



## **Childcare Places for Pre-school Staff**

There may be occasions when staff in the pre-school need to have a childcare space for their child or close relative. To ensure this works effectively for the best interests of the children, we implement the following procedure:

- Places are subject to availability
- All policies and procedures apply
- The decision on whether it is suitable to have the child in the setting at the same time as their parent/relative is discussed between the manager and the committee. A trial period may be suggested. This is to ensure that the member of staff can fulfil their role and duties and also that the child gets the best learning experiences whilst in the setting.
- The child will be allocated a different Key Worker (not their parent/carer). This is to maintain equality of opportunity for the child and to allow the child to form secure relationships and attachments with other members of the team.
- Staff who choose to use All Saints Wise Owls for their children should be mindful of the careful balance required from being both a member of staff and also a parent. Any concerns should be shared in compliance with the Policies and Procedures and done so as a parent and not as a member of staff. If any staff member does not understand this expectation, they are requested to discuss it with the Manager/Committee.
- Staff members with children in the pre-school are expected to participate in events and if they are accompanied by their children, they should not let this hinder their ability to contribute to the event as expected.
- Staff members with children in the pre-school can expect their work colleagues to treat them fairly and appropriately as a parent first when their child is in attendance. Staffing matters come second when not in their working hours. Successful implementation of the Key Worker Policy promotes this.
- All other staff within the setting must be mindful of the equal opportunities policy and ensure that favouritism does not impact on their personal relationship with the child and their ability to work professionally and consistently with every child.
- Failure to comply with the above guidelines may result in unsatisfactory experiences for all concerned and may result in a childcare place for staff being withdrawn.

**The Pre-school manager must monitor these situations to ensure the best possible outcomes for everyone concerned.**

*It is the manager's discretion if a member of staff needs to bring in their child for the day due to other circumstances (e.g. school non-pupil days). The manager will look into ratios and decide whether this is possible/suitable.*