

Out of Hours Babysitting Policy

Statement of Intent

At Little Acorns Pre-School we develop good relationships with our families. We do not provide a babysitting service outside our normal operating hours. However, we understand that parents may ask Pre-School staff to babysit for their children. This policy has been implemented to clarify some points regarding private arrangements between staff and parents. Please also refer to our Safeguarding Policy.

- The Pre-School 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 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.
- 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 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. 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.
- Parents should be aware that other adults accompanying the babysitter may not have the relevant DBS check.
- 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 Pre-School hours.
- The member of staff will not be covered by the Pre-School's insurance whilst babysitting as a private arrangement.
- Out-of-hours work arrangements must not interfere with the staff member's employment at the Pre-School.
- All staff are bound by contract of the Confidentiality Policy that they are unable to discuss any issues regarding the Pre-School, other staff members, parents or other children.
- The Pre-School 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.

This policy was adopted at a meeting of Little Acorns @ Our Lady & St Oswald's Pre-School held on (Date).....1/12/2015.....

Signed on behalf of management committee.....E. Wayshel.....

Role of signatory.....CHAIR.....

Term to be reviewed.....AUTUMN 2016.....