

Babysitting Policy and Procedure

Policy Statement

The intent of this policy is to provide a clear guideline to educators and families regarding babysitting being a separate arrangement to our service.

Background and Guiding Principles

Our Service exercises high standards when employing our educators to ensure, to the best of the Services ability, that educators who are employed within the Service are suitable to work with children in our Education and Care Setting.

We are unable to provide assurances to parents and guardians as to an educator's suitability to look after their child unsupervised in a babysitting situation away from our Service. The service cannot be held accountable for any possible loss or damage by an employee contracted by another person for another role outside of their employment.

Bottleforest understands that babysitting can help support Educator's financially, we also understand that there are many families within our community that don't have close family members and may need support from Educators with out of hours child minding. This is why we allow Educator's to partake in Babysitting of children outside work hours. This policy provides guidance.

Procedures and Responsibilities

Babysitting services are a private arrangement that does not involve the service. The service, owners, management and other educators will not be accountable for any health and safety issues that may arise by the private arrangement being made.

Leadership and Management Responsibilities, including Approved Providers, Nominated Supervisors and Responsible Persons will:

- Positively and clearly communicate all aspects of the policy and take a zero-tolerance approach to compliance.
- Understand and comply with all aspects of this policy and related legislation and support team members to do the same.
- Lead a culture of reflection and regular review of policies, seeking feedback from educators, families, children and other community agencies and professionals as appropriate.
- Advise staff, upon employment, that babysitting of children outside work hours is a private arrangement not connected to the service and that they must notify the service if they wish to babysit for any enrolled families. This will be covered in the Induction Checklist.
- When advised by a staff member or family of mutual agreement for babysitting, the Nominated Supervisor will:
 - Advise the staff member that private babysitting arrangements need to be done in their personal time and that it should not interfere with any roster availabilities.
 - supply to the family the Hold Harmless Form that must be signed before the babysitting is carried out for the family.
- Ensure that children are not collected from the service for private babysitting arrangements until authorised in writing by the family or person authorised to do so in the enrolment form.

Educators and Other Team Members will:

- Be proactive in fulfilling the requirements of this service policy and related legislative requirements.

- Seek further guidance where required to fulfil your requirements.
- Report any concerns or non-compliance immediately to the Nominated Supervisor or Approved Provider.
- Participate in the review of documents and provide constructive feedback to the Nominated Supervisor or Approved Provider.
- Notify the Nominated Supervisor of the service when a request has been made by a family to babysit that you wish to fulfil.
- Must ensure that favouritism does not result from external relationships with children and families outside of the service.
- Maintain confidentiality about the service, it's families, children, staff and management and about the family and household.
- Understand that they must not sign children out of the service to attend private babysitting unless they are authorised in writing by the family.

As part of enrolment terms and conditions, families are asked to:

- Fulfil responsibilities under this policy and related legislative requirements.
- Understand that the service must take steps as required under legislative requirements and follow advice from recognised authorities.
- Participate in the review of documents and provide constructive feedback to the Nominated Supervisor or Approved Provider.
- Discuss any questions with the Nominated Supervisor or Responsible Person in charge.
- Understand that staff employed by the service are screened for the purpose of working in a team environment during operational hours and that the service cannot be held responsible for any actions of a staff member outside of these arrangements.
- Understand that staff may not wish to babysit outside of hours and as such not be offended if they decline.
- Maintain confidentiality and understand that the staff member must also maintain confidentiality at all times.
- Sign a Hold Harmless Form and return to the service before any babysitting is carried out for the family by a team member.
- Be aware that other adults who may accompany the babysitter may not have the relevant Working with Children Check and it may not be appropriate for them to care for children. Families should also be aware that the Working with Children Check that is conducted for the employee is not a full criminal record check.
- Understand that the service will not be held accountable for any harm that may befall our child/ren or other's children also being cared for with our children when being babysat outside of the Service. This also includes loss or damages to property.
- Understand that our service has a duty to safeguard all children whilst on our premises and in the care of our staff during operational hours only, this duty does not extend to private arrangements between staff and parents/guardians outside of the Education and Care Service.
- Provide written authorisation for any staff who may need to collect a child from the service for a private babysitting arrangement.



Communication

- Educators and families will have access to this policy at all times.
- Information will be included in induction for new educator and be included in service handbooks
- Educators and families will be provided with opportunities to be involved in the review of this policy.
- Educators and families will be provided with information from this policy at the time of employment and orientation.
- Changes to this policy and procedure document will be shared with families and educators.

Enforcement

The failure of any person to comply with this policy in its entirety may lead to:

- Termination or modification of child enrolment
- Restriction of access to the service
- Performance management of an employee which may lead to termination

Related Policies and Forms

- Hold Harmless form (attached to this policy)

Legislation, Recognised Authorities and Sources

- Child Care Exchange article May/June 2010 "Hold harmless' Option for Staff Babysitting and Employee References" Holly Elissa Brunohtt

Review Information

Dates of Revisions:
June 2026



BABYSITTING HOLD HARMLESS FORM

Consent to hold Bottleforest Long Day Care harmless for staff babysitting. This includes all owners and management of the service.

I/We _____ parents/legal guardians of
_____ (name of child/ren)
agree to hold Bottleforest Long Day Care harmless for any harm that our child or property may
experience while under the care of staff member _____
(educator's name) when babysitting outside of the service. We are aware of the centres *Babysitting
policy*.

We hold Bottleforest Long Day Care harmless for any harm that may befall our child/ren or other's
children also being cared for with our children when being babysat outside of the Service. This also
includes loss or damages to property.

Parent(s)/guardian's signature _____ Date _____

Nominated Supervisor signature _____ Date _____

Educator signature _____ Date _____