# Staff Working with Their Own Children/Close Relation Policy

At Muddy Puddles we support all employees returning to work after having a baby and understand that there may be times when a member of staff chooses our nursery to provide childcare alongside them working or that there may be occasions when a member of staff is working in the same environment as a close relation e.g. niece or nephew.

In these cases, we request the member of staff meet with the nursery manager and room leader, where appropriate, to discuss how best this will work alongside the nursery business needs.

We believe children learn best when they are healthy, safe and secure, have their individual needs met and have a positive relationship with the staff caring for them. It is our policy that all staff remain neutral and treat all children as individuals with the same regard.

When looking to accommodate staff members working alongside their own child or close relative in the nursery, we will make a decision and agreement based on the following circumstances:

• The individual needs of the child, including if they have any special educational needs and/or disabilities

• The number of rooms, number of staff, staff deployment and ratios

• Age or stage of development of the child

• Staff member's expertise and where and when they usually work

• Days and times the child attends

• Transition arrangements.

Whether the child or close relation is better placed within the same room or a different room from the staff member will be decided on a case-by-case basis.

Once a decision has been made, an agreed set of guidelines will be developed between the nursery and the member of staff setting out the expectations of working with their child or close relation. This includes agreeing that during their time at nursery the child is in the care of the nursery, it is the nursery that retains responsibility for the child and their care and agreeing what they will do if they need to cover in different rooms, outdoor play etc. A similar agreement will be put in place for any staff who do not have direct care of the children e.g. manager, cook, admin but whose own child or family member attends the setting.

Staff caring for another staff member's child will treat them as they would any other parent and child.

Where this agreement is not working or is impacting on the care of the child or other children in the room, the manager will meet with the member of staff to review the agreement and the following will be considered:

• Time left until the child is due to transition to the next room or school

• Temporarily moving the staff member to another room. It is nursery policy to move the staff member and not the child (unless transitioning) so the child continues to be in the appropriate group and can forge consistent relationships with other children

• Where the staff member is already in another room but there are concerns, there will be an agreement between the staff member, manager and room leader about contact with the child during the nursery day. Although we do not want to restrict a parent seeing their child, we must consider the room routine and the upset a visit may cause the child when their parent leaves the room again.

## Breastfeeding

Where a staff member's baby requires breastfeeding, the nursery will adapt the above guidelines to suit both the baby's and mother's needs. Cover will be provided during this time.

| This policy was adopted on | Signed on behalf of the nursery | Date for review |
|---|---|---|
| 01/03/2026 | Heather Black | 01/03/2027 |