



## **Babysitting/ Outside Involvement Policy**

### Policy statement

At Harpenden URC Pre-school we exercise precautions in employing staff as set out in our recruitment policy to ensure to the best of our abilities that staff members are suitable to be employed to work with children. However, we are unable to provide assurances to parents and carers as to a staff member's suitability to look after a child unsupervised in a babysitting situation.

### Procedure

- The Harpenden URC pre-school is not responsible for any private arrangements or agreements made between individual Harpenden URC pre-school staff and any child/family who attends Harpenden URC Pre-school, however we do expect staff members to inform us if they are babysitting or caring for a child that attends the nursery outside of the setting. We require the staff member and parent to sign a copy of this policy which we will keep on file for the child and staff member.
- DBS safeguarding checks which apply to Harpenden URC Pre-school **do not** extend to any such personal arrangements. Parents should make their own checks as to the suitability of a member of Harpenden URC pre-school staff for babysitting.
- Insurance which covers Harpenden URC Pre-school **does not** extend to any personal arrangements such as babysitting. The member of staff will not be covered by the preschool insurance whilst babysitting as a private arrangement.
- The pre-school will not be held responsible for any health and safety, damages/theft, grievances or any other issues that may arise from these private arrangements.
- Parents should be aware that although Harpenden URC preschool has policies in place for emergencies, incidents, accidents, administering of medication and what to do in the event of serious illness, injury, fire etc., these policies will not apply if you engage a member of staff to babysit.
- If a parent has an allegation about a member of Harpenden URC pre-school staff who is babysitting, they should contact Hertfordshire Direct (Tel No.01992 588757) Parents can also seek advice from the NSPCC (Tel. No.0808 800 5000)
- Out of hours work/ babysitting arrangements must not interfere with the staff members working hours and all such arrangements will be made out of preschool hours.
- Harpenden URC Preschool will not give out staff or parent phone numbers in order to arrange babysitting.

- All staff are bound by the confidentiality policy and the data protection act so they cannot discuss **any** issues regarding Harpenden URC Preschool, other staff members, parents or children in our care.
- Should it be found that any staff member has discussed anything relating to the matters above, this **will** result in gross misconduct and the staff member **will be instantly dismissed.**
- Should a staff member babysit on a regular arrangement they will need to go to the GOV.UK website under “Working for yourself” as this could be deemed taxable income through self-assessment to HMRC.
- Any disputes that may potentially arise from babysitting duties are to be kept strictly between the babysitter and the parent who engaged their services.
- The nursery 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 Safeguarding lead within the setting.
  - Harpenden URC Pre-school should be informed but will not be responsible.
- No staff member is to take the child at the end of that child’s nursery session (which may not be the end of a nursery day) unless they are the named person on the child’s records, or the manager has written permission from the parent/carer. 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 them in a car.
- We recommend that pre-school staff who babysit for any preschool parents keep a log of dates and times so in the event of any allegations being made they can refer to their own records.
- A copy of this babysitting policy will be handed to any parent/carer prior to any arrangements being implemented.

Last Reviewed: September 2020

To be signed by parent/carer:

I ..... parent carer of ..... have read, understood, and accept the above policy.

Signed.....

Print.....

Date.....

To be signed by pre-school staff member:

I ..... have read, understood, and accept the above policy.

Signed.....

Print.....

Date.....

I have read, understood, and am agreeable to the above Harpenden URC Pre-School Babysitting/out of hours related work policy.

NAME	SIGNATURE	DATE
Mrs Valle		
Mrs Robinson		
Mrs Bowden		
Mrs Arnott		
Mrs Smith		
Mrs Burroughs		
Mrs Bates		
Mrs Powell		
Mrs Grainger		
Mrs Smith		
Mrs Sergeant		