



BABYSITTING POLICY

We do not provide a babysitting service outside our normal operating hours. However, we understand that parents sometimes ask Preschool staff to babysit for their children and this policy has been implemented to clarify some points regarding private arrangements between staff and parents.

- Preschool is not responsible for any private arrangements or agreements that are made: such agreements are between the staff member and family. However, we do expect staff members to inform us if they are babysitting or caring for a child that attends the Preschool outside of the setting.
- We require the staff member and parent to read and sign an agreement that states they have read and understood this policy. This will be stored in the staff members file, with a copy being held in the child's file and a copy given to parents.
- We have rigorous recruitment and suitability processes in place to ensure that we employ competent and professional members of staff and uphold our duty to safeguard children whilst in our setting and in the care of our staff. This procedure includes interviews, references, full employment history and DBS checks as well as several other processes. Whilst in our employment all staff are subject to ongoing supervision, observation and assessment to ensure that standards of work and behaviour are maintained in accordance with our policies. We have no such control over the conduct of staff outside of their position of employment. Parents should make their own checks as to the suitability of a member of staff for babysitting.
- We will not take responsibility for any health and safety issues, conduct, grievances or any other claims arising out of the staff member's private arrangements outside of Preschool hours. The member of staff will not be covered by the Preschool's insurance whilst babysitting as a private arrangement.
- Out-of-hours work arrangements must not interfere with the staff member's employment at Preschool.
- All staff are bound by contract of the Confidentiality Policy and Data Protection Act that they are unable to discuss any issues regarding the Preschool, other staff members, parents or other children.
- The Preschool has a duty of care to safeguard all children attending the setting, so if a staff member has some concerns for a child following a private babysitting type arrangement they need to pass these concerns on to the DSL (Designated Safeguarding Lead) within the setting.
- It will be the staff member's responsibility to ensure they have the appropriate insurance, MOT and child restraints or child safety seats if they are transporting the child in a car. If the transport is to or from the Preschool, parental consent must be given in writing before the journey takes place. The record will be kept in the staff member's file.