



Childcare for Employees Policy

Statement of Intent

It is our intention that parents and including staff working at Churchill Pre-School feel confident about using the setting to care for their children. We want all staff to commit to the ethos of the Pre-School, and the development and delivery of the curriculum. We want all parents to feel happy about the care and education given to their children at Churchill Preschool. We want parents to have confidence that staff children will be treated equally to other children accessing care and education at the setting.

As a setting and inclusive employer we understand the stresses of returning to work after having a baby or working in the same environment as your child or a close relation. We wish to support smooth transitions for both staff and all children, therefore we request the member of staff meet with the manager/playleader/s prior to the child/childrens' start date, to meet the needs of all parties. We believe our staff should remain neutral and treat all children with the same concern; therefore it is not always appropriate for staff to care for their own children whilst working in the setting. However we will accommodate wishes of our staff where possible and come to an agreement which suits staff, the setting and the children.

Aims

- To enable staff to have the opportunity to use the setting for the care of their children taking an inclusive approach, and maintaining outstanding care and educational standards for all children accessing education and childcare at the setting
- Ensure staff understand their responsibilities with regard to care of their own and other children and feel confident in raising and reporting concerns about the care of staff children or about this influencing the care provided for all other children at Churchill Pre-School
- Provide avenues for parents and fellow staff to raise concerns and receive feedback on any concern raised
- Ensure that any parent or fellow staff member reporting a concern under the terms of this policy receive a response to their concerns and that they are aware of how to pursue them if they are not satisfied
- Reassure parents that all children will be treated equally
- Operate a childcare for employees policy consistent and compatible with the Inclusion policy
- Ensure equality of opportunity for all children at the setting.

Policy

Where staff work with their child or close relation:

- An agreed set of guidelines will be adopted by both the setting and the member of staff to set out the expectations of working with their child/close relation.
- Where this agreement is not working or is impacting on the care of the children in the setting the manager/playleader and member of staff will reassess the situation.
- No staff member will be key person to their own child or a close relation.
- Staff caring for another staff member's child will treat them as they would any other parent/child.
- No special treatment will be offered to any child or parent.
- All staff are expected to behave professionally in line with setting policies and guidance.
- Concerns from parents/carers/colleagues/the staff member themselves can be reported to the manager/playleader/s without this leading to any harassment or victimisation, and every effort will be made to keep both the concern and the member of staff's identity confidential if the parent/carer/colleague reporting the concern would prefer this.

Whilst staff members are allowed to bring their own children to the setting, this arrangement is subject to continuous review.

Where the care of the children in the setting is impacted upon because of the staff's relationship with their child or close relation the manager/playleader/s will consider any strategies which may be implemented to mitigate the situation and put in place a revised plan for care of the child/children in setting. If this is unsuccessful, then the staff member will be given 2 weeks notice to find an alternative childcare placement for their child/children.

Reviews will consist of the following monitoring:

1. How individual staff members work with their children
2. If all policies are being adhered to
3. The feelings of other staff members and parents/carers
4. The feelings and needs of the staff members child/children
5. Staff member's children should receive the same preschool 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 (unless in the case of an emergency). Key worker's will complete all standard care, and learning and development paperwork and staff will be able to attend parents evening to discuss their child's development. If a staff member's child/children becomes unwell in setting, the staff member must be conscious of the staffing ratios and wait until appropriate cover can be found before taking the child/children home.

6. Staff must still be flexible with their working shift as long as appropriate notice is given. Staff must at all time fulfil the needs of their own key group children and adhere to their job description.
7. Staff must not make comments about the quality of care their child is receiving in setting, if they have any concerns the appropriate policy should be followed.
8. Staff should not spend time pointing out their child to other parents/ staff or discussing them excessively.
9. Staff who are friends with parents from the setting should not pass on information about their child/children or other staff member's children or any child or close relation to other parents whom they are friends with. Concerns should be raised in the usual way.
10. Staff will be required to adhere to guidelines about contact with their child during the day. Although we do not want to restrict a parent seeing their child, we must consider the setting routine and the upset close contact may cause the child when their parent is unavailable again, together with the impact upon other children at the setting. It is preferable that the staff member does not work directly with their child where possible and this will be agreed by the member of staff, manager/playleader/s in order to cause as little upset as possible to all children involved.

Setting policies will be followed as it would for any child, including but not limited to:

- Accident policy
- Behaviour Management Policy
- Medicine policy, children requiring medicine should have a form filled out at the beginning of the day and staff must 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
- Emergency Evacuation Policy
- Health and Safety Policy
- Safeguarding and Child protection Policy
- Confidentiality
- Complaints policy
- Inclusion policy
- Late collection policy
- Admissions and settling In Policy
- Equal opportunities
- Sickness policy
- Data protection policy/Appendix 1 to safeguarding policy
- Outings policy
- Sun Protection Policy
- Incident procedure
- Lost child policy

Policy Date: 6th April 2016

Review Date: 1st April 2017