Staff working with their own children / close relatives

Purpose of the Policy

The purpose of this policy is to establish guidelines and procedures regarding staff members NOT working directly with their own children in an early years setting.

This policy aims to:

- Maintain a professional environment.
- Ensure fair treatment of all children.
- Avoid conflict of interest.
- Promote effective childcare practices.

It is generally **not** appropriate for staff to care for their own children or those of a close relative whilst working in the nursery. However, we recognise that this may not always be possible for the running of the nursery.

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 provided 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.

Before such an enrolment can take place, staff must:

- Ensure they fully understand this policy.
- Recognise the role that they play as an employee.
- Agree to the guidelines and procedures outlined below.

Guidelines and Procedures

Professional Conduct

- Staff are expected to maintain a high level of professionalism at all times.
- Staff will not be permitted to work directly with their own child.
- Where this is not possible, staff must follow this policy to ensure equal treatment, avoid favouritism, and support the high-quality care and education of all children.
- Where staff work in the same room as their child or close relation, the guidelines in this policy between the nursery and the staff member must be adhered to.

Nursery Responsibility

- The Orchard Nursery makes a clear statement 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.

Reassessment of Arrangements

- Where this agreement is not working, or is impacting on the care of the child or other children in the room, the Nursery Manager will reassess the situation and consult with the member of staff to resolve the issue.

Room Allocation and Flexibility

- Staff must agree to be flexible with regard to their designated room.
- If their child reaches an age where they would be in the same room, the staff member must make adjustments and work in another room/age group.
- Staff must fulfil the needs of their key children group and adhere to their job description at all times.
- Staff should have minimal contact with their child during the working day.

Visits 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.

Equal Treatment of Staff Children

- All staff caring for another staff member's children 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 nursery.

Behavioural Issues

- The staff member should allow other members of staff to deal with behavioural issues without interference.

Nursery Experience

- Employees' children should receive the same nursery experience as any other children attending the setting.
- Key people will communicate with the child's parent in the same manner as with any other parent.
- A full handover will be offered to the parent/employee at the end of the child's session.
- No special treatment will be offered to any child or parent with connections to the nursery.

Comments on Care

- Staff must not make comments about the quality of care their child is receiving in the room.
- If they have concerns, the appropriate policy should be followed, or the incident should be reported to the Manager in confidence.

Key Person Responsibilities

- Staff will not act as a key worker for their own children.
- Staff must agree to allow room staff to take sole charge of their child's emotional, hygiene, and learning needs for the duration of their time at nursery.

- Staff will not:
    - Change nappies.
    - Administer medication.
    - Have their child on their lap for a long period of time.
- The child will be supported by their key person to regulate their emotions and explore the room independently of their parent.

Comfort and First Aid

- If the staff member's child is upset (e.g. fallen over), the key person will give comfort or administer first aid.
- If the child seeks comfort from their parent who is working in the same room, the needs of the child will be put first.
- Ongoing discussions with the parent and key person will ensure communication and boundaries remain clear.
- The Nursery Manager will consult with the staff member where an agreement is not working.

Illness

- If a staff member's child becomes unwell at nursery, the staff member must consider staffing ratios and seek permission to leave.
- They may need to wait until cover is found, or the second emergency contact may be asked to collect the child.

Breastfeeding

- Where a staff member's baby requires breastfeeding, this will be accommodated to suit both the baby's and mother's needs.
- Cover will be provided during this time.

Confidentiality and Friendships

- Staff who are friends with parents in the nursery should not pass on information about their child or other staff members' children to parents whom they are friends with.

Financial Arrangements

- Staff who enrol their children into the nursery will not have to pay a deposit and will receive a 10% discount.
- Staff will continue to incur charges on their account for planned absences, holidays, and sickness of the child, in line with terms and conditions.
- Staff are free to change their provider of childcare at any time by giving one month's notice (as stated in the terms and conditions).
- This will not impact employment contracts, as it is dealt with as a separate matter.

Safeguarding

- Where a staff member has a safeguarding concern about their child, the usual safeguarding process must be followed.
- The only exception is where the child's parent is the Safeguarding Lead. In such cases, the staff member should seek advice from the **Deputy Safeguarding Lead**.

Signed on behalf of the nursery.....Emma Middleton.....Date:… August 2026