



Name:	Date written:
Employees With Children at Nursery Policy	2021
Written by:	Date of Review:
Emma Holmes/ Louise Lloyd-Evans	14/9/23

Policy Statement

This policy considers parents working at the nursery who wish to bring their children to Young Friends Kindergarten.

Aims and Purpose

We understand and greatly appreciate that staff are at Young Friends because it is a high-quality and unique setting. We empathize with this and believe that it would be a shame not to enable their young children to benefit from what we offer. However, because we are clearly aware of the many pros and cons of staff children being at nursery, we have created a set of guidelines that must be followed to safeguard and maintain high levels of equality for staff, other children and those children belonging to current staff. We realise that each child is different, and the final decision should be made at the discretion of the management team.

Applicability

Staff

Definition of Terms

n/a

Overview

General Guidelines
Sickness
Managing Behaviour and Upset
Feedback
Breastfeeding

Procedures

General Guidelines

- Young Friends will welcome children of staff at managers discretion only and on a six-week probationary period of regular check-ins and feedback.
- The staff parent will need to show, before they return to work, they have a contingency plan if their child does not settle at Young Friends.

- We will only accept children if ratios in their age group room allow at the time of returning to work. We cannot guarantee a space if it is not possible.
- The number of hours per week offered will be accordant with the nursery's availability at the time and not around the member of staff's personal childcare arrangements. This will be up to three days a week. We will not be able to offer full time hours.
- The staff parent will work the middle shift hours on the day their child is in nursery.
- Staff parent will be offered an agreed discount for their child of 20% off their monthly bill.
- Staff parent will work in a different pod to their child(ren). This can be reviewed as necessary and at the discretion of the deputy and the manager.
- Staff team will not show favouritism to employee's children in anyway – be that through physical affection or interactions face-to-face or over the radio. The staff parent should endorse this.
- The key buddy will be chosen by the deputy or the manager
- Staff member's children should not enter the staff room or any areas that the rest of the children are not allowed to go
- Staff parent will not make friends with other parents on social media or in person
- Staff parent should feel free to take their child on a walk during their lunch break but will need to rethink this arrangement if it means their child is upset for the rest of the day.
- Staff parent must avoid areas where their children are to minimise upset for both parties. It is their responsibility to ensure they swap with another member of the team, if necessary, e.g. in the garden or on trips so that their children receive the same experience at nursery as everyone else
- Staff parents must ensure that they are very familiar with all policies and procedures as staff and parent ones will apply in equal measures
- Team members should not babysit, drop off or pick up other colleagues' children, in line with our babysitting policy.
- If the deputy and the manager feel this arrangement is not working at any time, they will meet with the staff parent and discuss ways forward, which may require the child to move to another nursery.

Sickness

- Staff parents should make sure alternative arrangements are made for pick up if their child falls ill at nursery e.g., with a family member or close friend to minimize disruption to the staff team. We will need three emergency contacts within 20 minutes of the nursery.
- If a staff child falls ill and the staff parent is in ratio, the team looking after the child will call the emergency contact, after conferring with the parent.

Managing Behaviour and Upset

- Staff parent must leave behaviour management and comforting to other members of the team and remove themselves from the situation.

Feedback

- Parent staff will accept all feedback from other members of staff regarding their child respectfully and constructively and not make them feel uncomfortable e.g., with regards to behaviour management or SEND
- Parent staff will be given feedback at the end of the day, in the room. This will be the same as any parent feedback. They must book an appointment if they need more discussion time.

Breastfeeding

- Parent staff will be able to breast feed their child in the Hedgehogs quiet room. Their breastfeeding routine will be discussed in their return-to-work interview with the manager and the deputy and arrangements made, keeping in mind the equality of the whole team.

All the above agreements will be subject to an individual six-week trial. As all staff members are different the nursery management will decide whether each arrangement is successful enough to remain in place permanently

External Links and Organisations

n/a

Relevant Policies and Documents

Safeguarding Children
Staff Code of Conduct
Babysitting Policy

Authorisation

Signature:



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