STAFF WORKING WITH OWN CHILDREN / CLOSE RELATION POLICY

At Wibli Wobli Nursery we understand the potential stresses of staff returning to work after having a baby or working in the same environment as your child or a close relation. We wish to support all employees in this position and request the member of staff meet with the nursery manager and room leader, where appropriate, to discuss the needs of all parties. We believe our staff should remain neutral and treat all children with the same regard. It is generally not appropriate for staff to care for their own children or those of a close relative whilst working in the nursery.

However, we recognise that this may not always be possible. We will also try to accommodate the wishes of any staff member with a child or close relative in the nursery and come to an agreement which suits us all. This agreement is based on the following principles:

- Where staff work in the same room as their child or close relation, there is an agreed set of guidelines between the nursery and the member of staff setting out the expectations of working with their child/close relation. These include a clear statement that during their time at nursery the child is in the care of the nursery and it is the nursery that retains responsibility for the child and their care
- Where this agreement is not working or is impacting on the care of the child or other children in the room, the manager and member of staff will reassess the situation
- Staff caring for another staff member's child will treat them as they would any other parent/child. No special treatment will be offered to any child or parent who has connections with the nursery.

Where the manager assesses that the agreement is not working and/or there is an impact on the care of the children in the room because of the staff member's relationship with their child or close relation:

- The manager will consider moving the staff member and not the child. This will enable the child to be in the appropriate age/stage group and to continue to forge consistent relationships with other children in this group
- Where the staff member is in another room, there will be an agreement between the staff member, manager and room leader about contact with the child during the nursery day. Although we do not want to restrict a parent seeing their child, we must consider the room routine and the upset a visit may cause the child when their parent leaves the room again
- If there are staff shortages resulting in the movement of staff, the staff member will be placed in a different room to that of their child or close relation, wherever possible
- Where a staff member's baby requires breastfeeding, the nursery will adapt the above guidelines to suit both the baby's and mother's needs. Cover will be provided during this time

This policy was adopted on	Signed on behalf of the nursery	Date for review
27/10/2026	*L.George*	*10/2027*

POLISI STAFF GWEITHIO GYDA'U PLANT/PERTHYNAS AGOS

Ym Meithrinfa Wibli Wobli rydym yn deall y straen posibl sydd ar staff sy'n dychwelyd i'r gwaith ar ôl cael babi neu sydd yn gweithio yn yr un amgylchedd â'ch plentyn neu berthynas agos. Rydym am gefnogi pob cyflogai yn y swydd hon a gofyn i'r aelod o staff gyfarfod â rheolwr y feithrinfa ac arweinydd yr ystafell, lle bo'n briodol, i drafod anghenion yr holl bartïon. Credwn y dylai ein staff aros yn niwtral a thrin pob plentyn yn yr un modd. Yn gyffredinol, nid yw'n briodol i staff ofalu am eu plant eu hunain na phlant perthynas agos wrth weithio yn y feithrinfa.

Fodd bynnag, rydym yn cydnabod nad yw hyn bob amser yn bosibl. Byddwn hefyd yn ceisio bodloni dymuniadau unrhyw aelod o staff sydd â phlentyn neu berthynas agos yn y feithrinfa ac yn dod i gytundeb sy'n addas i ni i gyd. Mae'r cytundeb hwn yn seiliedig ar yr egwyddorion canlynol:

- Lle mae staff yn gweithio yn yr un ystafell â'u plentyn neu berthynas agos, mae set gyt√ªn o ganllawiau rhwng y feithrinfa a'r aelod o staff yn nodi'r disgwyliadau o weithio gyda'u plentyn / perthynas agos. Mae'r rhain yn cynnwys datganiad clir bod y plentyn yng ngofal y feithrinfa yn ystod ei gyfnod yn y feithrinfa a'r feithrinfa sy'n cadw'r cyfrifoldeb am y plentyn a'i ofal.
- Os nad yw'r cytundeb hwn yn gweithio neu'n effeithio ar ofal y plentyn neu blant eraill yn yr ystafell, bydd y rheolwr a'r aelod o staff yn ailasesu'r sefyllfa
- Bydd staff sy'n gofalu am blentyn aelod arall o'r staff yn eu trin fel y bydden nhw ag unrhyw riant / plentyn arall. Ni chynigir unrhyw driniaeth arbennig i unrhyw blentyn neu riant sydd â chysylltiadau â'r feithrinfa.

Lle mae'r rheolwr yn asesu nad yw'r cytundeb yn gweithio a / neu fod effaith ar ofal y plant yn yr ystafell oherwydd perthynas yr aelod staff gyda'u plentyn neu berthynas agos:

- Bydd y rheolwr yn ystyried symud yr aelod staff ac nid y plentyn. Bydd hyn yn galluogi'r plentyn i fod yn y grwp oedran / datblygiad priodol a pharhau i greu perthynas gyson â phlant eraill yn y grwp hwn
- Os yw'r aelod o staff mewn ystafell arall, bydd cytundeb rhwng yr aelod staff, y rheolwr ac arweinydd yr ystafell ynglŷn â chyswllt â'r plentyn yn ystod y dydd. Er nad ydym am gyfyngu ar riant i weld eu plentyn, mae'n rhaid i ni ystyried trefn yr ystafell a gall yr ymweliad achosi cynnwrf i'r plentyn pan fydd ei riant yn gadael yr ystafell eto
- Os oes prinder staff yn arwain at symud staff, bydd yr aelod o staff yn cael ei roi mewn ystafell wahanol i ystafell ei blentyn neu berthynas agos, lle bynnag y bo modd
- Pan fydd babi yn angen cael ei fwydo ar y fron, bydd y feithrinfa yn addasu'r canllawiau uchod i weddu i anghenion y babi a'r fam. Darperir staff ychwanegol yn ystod y cyfnod hwn.

Mabwysiadwyd y polisi hwn ar	Llofnodwyd ar ran y feithrinfa	Dyddiad adolygiad nesaf
27/10/2026	*L.George*	*10/2027*