

Babysitting Policy

This policy applies to all nurseries and schools across the Stephen Perse Foundation (the **Foundation**) but is most likely to apply to the Nurseries and Early Years settings.

The Foundation does not provide childcare services outside its normal operating hours and after school clubs and activities. However, we understand that parents sometimes ask staff members to babysit for their children and this policy has been implemented to clarify some points regarding private arrangements between staff and parents.

1. The Foundation 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 one of the Foundation schools or nurseries outside of the setting.
2. 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.
3. 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.
4. 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 or school hours. The member of staff will not be covered by the Foundation's insurance whilst babysitting as a private arrangement.
5. Out-of-hours work arrangements must not interfere with the staff member's employment at the Foundation and may only take place outside of the staff member's contracted hours.
6. All staff are contractually bound by duties of confidentiality and also must observe data protection law and are therefore unable to discuss any issues regarding the nurseries, schools, other staff members, parents or other children.

7. The Foundation 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 childcare arrangement, they are obliged to pass these concerns on to the Designated Safeguarding Lead within the setting.
8. 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 the child in a car.
9. Where a parent and a staff member have agreed that the staff member will collect the child from nursery or school, normal parent collection protocols must be followed.

Related policies:

- Safeguarding and Child Protection Policy
- Code of Conduct for All Staff Working with Young People
- Data Protection Policy
- Staff Handbook

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Version Control

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Policy owner	Head of Early Years
Authorised by	Heads of Section