Bringing Children to Work Policy

May 2025

Purpose:

This policy outlines the guidelines for PACE employees who wish to bring their children, or any children that they care for, to work at the play centres. Our goal is to balance the needs of the workplace with the well-being and safety of both our staff and their children, ensuring a positive and productive environment for everyone.

We value the opportunity to support our employees by allowing them to bring their children to work under the conditions outlined below. This policy is in place to ensure that the workplace remains safe, productive, and respectful for all employees, children, and visitors. If you have any questions or concerns regarding this policy, please speak with your manager.

This policy applies to all employees working at the play centre.

General Principals:

- **Approval -** Staff must obtain prior approval from their line manager before bringing their children to work. This ensures appropriate planning, communication and gives time for Senior Management to consider the potential impact on the work environment.
- **Age -** Children brought to the workplace should be between the ages of 4 and 12, if they are attending PACE services. In order for children to accompany their caregivers to work outside of attending provisions, special circumstances would need to be approved with a clear plan in place to detail how the needs and safety of the child will be met.
- **Working Hours -** Children are only allowed to stay during regular working hours (or specific hours as agreed upon). They must not be present during evenings or weekends.

Safety and Supervision:

- **Supervision:** Any children attending PACE services and programmes should be registered and booked in with appropriate information shared with the staff whose care they will be in. Children must be signed in and out in the normal way and registered as a user on Famly. On the occasion that a child attends the workplace outside of PACE's Play provision, the remain the responsibility of their parent/caregiver at all times. Children should not be left unattended within the workplace or in the play centre.
- **Safety:** Staff must ensure that their children comply with all safety protocols of the play centre, including rules related to signing in and out, designated play areas, and emergency procedures.
- **Restricted Areas:** Children should be kept out of areas where staff are performing work duties that could pose safety risks, including kitchens, maintenance areas, and staff-only zones.

Impact on Work Environment:

- **Distraction:** Staff must ensure their children's presence does not disrupt work, distract other employees, or compromise the professional atmosphere of the play centre.
- **Respect:** Children should not interfere with PACE services, or their quality. Staff must ensure their children are respectful of the facility and its guests.

Health

- **Sickness:** Children who are unwell or have symptoms of contagious illnesses should not be brought to work to maintain a healthy environment for staff and other children. Employees are expected to follow the same sick leave procedures for children as they would for themselves. Please refer to the Sickness Policy for more information.
- **Hygiene:** Employees must ensure that their children adhere to proper hygiene practices, including regular handwashing and use of sanitizing stations.

Liability and Insurance

- **Liability:** By bringing their children to the workplace, staffs acknowledge and agree that they are fully responsible for their children's safety and well-being. The play centre and its management are not liable for any accidents, injuries, or incidents involving the children.
- **Insurance:** Staff are advised to check with management regarding coverage for children under the play centre's liability insurance policies.

Disciplinary Action

- Employees who fail to follow the information outlined in this policy may be asked to remove their children from the premises, and repeated violations could result in disciplinary action.