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**BRAMBLES CHILDCARE CIO**

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| **POLICY TITLE:** | **STAFF WORKING WITH THEIR OWN CHILDREN OR A CLOSE RELATION** |

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| **POLICY REFERENCE:** | **BRAM29** |
| **Issue Number:** | **02** |

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| **2020-2021** | **NAME** | **TITLE** |
| **Brambles Manager** |  |  |
| **Committee Member** |  |  |

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| **2021-2022** | **NAME** | **TITLE** |
| **Brambles Manager** |  |  |
| **Committee Member** |  |  |

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| **2022-2023** | **NAME** | **TITLE** |
| **Brambles Manager** |  |  |
| **Committee Member** |  |  |

Policy to be reviewed and signed annually (see above). Policy to be re-issued 3 yearly or when changes are required. Whichever occurs first.

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| **Issue Date:** | **OCT 2020** |
| **Review Date:** | **OCT 2023** |

Brambles Childcare CIO 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 setting. 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 adhered to.
* The feelings of others staff members and parents.
* Staff members children should at all times be treated the same as any of the other children attending the setting.
* The staff must fulfill the needs of all the children and adhere to their job description at all times.
* 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.
* If a staff member’s child becomes unwell, the staff member must be conscious of the staffing ratios and wait until appropriate cover can be found.
* Staff must be flexible with their working shift as long as appropriate notice is given.
* 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 setting 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 be for any child:

* Accident policy
* Medicine Policy – children of staff 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 session unless it is an emergency and a child

refuses to take the medicine from another staff member.

* Health and Safety policy
* Confidentiality Policy
* Complaints Policy
* SENCo Policy
* Safeguarding and Welfare Policy
* Late Collection Policy
* Admissions Policy
* Data Protection Policy
* Sun Protection Policy
* First Aid Policy
* Incident Procedure
* Lost Child Policy
* Behaviour Policy
* Partnership with Parents Policy
* Adult Code of Conduct Policy

**version History**

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| Issue No | Significant changes from previous version | Author | Date |
| *02* | *Adopted on to new template* | *R Russell* | *05/10/2020* |
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