



SECTION 4 STAFFING POLICIES

4.7 Staff Children in Centre Policy

Aim:

1. To ensure clear procedures are in place for staff whose children* attend The Gums Childcare Centre.
2. To ensure consideration is given to other staff working in the Centre.
3. To ensure equitable access to all families using the Centre.

Process:

1. All enrolments are confirmed by the Director / Assistant Director in accordance with the Centre's *Enrolments, Orientation & Transition Policy*.
2. Where possible, staff should not work in the same area of the Centre as their child/ren*.
3. Staff must ensure professional relationships are maintained with all staff and families at all times.
4. Staff may visit their child in the child's room when on breaks. Generally, the child should not come into the staff member's room to visit their parent whilst on duty.
5. If a staff member is breastfeeding their child, the staff member should discuss an appropriate routine with regards to breaks with the Director / Assistant Director. See the Centre's *Breastfeeding Policy*.
7. Staff must ensure that they follow Centre policy when collecting and dropping off children.
8. Staff must ensure they have a backup plan for care if their child becomes unwell while attending the Centre.
9. All staff are entitled to a 10% discount off childcare fees at The Gums Childcare Centre. Staff should see the Director / Assistant Director to apply for the discount.

'staff children' refers also to a staff member's step children.