

This Policy defines the approach to family members and or close friends working together in close proximity. Relatives/ family members refer to people who are related by blood, marriage or civil partnership, or who co-habit, or dependents of such people. Close friends refer to friends who an employee knows personally and meets socially [prior to employment commencing]

The underlying principle of the policy is to ensure that all employees are treated as individuals, confidentiality is upheld in all situations and professionalism remains at the forefront.

Tiny Toes Nursery Ltd is a family run business; all employees within the family business are appropriately qualified and deemed suitable for the role in which they each hold.

The main objective is to ensure that all individuals are treated equally, that there is no leniency or favouritism shown to one over another, or conversely that they are treated more harshly in order to overcompensate for any family relationship.

All employees must comply with the same rules and regulations as any member of staff. They will all work in line with the nursery's extensive policies and procedures. Each employee, whether they have family or friend connections will all be treated as individuals. Personal paperwork is to be kept confidential and will not be shared amongst family members or given to family members to 'pass on' if the individual is not working.

#### Staff children on site.

The Nursery has a number of staff children who attend the setting on both a full time and part time basis. These children are to be treated as equals to all other children that attend the setting. There may be a tendency to show favouritism or more leniency to those children whose parents work at the nursery, however this is not appropriate.

There should be an understanding that staff children can potentially become upset if they are aware that their parent is 'available' but 'at work'. Staff are asked to be mindful of this and enable the children to greet their parent if they wish, to alleviate any potential upset whilst maintaining that the parent is working to support the child to understand.

Staff with children who attend the setting should receive the same level of professionalism as any other parent. This includes a thorough handover at the end of their child's session. Staff children should remain with room staff until their parent has finished their shift and arrives to collect them.

Staff are not to handover 'snippets of information' to a parent throughout the shift; this is to all be communicated at handover at the end of the session. Accidents and incidents should be reported in the same way as for any other child.

Staff parents need to be aware of their input whilst at work. If they are unhappy about something in regards to the care of their child, they are to follow the appropriate procedure and raise their concerns with the SMT. Staff parents must allow the practitioners who are responsible for their children's care to be free with how they facilitate their sessions and not interfere unnecessarily. Confidentiality must be upheld at all times.