



## **Staff working with their own children/close relation Policy**

Updated September 2024

The purpose of this policy is to set out guidelines and expectations regarding staff members working with their own children or close relations within the nursery. This policy ensures that professional boundaries are maintained, promotes fairness and equality within the setting, and safeguards the well-being of all children in the care of the nursery.

The nursery is committed to maintaining a professional and safe environment for all children in our care. It is important that staff members working with their own children or close relations maintain appropriate professional boundaries to ensure fairness, transparency, and the well-being of all children. All children should receive equal opportunities and attention regardless of their relationship to the staff. This policy ensures that no child receives preferential treatment or is disadvantaged because of their connection to a staff member. This policy ensures that the safeguarding and welfare of all children are not compromised. It is essential that staff members follow the nursery's safeguarding procedures, including maintaining appropriate boundaries and ensuring that their personal relationships do not impact their professional responsibilities.

### **Guidelines for Staff Working with Their Own Children or Close Relations:**

#### **Disclosure Requirement:**

Staff members who have their own children or close relations attending the nursery must inform the management in advance. This includes children, family members, or close friends who may be enrolled at the nursery. Full transparency is essential to ensure that potential conflicts of interest are addressed proactively.

#### **Staff Role and Responsibility:**

Staff members will not be placed in a position where they are responsible for the care or supervision of their own child or close relation. This ensures that there is no potential for bias or favouritism in the care and development of children.

#### **Appropriate Supervision:**

In situations where a staff member's child or close relation is present at the nursery, the child will be supervised by another staff member, or a rotation of staff will ensure the child receives appropriate care without the staff member's direct involvement in their care.

#### **Avoiding Conflict of Interest:**

Staff members should avoid being directly involved in any decisions or assessments regarding the care, development, or behaviour of their own child or close relation. This includes observations, progress reports, disciplinary actions, or any other aspects of the child's care that may be influenced by the staff member's personal relationship.

## **Managing Professional Boundaries:**

### **Separation of Personal and Professional Life:**

Staff members are expected to maintain a clear separation between their personal and professional lives when working in the nursery. Personal interactions with their own children or close relations should not affect professional behaviour, and staff members must refrain from engaging in personal conversations or behaviours that could be perceived as unprofessional or biased during working hours.

### **Confidentiality and Privacy:**

Confidential information about any child, including staff members' own children or close relations, must be kept confidential in line with the nursery's data protection and confidentiality policies. Staff members must not disclose any personal information about their child or close relation to other parents or staff unless appropriate and necessary.

## **Procedure for Handling Complaints or Concerns:**

### **Raising Concerns:**

If any parent, staff member, or other individual raises concerns about a staff member working with their own child or close relation, these concerns will be taken seriously and investigated promptly. The nursery management team will address any issues to ensure that professional boundaries are respected, and appropriate action will be taken to resolve any conflicts or concerns.

### **Conflict Resolution:**

Should a conflict arise due to a staff member working with their own child or close relation, the nursery will seek to resolve the issue by consulting with the staff member, other affected parties, and, if necessary, an external mediator or advisor. The aim is to maintain a positive, professional working environment for all children and staff.

## **Equal Opportunities and Fair Treatment:**

### **Fair Treatment for All Children:**

It is essential that all children receive the same level of care, attention, and support. A staff member's relationship to a child should not result in the child receiving preferential treatment or, conversely, in the child being disadvantaged. All children should have equal access to opportunities, resources, and activities within the nursery.

### **No Favouritism:**

Staff members must ensure that no child receives unfair advantages or disadvantages based on their relationship with a staff member. Any form of favouritism is unacceptable, and staff are expected to demonstrate fairness and equality when interacting with all children.

## **Safeguarding Considerations:**

### **Child Protection:**

In accordance with the nursery's safeguarding policy, the welfare of children is paramount. Staff members must adhere to safeguarding procedures, and no staff member should be in a position where their

personal relationship with a child compromises their ability to make impartial decisions regarding the child's welfare, safety, or development.

**Monitoring and Oversight:**

The nursery will ensure that all staff members, particularly those working with their own children or close relations, are regularly supervised and monitored to ensure compliance with this policy and the nursery's safeguarding procedures.

This policy will be reviewed annually or whenever necessary to ensure that it remains effective, relevant, and in line with current best practices and legal requirements. Feedback from staff, parents, and other stakeholders will be considered during the review process. The Staff Working with Their Own Children/Close Relation Policy ensures that professional boundaries are maintained within the nursery while safeguarding the welfare and development of all children. By promoting fairness, transparency, and respect for professional conduct, this policy provides a clear framework for managing situations where staff members work with their own children or close relations. All staff are expected to comply with the guidelines outlined in this policy to create a safe, professional, and supportive environment for all children in the nursery's care. This policy clarifies expectations and provides a structure for managing situations where staff members work with their own children or close relations, ensuring that fairness, professionalism, and child welfare are always prioritised.

**Review of Policy:**

This policy will be reviewed annually (September 2025), or as needed, to ensure that it remains relevant and effective in meeting the evolving needs of the children, families, and staff within the nursery.

| <b>Name:</b>   | <b>Position:</b>      | <b>Signed:</b> | <b>Date:</b> |
|----------------|-----------------------|----------------|--------------|
| David Birkbeck | Owner                 |                |              |
| Kayleigh Tydd  | Director              |                |              |
| Greg Bamber    | Nominated Individual  |                |              |
| Zoe Tydd       | Manager & DSL         |                |              |
| Abbie Lloyd    | Deputy Manager        |                |              |
| Jade Radcliffe | Second Deputy Manager |                |              |
| Pamela Lear    | Practitioner          |                |              |
| Diane Jones    | Practitioner          |                |              |
| Emily Gautrey  | Practitioner          |                |              |
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