

## **SAFEGUARDING & WELFARE REQUIREMENT: CHILD PROTECTION**

### **1.9 Staff Working with Their Own Children/Close Relation**



#### **Policy Statement**

St John's Playtime Pre-School is committed to a supportive work environment for its Staff members. Bearing this in mind, we recognise that Staff may wish to enrol their own children or a close relative in to pre-school. To support this, Staff must adhere to the procedures and guidelines set out in this policy and be familiar with the professional expectations that are required when working with their own children or a close relative. The staff member concerned is expected to be able to maintain focus on the demands of their own role throughout their working day.

#### **Procedures**

- Staff members are expected to maintain a high level of professionalism while working along side their own children or a close relative.
- Wherever possible, Staff must not work personally with their own child/close relation.
- Staff member's children or close relative should receive the same pre-school experience as any other children attending the setting.
- No special treatment should be given to a staff member's own child/close relative. All children in the setting should be treated with the same regard.
- All placements in pre-school are subject to the availability of space. Ratios must always be considered when offering a place to a staff member's own child/close relative. If no space is available, the staff member's child/close relative will be placed on the waiting list in the same manner as all applications for children wanting to attend pre-school.
- If the above regulations cannot be met, the staff member may need to source alternative childcare for their child/close relative or change session times to reduce any negative impact within the setting.
- Staff should disclose any conflict of interest situations in the workplace that impacts on their professional conduct.
- Meetings with management will be arranged to discuss any concerns following a breach of these procedures.
- If the staff member has any concerns about the quality of their own child/close relative's care whilst in setting, this must be taken to management rather than discussed openly in setting. Any issues raised need to be dealt with first and foremost as a parent not a staff member and thus

must go through the appropriate channels and follow the correct policies, e.g. Making a complaint policy.

**This policy was adopted at a meeting held by St John's Playtime Pre-school committee on 22<sup>nd</sup> March 2021**

**This policy was reviewed & updated on: May 2024**

**This policy will be reviewed again on: May 2025**

**Signed on behalf of the Management committee and provider:**

**Name of Signatory: Julia Rael**



**Role of Signatory: Committee Chairperson**