

## **Childcare for Employees Policy**

### **Statement of Intent**

It is our intention that parents and including staff working at Primrose Hill feel confident about using the setting to care for their children. We want all staff to commit to our ethos, and the development and delivery of the highest standard of care. 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 prior to the child/children's 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 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 Primrose Hill
- Provide avenues for parents and fellow staff to raise concerns and receive feedback on any concern raised
- As with any other parent if an employee's child continually becomes disruptive and refuses to listen to staff, the parent will be spoken to regarding their child's behaviour.
- 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



**Primrose Hill Daycare  
& Nursery School**  
FREEDOM TO FLOURISH

primrosehilldaynursery.org  
3A Lisglass Road, Ballyclare, BT39 9NP  
Tel: 02893 342191  
Email: info@primrosehilldaynursery.org  
www.

- Reassure parents that all children will be treated equally
- Ensure equality of opportunity for all children at the setting.
- 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 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 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 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 asked to find an alternative childcare placement for their child/children.