



STAFF WORKING WITH THEIR OWN CHILDREN OR A CLOSE RELATION POLICY

Forest Park Day Nursery and Pre-school is committed to providing a flexible work environment for its staff members. In light of this Staff members are allowed to bring their own children to the nursery. However this arrangement is subject to continuous reviews.

The review will consist of:

- How individual staff members work with their children
- If all policies are being adhered to
- The feelings of other staff members and parents
- The feelings and needs of the staff members child
- Staff member's children should receive the same nursery 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 or is on a break (unless in the case of an emergency).
- Key worker's will complete home books and staff will be able to attended parents evening to discuss their child's development.
- If a staff member's child becomes unwell at nursery, the staff member must be conscious of the staffing ratios and wait until appropriate cover can be found.
- Staff must still be flexible with their working shift as long as appropriate notice is given
- The Staff must at all time fulfil the needs of their own key group children and adhere to their job description at all times.
- Where possible staff won't be a key worker for their own children and will not work where possible in the same room as their child.
- 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
- Staff should not spend time pointing out their child to other parents/ staff or discussing them continuously.
- Staff who are friends with parents in the nursery should not pass on information about their child or other staff member's children to other parents whom they are friends with.

The following policies will be followed as it would for any child

- Accident policy
- Medicine policy, children requiring medicine should have a form filled out at the beginning of the day and staff sign it at the end of the day.
Medicine should not be given by the parent during the day unless it is an emergency and a child refused to take the medicine from another staff member
- Debt Policy
- Health and Safety Policy

- Dummy Policy
- Safe Sleep Policy
- Confidentiality
- Complaints policy
- SENCO policy
- Child protection policy
- Late collection policy
- Admissions policy
- Equal opportunities
- Meal Time policy
- Sickness policy
- Data protection policy
- Outings policy
- Sun Protection Policy
- First aid policy
- Incident procedure
- Lost child policy
- Behaviour policy
- Partnership with parents policy