Policy - Staff Working with Their Own Children/Close Relation

Review Date:

Description: Goostrey Pre-school is committed to a supportive work environment for its staff members. In light of this staff members are permitted to enrol their own children or a close relative to attend the pre-school. However, this arrangement is subject to the following terms and conditions. Staff are expected to maintain a high level of professionalism while working.

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 enrolling employee’s children or close family members 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 to the terms and conditions outlined below. Before agreeing to enrol a child or close family member of an employee, a meeting will be scheduled to discuss the needs of the child, the wishes of the parent/employee and the expectations of the employer. If all parties are satisfied at this meeting that the terms and conditions can be met, then the child will be enrolled. If at any point the management feel that the terms and conditions are being breached, then this agreement will be subject to change and review as appropriate. The placement of the child at the pre-school will remain at the discretion of the management. We believe our staff should remain neutral and treat all children with the same regard. It is generally not appropriate for staff to care for their own children or those of a close relative whilst working in the pre-school. However, we recognise that this may not always be possible. We will also try to accommodate the wishes of any staff member with a child or close relative in the pre-school and come to an agreement which suits us all.

This agreement is based on the following principles:

* There is an agreed set of guidelines between the pre-school and the member of staff setting out the expectations of working with their child/close relation. These include a clear statement that during their time at pre-school the child is in the care of the pre-school and it is the pre-school that retains responsibility for the child and their care.
* Where this agreement is not working or is impacting on the care of the child or other 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 the pre-school.
* Staff member’s children or close relative should receive the same pre-school experience as any of the other children attending the setting.
* Staff should give feedback to their child’s key worker at the beginning of the day inline with other parents sharing information at the start of the day. REMOVE (and no further discussion should take place until the staff member has finished work and is receiving an end of day handover We don’t do handovers) (in the case of an emergency you will be consulted in the same way that a parent of any other child would receive a telephone call).
* If a staff member’s child becomes unwell or injured at pre-school 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 at all times 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.
* Staff should disclose any conflict-of-interest situations in the workplace that impacts on their professional conduct annually at their appraisal, inline with all trustees, management and other staff.
* All placements at the pre-school 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 pre-school.
* Staff will not act as a key worker for their own children. In addition to this, staff will agree to allow other staff members to take (remove sole, sole) charge of their child’s emotional, hygiene and learning needs for the duration of their time at the pre-school for the majority of time. Staff will not change nappies, administer medication or complete activities with their own children under any circumstances. This isn’t practical in our one room setting.
* Staff must not make comments about the quality of care their child is receiving in the room, if they have any concerns the appropriate policy should be followed by speaking to management first as is the case for all parents of children attending the pre-school.
* Staff should endeavour to not disclose to other parents at the setting that their child attends as well. This may lead to other parents expecting you to engage in unprofessional conversations or providing information that is not suitable for parents to know.

We are such a small community setting the start of the statement seems daft.

Replace with . As with all staff, unprofessional conversations or providing information to parents who you have friendships with, due to having children of the same age about the setting are not permitted.

Policy and Procedure Guidelines:

All contract terms, policies and permissions applicable for children at the pre-school will be applied equally to the child or close relative of any staff member. These will be available for you in the same way as all parents and you are expected to read, understand and sign them in the same way.

Staff Conduct and Disciplinary Procedures: I have tweaked this

In the event of challenges regarding staff being able to maintain high standards of professional conduct at the workplace, discussions will take place between the staff member, manager and chair of trustees to address these challenges and endeavour to find a way forward.

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 Pre-school even if the staff member has been dismissed.