment will be offered to any child or parent who has connections with Spice Childcare.

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 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 setting will adapt the above guidelines to suit both baby's and mother's needs. Cover will be provided during this time.

Staff who have their own children attending the setting will be offered a discount on fees, at the discretion of the management. This will be looked at on an individual basis, depending on availability of places and the number of hours required.

This arrangement will be reviewed with the staff member in the instance of the setting being at full capacity, and children on a waiting list requiring sessions.

Internal use only

This policy was adopted on	
Signed on behalf of Spice Childcare	
Date for review	