



EYFS: The Safeguarding and Welfare Requirements
TBC

Staff Qualifications, Training, Support and Skills

3c.2 Admission of Staff's Own Children or Those of Close Friends and Family

Policy Statement

At Auden Place Community Nursery we understand the potential stresses of staff returning to work after having a baby. We wish to support all employees in this position and request the member of staff meets with the Nursery Manager and Room Leader, on their return to work, to discuss the needs of all parties.

This policy outlines the procedures for staff requesting a nursery place here at APCN for their baby, and for any other staff member working in the same environment as their own child or a close friend/relation.

We do not consider it appropriate for staff to care directly for their own children or those of a close relative whilst working in the nursery, however we do try to accommodate the wishes of any staff member with a child of their own or that of a relative or close friend wishing to attend the nursery and come to an agreement which suits us all.

(When we refer to the 'parent' in this policy, we are referring to the staff member who is a relation or close friend of the child too)

Procedures

- The parent will not be able to work in the same room the child.
- To ensure that this is consistent, when the child reaches the age that they need to move rooms, if they are due to move to the room where the parent is based, the parent will be required to move rooms so that the child will be able to move into the appropriate age/stage group and to continue to forge consistent relationships with the other children in this group.
- There will be a clear agreement that during their time at nursery the child is in the care of the nursery and it is the nursery that retains responsibility for the child and their care.
- There will be a clear agreement between the Parent, Manager and Room Leaders about contact with the child during the nursery day. Although we do not want to restrict a parent seeing their child, we must consider the rooms routine and the upset a visit may cause the child when their parent leaves the room again. There is also the impact on the parents room of work, if they leave to see their child.
- 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 nursery.
- If there are staff shortages resulting in the movement of staff, we will avoid moving the parent into the room with their child. If this is not possible, then we expect the parent to treat their child the same as all the children in the room. We understand that this may be upsetting for the child so as long as it is not affecting the care of the other children in the room, we will allow the child to join their parents activity, sit with them at lunch, and have their nappy changed by them etc.



- Where a baby requires breastfeeding, the nursery will adapt the above guidelines as much as is reasonably appropriate to suit both the baby and mother's needs, whilst also considering the need to maintain the smooth running of the nursery. Cover will be provided during this time

Where the management assesses that the agreement is not working and/or there is an impact on the care of the other children in the nursery because of the parent's relationship with their child

- The Manager and Parent will reassess the situation, and it may be that alternate childcare needs to be arranged. If this required, the child may continue to attend APCN until a suitable alternative is found.
- APCN will of course support the parent (and only if it is the parent in this instance), in any way possible to find this alternative including time off for any settling in period. This time will be unpaid, or paid at a reduced rate.

Confidentially/Professionalism

If the child is not that of the staff member, but that of a close friend or family member, then there is the a high possibility of the staff member will look after the child outside their working hours. In this situation, both the staff member and parent will need pay regard to our babysitting declaration.