**Babysitting Policy**

Denmead Day Care LTD do not provide a babysitting service outside our normal operating hours. However, we understand that parents sometimes ask nursery staff 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 nursery 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 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 nursery hours. The member of staff will not be covered by the nursery’s insurance whilst babysitting as a private arrangement.
* Staff at all time should remain professional whilst babysitting at all times. They need to remember that their conduct can still reflect on the Nursery.
* The staff arrange their own fees. Whatever is decided has nothing to do with the Nursery.
* Out-of-hours work arrangements must not interfere with the staff member’s employment at the nursery (Staff Meetings, pre-arranged shifts and normal working hours etc) it is good practice for the staff to ask parents what is the lateset they can come to babysit so as not to interfere with their work.
* All staff are bound by contract of the Confidentiality Policy and Data Protection Act that they are unable to discuss any issues regarding the nursery, other staff members, parents or other children. Should it be found that any staff member has discussed anything relating to matters above, this will result in gross misconduct and the staff member will be instantly dismissed.
* Parents should be aware that adults accompanying the babysitter may not have the relevant DBS checks, and it may not be appropriate for them to care for children
* 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.
* 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.
* You are in breach of contract if you do not disclose that you are working outside of your normal hours. This can push you beyond the 40 hour requirement. Please inform management if you are about to go over the working directive.

Staff signatures and date signed:

Created 7 July 2015 reviewed annually

 Reviewed 09 March 2016

Reviewed and Amended on 29 March 2017

Reviewed 25 October 2017

Reviewed on the 08 August 2018
Reviewed on the 25 August 2019

Reviewed on the January 2020

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