



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 such private arrangements made between staff and parents.

We always exercise precautions in employing our 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 babysit their children then this arrangement is wholly personal and parents must understand that insurance cover, which applies to My Sunshine Day Nursery & Pre-School, **does not** extend to any personal arrangements outside of the Nursery environment.

- Individual staff members are permitted to babysit for children outside of the Nursery working day should they wish and PROVIDED THAT:
 - A Staff Babysitting Form is completed and signed by both the parent and the staff member and provided to the Nursery in advance of any Babysitting arrangements commencing.
 - Parents abide by the terms of the parent Agreement, specifically clause 8, signed on registration of their child at Nursery.
- 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, then the parent or carer must notify the manager of this in writing in advance. This must be done on each separate occasion, except where this would be a regular arrangement (eg every Wednesday) where, in this instance, the parent or carer may write one letter authorising this collection 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 to or from Nursery must be set up on our FAMLY system.
- Confidentiality of employment must be adhered to and respected at all times by the Staff member.
- 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 Nursery hours.
- The Nursery 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 of 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 any of these requirements will be deemed to be in breach of their terms and conditions of employment. This may result in disciplinary action under the Nursery grievance and disciplinary policy.

Signed on behalf of My Sunshine Day Nursery by Harriet Ballardie (Nursery Manager)	Date Policy Disseminated to Staff	Date for next Policy review
	16 April 2021	February 2022



STAFF BABYSITTING FORM

To be completed by the Staff member undertaking Babysitting and by the Parent requesting the Babysitting.

Staff Member Name: _____

Parent Name: _____

Child's Name: _____

Staff member Declaration:

I confirm my understanding that this babysitting arrangement is a wholly personal agreement between myself and the child's parents. I further confirm to uphold and respect the Nursery confidentiality of employment regulations at all times and am fully aware that any breach of this confidentiality will be deemed a breach of my contract of employment and may result in my dismissal.

Signed: _____

Dated: _____

Parent Declaration:

I confirm my understanding that My Sunshine Day Nursery & Pre-School is unable to provide any assurances as to a staff member's suitability to look after my child, unsupervised, in a babysitting situation. This Babysitting arrangement is made on a wholly personal basis and I am aware and understand that any insurance cover, which applies to My Sunshine Day Nursery & Pre-School, **does not** extend to this or any other personal babysitting arrangement carried out outside of the Nursery environment. As such I hold My Sunshine Day Nursery & Pre-School free from any liability in this regard. Furthermore, I agree to abide by Clause 8 of the Parent Agreement in regards to solicitation of staff.

Signed: _____

Dated: _____