POLICY ON STAFF BRINGING CHILDREN TO THE WORKPLACE

SEPTEMBER 2026-2027

Passmores Co-operative Learning Community

1. PURPOSE & SCOPE

This policy sets out the expectations, guidelines, and procedures for staff members who may occasionally need to bring their children onto Trust premises during working hours. It applies to all employees of Passmores Cooperative Learning Community (PCLC) across all academies.

2. PRINCIPALS

- The Trust recognises that emergencies and unforeseen circumstances may occasionally require staff to bring their child(ren) to work.
- The Trust is committed to ensuring that such arrangements are managed safely and without disruption to the learning environment, the workplace, or the wellbeing of all pupils, staff, and visitors.
- Bringing children to work must always remain the exception, not the norm.

3. DEFINITIONS

- Child: A dependent under the age of 18 who is under the care of a staff member.
- Emergency: Situations where alternative childcare arrangements are temporarily unavailable due to unforeseen circumstances.

4. GENERAL EXPECTATIONS

- Prior permission must be sought from the Principal/Headteacher (or a designated senior leader) before bringing a child onto site.
- Children must be supervised at all times by their parent/guardian.
- Children must not be left unattended on the premises under any circumstance.
- Staff are responsible for ensuring that the presence of their child does not disrupt work activities or the educational environment.
- Staff must not use Trust resources (e.g., IT equipment) for their child's personal use.

5. CONDITIONS FOR BRINGING CHILDREN TO WORK

- The child must not be unwell (especially with infectious illnesses)
- Risk assessments may be required, depending on the work environment
- The Trust reserves the right to ask the staff member to remove the child from site if it becomes apparent that their presence is disruptive or unsafe.
- Staff may be asked to make alternative arrangements if the situation is likely to be prolonged or repeated.

6. INSURANCE & SAFEGUARDING

- Children brought onto Trust premises are not covered under the Trust's insurance for staff or pupils. Parents must accept full responsibility for any accidents, injuries or damage.

- Children are subject to the safeguarding policies and procedures of the Trust
- Staff must ensure that bringing their child does not compromise safeguarding standards

7. LIMITATIONS

- Staff should not bring their children during critical times such as examinations, inspections or Ofsted visits, unless absolutely unavoidable and explicitly authorised.
- It is generally inappropriate for children to be brought into environments with health and safety risks (e.g. science labs, kitchens, workshops).

8. ALTERNATIVE ARRANGEMENTS

- If alternative childcare arrangements cannot be made, staff are encouraged to discuss options such as emergency dependents' leave, annual leave or remote working (where appropriate)

9. REVIEW
   This policy will be reviewed every two years or sooner if required due to changes in legislation or Trust needs.

THIS POLICY WAS APPROVED BY THE PCLC TRUST BOARD ON THE 19TH MAY 2025

PERMISSION SLIP ON NEXT PAGE.

PERMISSION WILL NOT BE GIVEN UNTIL THIS SLIP IS COMPLETED AND DULY SIGNED BY ALL

Permission Request Form: Bringing a Child to Work

Staff Member Details

Name: _____

Role/Position: _____

School/Academy: _____

Line Manager: _____

Child's Details

Name of Child: _____

Age of Child: _____

_____

Date(s) Child Will Be Onsite: _____

Reason for Request:

(Briefly explain why it is necessary to bring your child to work)

Supervision Arrangements

I confirm that my child will be supervised by me at all times while on Trust premises.

I understand that my child must not disrupt normal activities or be left unattended.

I accept full responsibility for my child's safety and conduct while onsite.

Health & Safety

Is your child currently unwell or recovering from an infectious illness?

(Please tick)

No

Yes (If yes, permission will not be granted.)

Are there any health, allergy, or medical issues we should be aware of?

Acknowledgements

By signing below, I agree to comply with the Staff Bringing Children to Work Policy and accept all associated responsibilities.

Signed (Staff Member): _____ Date: _____

Authorisation (To be completed by Principal/Headteacher or SLT Member)

Approved:

Not Approved:

Conditions/Notes (if any)

Signed (Authoriser): _____ Date: _____

Risk assessment required? [ ] Yes [ ] No (Attach if needed)