

The Federation of Kintore Way Nursery School & Children's Centre & The Grove Nursery School

Staff Working With Their Own Family Policy

The Federation is committed to providing a flexible and supportive work environment for its staff members. In this light, we allow staff members to have their own children, nieces, nephews and grandchildren attend nursery. Such arrangements are subject to half-termly review and are decided and managed on an individual, case-by-case basis. The views of other staff members are sought and taken into consideration as part of this process.

If the arrangement is not working and/or is impacting on the care of the child or other children, the decision may be taken to terminate it. In this case, the Federation should endeavor to provide as much notice as possible to enable the staff member to make other arrangements for their child. However, the Federation reserves the right to end the arrangement with immediate effect if necessary.

Staff members are expected to treat their own children, nieces, nephews or grandchildren in the same way as all other children, in line with Federation policies. Staff members' own children, nieces, nephews or grandchildren should receive the same nursery experience as any other child attending the setting. Staff members should **never** be allocated as Key People for their own children, nieces, nephews or grandchildren.

All staff should treat other staff members and their children as they would any other parent and child and no preferential treatment should be offered. Staff who have nieces, nephews or grandchildren attending are not to be treated as their parent.

If a staff member has a safeguarding concern regarding the child, niece, nephew or grandchild of another staff member, this should be reported as normal, in line with the Federation's Safeguarding [Child Protection] Policy. If the child's parent, aunt, uncle or grandparent is the Designated Safeguarding Lead, the concern should be reported to the Chair of Governors.

Staff members whose children attend the nursery are subject to the same policies and procedures as other parents.

If a staff member wishes to discuss their own child, niece, nephew or grandchild with the Key Person or another member of staff, this should take place outside of their working hours, unless it is an emergency.

If a staff member's child is taken ill at nursery, the staff member must inform the Senior Leadership Team as soon as possible so that cover arrangements can be made. If alternative cover cannot be provided and staff:child ratios will be adversely affected by the staff member's departure, arrangements should be made for an emergency contact to collect their child.

The staff member should continue to fulfill the needs of their own Key Group, adhering to their job description at all times.

If a staff member has concerns about the quality of care that their child, niece, nephew or grandchild is receiving, they should follow the guidance as set out in the relevant Federation Policies.

If another staff member has concerns about how a staff member is interacting with their own child, niece, nephew or grandchild, they should follow the guidance as set out in the relevant Federation Policies.

Staff should not intentionally point out their own child to other parents and visitors.

It is the nursery, and not the staff member, that remains responsible for the staff member's child, niece, nephew or grandchild and their care during their time in the setting. Staff members' children, nieces, nephews or grandchildren are only allowed on site during the time that the staff member is contracted to work. If, for any reason, the child is at nursery outside of this time, it is the staff member's responsibility to oversee their child's care and wellbeing.

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Policy Name

Staff Working With Their Own Children Policy

Adopted and signed on behalf of The Federation of Kintore Way Nursery School & Children's Centre & The Grove Nursery School by the Governing Body at the meeting on

26th March 2024

Name of Governing Body Representative

Robert Weir

Signature of Governing Body Representative



Signature of Headteacher



Date signed: 26th March 2024

Date to be reviewed: When changes are made
