



BABYSITTING POLICY

At Nursery we develop excellent relationships with our families. From time to time, parents may request individual staff members' babysitting services outside of the Nursery's working hours. This policy clarifies key points and procedures regarding private arrangements made between staff and parents.

We always exercises 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 their child unsupervised in a babysitting situation. If parents request staff to baby sit their children, this arrangement is wholly personal and parents must understand that insurance, which applies to My Sunshine Day Nursery, does not extend to any personal arrangements.

- Individual staff members are able to babysit for children outside of the Nursery day should they wish PROVIDED THAT PARENTS ABIDE BY THE TERMS OF THE PARENTAL AGREEMENT Clause 8 which requires you to advise the Nursery of any such arrangements, in writing and in advance of Babysitting duties commencing.
- Any arrangements made are between individual members of staff and families are privately agreed and are not the responsibility of the Nursery.
- If a staff member is to collect the child from My Sunshine Day Nursery to take them home to babysit the parent or carer must notify the manager in writing of this in advance. This must be done on each occasion except where this would be a regular arrangement (e.g. every Wednesday) where the parent or carer may write one letter authorising this pattern. The nursery is not responsible for any private arrangements or agreements made between individual staff members and families.
- All staff as with anyone collecting or dropping children from nursery must be set up on our FAMILY system.
- Confidentiality of employment must be adhered to and respected at all times.



- Parents should be aware that other adults accompanying the babysitter may not have the relevant Criminal Records Bureau clearance (CRB), and it may not be appropriate for them to care for children.
- The nursery has a duty to safeguard all children whilst on our premises and in the care of our staff, however, this duty does not extend to private arrangements between staff and parents outside of school hours.
- The school will not be held responsible for any health and safety, or other, issues that may arise from these private arrangements.
- Out of hours work babysitting arrangements must not interfere with staff members' working hours.
- The nursery has a strict policy not allowing ex members of staff onto the premises for collection or drop off of children attending the nursery.
- Staff members who fail to comply with these requirements will be in breach of their terms and conditions of employment. This may result in disciplinary action under the grievance and disciplinary policy.

This Policy was adopted on	Signed on behalf of My Sunshine Day Nursery by Harriet Ballardie (Nursery Manager)	Date Policy was Disseminated to Staff	Date for next Policy review
1 March 2018		1 March 2018	1 January 2019