**4.7 Staff Working with Their Own Child / Close Relation**

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**Policy Statement**

Little Apples of Bramley recognises the importance of maintaining a professional and unbiased environment for the benefit of all children and staff. The following policy outlines guidelines for staff members who may have their own children / close relation enrolled in our preschool.

**Enrolment**

Before agreeing to enrol a child or close family member of an employee, a meeting will be scheduled to discuss the needs of the child, the wishes of the parent/employee and the expectations of the employer. If all parties are satisfied at this meeting that the terms and conditions can be met, then the child will be enrolled. If at any point the management feel that the terms and conditions are being breached, then this agreement will be subject to change and review as appropriate. All enrolments are subject to the availability of space.

**Professional conduct**

This agreement will consist of the member of staff agreeing to the following conditions of enrolment of their own child or a close relative:

* Staff are expected to maintain a high level of professionalism while working.
* Staff member’s children or close relative should receive the same pre school experience as any other child attending the setting.
* Staff should give feedback to their child’s keyworker at the beginning of the day and no further discussions should take place until the staff member has finished work and is receiving end of the day handover (unless in the case of an emergency).
* Staff will not act as a key worker for their own child or close relative.
* If the child becomes unwell or injured and needs to go home, the staff member must be conscious of the staffing ratios and wait until the appropriate cover can be found.
* Staff are reminded that the setting will retain responsibility for the child and their care, whilst they are in session.

**Equal Treatment**

All children, including those of staff members / close relations, will be treated with fairness, respect, and equality. No special privileges or exceptions will be made for staff members' children / close relative in terms of discipline, attention, or educational opportunities.

**Policy and Procedure guidelines**

All contract terms, policies, and permissions applicable for children at the setting will be applied equally to the child or close relative of any staff member. These will be available to the staff member, in the same way as all parents at our setting.

**Staff discount**

Staff wishing to enrol their child, or a close relative will be entitled to an employee discount of 25% in addition to any Local Authority funding that may be received. Any funded hours must be used before reduced rate hours.

If the staff member provides cover for a session, fees will not be charged for the staff members child / close relative attending the setting. This discount only applies to session fees.

**Holidays, Sickness and Planned absence**

Staff should be aware that as per our fee payment policy, staff will continue to incur charges for planned absences, holidays, and sickness of the child & employee.

**Changes in Provider**

Staff are free to change their provider of childcare at any time. This will not have an impact on their employment contract.

**Review and Amendments**

This policy will be reviewed periodically to ensure its effectiveness and relevance. Amendments may be made as necessary, with input from staff members and parents.

By adhering to these guidelines, we aim to create a nurturing and unbiased environment for all Children attending Little Apples of Bramley.

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| **This policy was adopted by Little Apples of Bramley** |
| **On 20th November 2023** |
| **Date to be reviewed** |
| **Signed on behalf of the management committee *J V Whatley*** |
| **Name of signatory J V Whatley** |
| **Role of signatory Manager** |