



BERKHAMPSTEAD DAY NURSERY

BABYSITTING POLICY

We 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; this policy has been implemented to clarify some points regarding private arrangements between staff and parents.

- 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 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 place 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, staff 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.
- Out-of-hours work arrangements must not interfere with the staff member's employment at the Nursery. Our staff adhere to the working time regulations ensuring they take regular breaks and arrive at work fully refreshed and ready to go.
- All staff are bound by contract to the Confidentiality Policy and Data Protection Regulations; they are unable to discuss any issues regarding the Nursery, other staff members, parents or other children.
- The Nursery has a duty of care to safeguard all children attending the setting; if a staff member has some concerns for a child following a private babysitting 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.

Parent/Carer/staff member name:

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Signature: **Date:**