



Staff Working with their own Children or Children of a Close Relation

Poppy Rd OOSC is committed to providing a supportive work environment for its employees, in light of this, staff members are permitted to enrol their own children or a close relative to attend Poppy Rd OOSC. However, this arrangement is subject to the following terms and conditions.

It is not appropriate for staff to care for their own children whilst working in Poppy Rd OOSC.

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 Poppy Rd OOSC will remain at the discretion of the management.

At Poppy Rd OOSC we understand the potential stresses of staff working in the same environment as your child or a close relation. We wish to support all employees in this position and request the member of staff meet with the manager, where appropriate, to discuss the needs of all parties.

We expect our staff to 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 Poppy Rd OOSC. 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 Poppy Rd OOSC and come to an agreement which suits all.

This agreement is based on the following principles:

- Where staff work in the same room as a close relation, there is an agreed set of guidelines between Poppy Rd OOSC and the member of staff setting out the expectations of working with their close relation. These include a clear statement that during their time at Poppy Rd OOSC the child is in the care of Poppy Rd OOSC and it is Poppy Rd OOSC 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 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 Poppy Rd OOSC.

Professional Conduct

The agreement will consist of the member of staff agreeing to the following conditions of enrolment of their own child or a close relative:

- Staff member's children or close relative should receive the same OOSC 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 and no further discussion should take place until the staff member has finished work and is receiving an end of day handover (unless in the case of an emergency when you will be consulted in the same way that a parent of any other child would receive a telephone call).
- Key workers will complete records and staff will be able to attend parents evening to discuss their child's development.
- A staff parent or carer must agree that they will not use Tapestry to access their child's information and assessment data at any other time, as this is the role of the Key worker.
- 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 unless hospital care is required.



- 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 (including designated break times during holiday club).
- Staff should disclose any conflict-of-interest situations in the workplace that impacts on their professional conduct.
- Staff will not act as a key worker for their own children. In addition to this, staff will agree to allow staff to take sole charge of their emotional, hygiene and learning needs for the duration of their time at Poppy Rd OOSC. Staff will not give personal care, administer medication, or complete activities with their own children unless under exceptional circumstances.
- Staff must not make comments about the quality of care their child is receiving, 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 Poppy Rd OOSC.
- 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.

Policy and Procedure Guidelines

All contract terms, policies, and procedures applicable for children at Poppy Rd OOSC 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 Discount

Staff wishing to enrol their children will be entitled to an employee discount of 100% on their total monthly invoice.

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 policy. 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 Poppy Rd OOSC even if the staff member has been dismissed, subject to



This policy was adopted at a meeting of	Poppy Rd OOSC
Held in:	Nov 2023
To be reviewed in:	Nov 2024
Signed on behalf of the setting:	
Name of Signatory:	
Role of Signatory:	Manager Deputy Manager

the removal of the 100% staff discount, effective from the date the employees contract is ended. This is to ensure continuity of care for the child.

Changes in Provider

Staff are free to change their provider of childcare at any time by providing the required amount of notice as per the contract. This will not have an impact on any employment contracts and is dealt with as a separate matter.