

Serving young people and the community

## Babysitting services – Private arrangements

At Chichester Boys' Club the Youth Team do not provide a childcare service outside of our normal club operating hours. However, we understand that parents/carers sometimes ask setting staff / volunteers / young leaders to babysit for their children and this policy has been implemented to clarify some points regarding private arrangements between staff and parents. (Please also refer to our Safeguarding Children Policy.)

The setting is **NOT** responsible for any private arrangements or agreements that are made, this is 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 is a member of the club and require the below procedures to be followed to safeguarding the child/ren and staff member.

- 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.
- That it is the responsibility of the person undertaking babysitting service to record dates and times they provide a service.
- That the person providing babysitting service **ONLY** communicates with the parent outside of the service and never the child, or exchange electronic communication methods.

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 on our premises and in the care of our staff. This procedure includes interviews, references, full employment history and CRB/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 setting hours. The member of staff will not be covered by the setting's insurance whilst babysitting as a private arrangement.

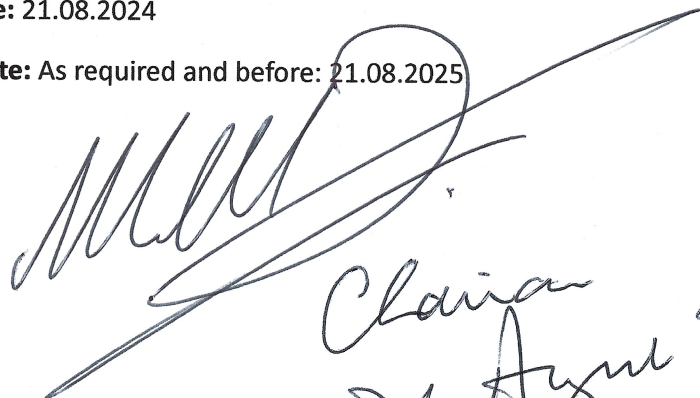
Out of hours work arrangements must not interfere with the staff members employment at the club. All staff are bound by contract of the Confidentiality Policy and Data Protection Act that they are unable to discuss any issues regarding the setting, other staff members, parents, or other children. We have 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. If a staff member is to take the child at the end of that child's setting session (which may not be the end of a setting day) the manager will require written permission from the parent/carer. It will be the staff member's responsibility to ensure they have the Babysitting Policy, appropriate insurance, mot and child restraints or child safety seats if they are transporting them in a car.

**Policy Date:** 21.08.2024

**Review Date:** As required and before: 21.08.2025

**Signed:**



Chairman  
21. August 2024