



Staff Working with Their Own Children Policy

Policy Statement:

The purpose of this policy is to outline clear expectations and procedures for staff who have their own children enrolled at Mosterton pre-school. This ensures professional boundaries, maintains consistency in care for all children, prevents conflicts of interest, and supports a high quality, inclusive learning environment.

Mosterton pre-school recognises the needs of working parents and supports staff members who choose to enrol their children in our setting. However, to maintain professional standards, we require specific boundaries to be observed.

Key principles:

- Promote a professional environment and high-quality care for all children.
- Prevent real or perceived bias or favouritism
- Ensure equality of experience for staff and non-staff children.
- Maintain clear safeguarding boundaries and staff ratios.

General Guidelines:

- Staff will not be permitted to be the key person for their own child.
- Staff must maintain a professional separation during working hours. Contact with their own child during the day should be minimal and purposeful, avoiding disruptions to routines or emotional distress during transitions.

Interactions and Responsibilities:

- Staff are expected to fulfil their responsibilities to their key children and adhere to their full job description, regardless of their child enrolment.
- All staff caring for a child of another staff member will treat them equally and professionally with no preferential treatment.

Parent communication and key person system:

- The key person assigned to a staff member's child will maintain the same standard of communication as with all parents
- A full verbal handover will be given at the end of the child's session, in line with nursery practice.

Illness and medical needs:

- If a staff member's child becomes unwell at nursery, the staff member must notify the manager and wait for appropriate cover to be arranged before leaving.
- If cover cannot be immediately arranged, the second emergency contact must be called to collect the child.



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- Staff may administer medication to their own child only with management awareness and full documentation following the nursery's medication policy.

Breastfeeding:

At Mosterton pre-school we support breastfeeding staff. Where required breaks and private spaces will be made available to support nursing mothers with appropriate cover provided to maintain room ratios.

Fees and supplies:

- Staff must supply nappies, wipes, any personal care items and lunch boxes for their own children as with all other parents.
- Any discounts will be agreed with the committee at the time.

Sickness

- Staff must follow the guidance on infectious diseases and should ensure their child is well enough to be at pre-school.
- If staff are off sick, they must not drop off/pick up their own child from nursery

Safeguarding:

- If any safeguarding concern arises regarding a staff members child, normal safeguarding procedures must be followed.
- Where the child's parent is also the Designated safeguard lead (DSL) concerns should be reported to the deputy DSL or the chair committee member to avoid any potential conflict of interest.
- The welfare of the child remains paramount at all times.

Review Process:

This policy will be reviewed annually or in response to significant changes in staffing, legislation, or best practice guidance to ensure relevance and effectiveness.

Date: September 2025

To be reviewed: **September 2026**