



POLLYANNA PRE-SCHOOL STAFF WORKING WITH OWN CHILD OR FAMILIAR CHILD POLICY

Statement of Intent

Pollyanna Pre-school 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 pre-school. We also allow staff to bring in or collect children that they may be caring for prior to or after the session, However, this arrangement is subject to continuous reviews, and the following agreement.

Working in a small community, it is also understood that staff will at times have children of other family members or close friends at the setting. The following guidelines also apply for this situation.

Procedure

- During the session, the child is in the care of the pre-school, and it is the pre-school that retains responsibility for the child and their care.
- 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 who has connections with Pollyanna.
- Staff must treat their child the same as they would treat any other child in the setting. Comforting the child must be similar to the comfort that would be given to all children and appropriate to the situation. Where possible, the child's keyperson will attend to personal care of the child and comforting.
- Staff should share any information regarding their child to their keyperson at the beginning of the day.
- Key worker's will complete observations and staff will be able to attend parents' evening to discuss their child's development.
- If a staff member's child becomes unwell at Pollyanna, the staff member must be conscious of the staffing ratios and wait until appropriate cover can be found or find an alternative person to collect their child if possible and appropriate.
- The Staff must at all times fulfil the needs of their own key group children and always adhere to their job description.
- Where possible, staff will not be a key worker for their own children or a child that they are particularly familiar with.
- Staff must not make comments about the quality of care their child is receiving in the room, and if they have any concerns the appropriate policy should be followed.
- 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 pre-school should not pass on information about the child or other staff member's children to parents whom they are friends with.
- Only the keyperson, deputy or manager should discuss any concerns regarding a child with the parent. (Or SENDco where required)
- Staff must always follow the Confidentiality Agreement Form, even if they are related to or friends with the parent of a child.
- If a staff member is caring for a child prior to the session, or collecting after the session, they must ensure that they treat the child with no favouritism during the session and will be responsible for the child's care and safety outside of the working hours of the setting, even if the child is still on site. They must also only ensure any discussions or feedback to parents regarding the child's day is professional, and in keeping with Pollyanna policies and procedures.


Where this agreement is not working or is impacting on the care of the child or other children in the room, the manager / deputy and member of staff will reassess the situation.



**POLLYANNA PRE-SCHOOL
STAFF WORKING WITH OWN CHILD
OR FAMILIAR CHILD POLICY**

Review and Approval

This policy was adopted on: _____

Signed by Management Committee: _____ 

Print Name: Carl Sautereau

Date of Renewal: September 2024