# Staff Working with Own Children or Child of a Relative or Close Friend Guidance

**Policy Statement:**

We are committed to having a supportive working environment for staff members. Staff are permitted to enroll their own children in the setting or work with a child of a close relative/friend. This must be at the discretion of the manager (or Committee) if the staff member is the manager) and following normal registration procedures.

Throughout this guidance we will refer to a staff member's child or the child of a relation or close friend as 'the child'.

**Policy Aim:**

- To ensure the child receives the same level of care, education and experience as their peers.
- To support staff to be able to focus on the demands of their own role and maintain professionalism.
- To ensure the enrolment of the child does not have a negative impact on staff work standards.
- To ensure all staff treat all children equally.
- To ensure the key worker is not the child's parent, relative or close friend.
- To ensure the key worker of the child can perform their role professionally.

**Procedures**

**Where the Staff member is a parent, relative or close friend of the child they:**

- should disclose any conflict of interest in the workplace that impacts on their professional conduct.
- understand that the setting is responsible for their child whilst in the setting's care.
- must follow the Parent/Carer Code of Conduct and approach the manager/(Committee) if they have any concerns.
- understand that staff will treat them and the child as they would any other parent/child.
- will be invited along with their partner/other parent to attend parents' evenings/consultations to discuss their child's development.
- accept that they cannot act as a key person for their own child or the child of a relative or close friend.
- will adhere to their job description and ensure that their own child does not detract from this.
- should maintain a professional relationship with their child during the working day.
- will agree to allow the child's key person to take responsibility for the child's emotional, personal and learning needs for the duration of their time at the setting.
- will consult with the child's key worker at designated times and not during working hours unless in the case of an emergency.
- will only access their child's information and assessment data in consultation with the key person or manager/(Committee).
- understand the child's key person will complete observations, assessments and reports on the child
- must follow the staff Code of Conduct and Data Protection policy not engaging in unprofessional conversations or sharing confidential information with other parents, close relatives or friends.
- understand that if this guidance is not being followed or there is an adverse impact on any of the children, the manager/(Committee) will assess the situation and a solution will be discussed.

**The setting staff will ensure:**

- Where possible staff will not work in the same room as the child.
- They remain neutral and treat all children equally.
- The staff member will not be made a key person for the child.
- Where a staff member's child requires breastfeeding the manager/(Committee/Director/Owner) will come to a suitable arrangement to meet the child's and mother's needs.
- Where a staff member needs to express milk the manager/(Committee/Director/Owner) will come to a suitable arrangement to meet their needs.
- where the child becomes unwell or injured at the setting and needs to go home, permission must be given by the manager/(Committee) for the staff member to leave. This will only be allowed if ratios can be maintained. If necessary, the child's second emergency contact should collect.
- If the child needs to be taken to hospital then:-
  - the staff member, as parent, should go with them.
  - the staff member, as a relative or close friend, should only go with the child if the child's own parent/emergency contacts cannot attend quickly enough.
- If the child needs medication e.g. Calpol/Asthma inhaler, this should be in line with the Sickness Medication and Other Health Issues Policy and administered by the key person.
- If the manager is the parent, relative or close friend then the situation will be assessed by the Committee/Director/Owner.

**Registration Procedures**

- All contract terms, policies**,** permissions, terms and conditions for fees and payments applicable for children at the setting will be applied equally to the child.
- The child is offered a place subject to availability. If no space is available, the child will be placed on the setting's waiting-list, and the manager will seek support from head office to find a solution.

**Staff Conduct and Disciplinary Procedures**

- If staff fail to maintain their professional conduct in the workplace, then the appropriate disciplinary procedures will be followed in accordance with the Disciplinary Policy.
- Non-compliance with the setting's policies and procedures could result in the dismissal of the staff member. If the staff member is dismissed or chooses to resign from the setting for any reason, the setting would continue to provide a place for the child.

**Changes in Early Years Provider**

- Staff must follow the Session Fees Payment Policy regarding notice periods if they wish to change the child's hours or setting. This will not have an impact on any employment contracts and will be dealt with as a separate matter.
- If the staff member leaves employment the Session Fees Payment Policy must be followed in relation to the child.