



06 Safeguarding children, young people and vulnerable adults' procedures

6.11 Baby sitting

Statement

Our Early Years practitioners, Management and Committee team have a duty of professionalism both in and out our setting. This policy is for staff and parents who wish to arrange for babysitting outside of preschool hours.

We develop excellent relationships with our families. From time to time, parents may request an individual staff member babysitting service outside of Westbrook Little People's working hours. This policy clarifies key points and procedures regarding private arrangements made between staff and parents. These duties may include taking children home from Preschool, or bringing them into preschool in the morning. Please also refer to our safeguarding policy.

Procedures

At Westbrook Little People we have a rigorous recruitment procedure to ensure that we employ competent and professional members of staff, and uphold our duty to safeguard children whilst on our premises and in the care of our staff. This procedure includes interviews and vetting such as DBS checks and confirmation of references and qualifications. Furthermore, whilst in our employment, all staff members are subject to ongoing supervisions, observations and assessment, to ensure that standards of work and behaviour are maintained in accordance with our policies. We have no control over the conduct of staff outside their hours of employment, therefore accept no liability for their actions outside of pre-school. Our duty to safeguard children as above does not extend to any private arrangements. Such as:

- Westbrook Little People will not be responsible for private arrangements that are made between members of staff and parent/carers
- All babysitting slips (attached to this policy) must be signed by parents and early years practitioner and kept in the practitioner's personal file.
- Westbrook Little people will not take any responsibility for any health and safety issues, conduct, grievances or any other claims arising out of the staff members private arrangements outside pre-school hours.
- If private babysitting duties are viewed to interfere with any aspect of the staff members employment, we may require that the arrangement be terminated.
- Confidentiality of children, other staff members and all clients must be adhered to and respected. Any kind of discussions about the setting or other children, parents or employees are not permitted and will be considered as a breach of conduct.
- The staff members are advised to declare any income from babysitting (as this could be deemed as taxable income) through self-assessment to HMRC.