**Maternity Policy (EYFS September 2025)**

**Policy Statement:** At Little Acorns preschool, we value and support our staff members, recognising the importance of providing a supportive and understanding environment during pregnancy and maternity leave. This Maternity Policy outlines our approach to managing maternity leave and ensuring a smooth transition for staff members and the setting.

To be used in conjunction with our Maternity Policy, Staff Handbook.

**Notification and Communication:**

* Staff members who are pregnant are encouraged to inform the setting manager as early as possible.
* Open and confidential discussions regarding maternity leave intentions will be held between staff members and the manager.

**Maternity Leave Entitlement:**

* Staff members will be entitled to maternity leave in accordance with statutory regulations and provisions detailed in their employment contract.

**Maternity Pay:**

* Staff members may be entitled to statutory maternity pay or as detailed within the employment contract.
* Clear information regarding maternity pay entitlement and the claiming process will be provided.

**Maternity Leave Duration:**

* The duration of maternity leave will adhere to statutory regulations and any specific terms outlined in the employment contract.

**Keeping in Touch (KIT) Days:**

* Staff members on maternity leave may choose to participate in Keeping in Touch (KIT) days voluntarily. KIT days help maintain connections and stay updated with changes within the setting.

**Returning to Work:**

* Staff members should communicate their intended return-to-work date in advance in line with our Maternity Policy shown in the Staff Handbook.
* A collaborative approach will ensure a smooth transition back into the work environment.

**Flexible Working:**

* Staff returning from maternity leave may request flexible working arrangements, such as adjusted working hours or remote work, where feasible.

**Health and Well-Being:**

* The health and well-being of staff during pregnancy and upon return from maternity leave will be prioritised.
* Reasonable adjustments will be made as required to accommodate individual needs.

**Maternity Cover:**

* Temporary maternity cover may be arranged during staff absence to ensure continuity of care for the children.

**Keeping Informed:**

* Regular updates will be provided to staff members regarding significant developments within the setting during their absence.

**Confidentiality:**

* Confidentiality of staff members' pregnancy and maternity-related information will be maintained at all times.

**Alignment with EYFS 2025 Changes:**

* This policy aligns with the EYFS 2025 guidance, emphasising staff well-being, smooth transitions, and maintaining high-quality care and education standards during staff maternity leave periods.

Signed: Chairperson  
Date: September 2025