

Babysitting

July 2023

Policy statement:

At Houghton and Wyton Pre-school we do not provide a babysitting service outside of our normal operating hours. We do offer a Breakfast Club (8am-9am). Please speak to the Pre-school Manager/Pre-school Administrator to book a place. We understand that parents sometimes ask Pre-school staff to babysit for their children and this policy has been implemented to clarify some key points and procedures regarding private arrangements between staff and parents. Please also refer to our Safeguarding & Child Protection Policy.

- Individual staff members or volunteers are **NOT** allowed to babysit/nanny for children outside of pre-school hours. It crosses from the professional to the personal and has far reaching consequences in terms of safeguarding, public liability and confidentiality.
- If an employee or volunteer engages in caring for a child enrolled at Houghton and Wyton Pre-school outside of pre-school hours, that person would be in breach of their contract and this could result in disciplinary action.
- **Exception:** if the employee or volunteer has a pre-existing relationship prior to the child's enrolment at Houghton and Wyton Pre-school with the child and his/her family (i.e relative, family friend etc), babysitting is not forbidden but the following must be agreed. (This also includes staff and volunteers who work for a private babysitting company.)

The Pre-school is not responsible for any private arrangements or agreements that are made this is 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 Pre-school 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 Pre-school hours. The member of staff will not be covered by the Pre-school's insurance whilst babysitting as a private arrangement.
- Out of hours work arrangements must not interfere with the staff member's employment at the Pre-school or affect their relationship with the child or other children.
- All staff are bound by contract of the Confidentiality Policy and Data Protection Act that they are unable to discuss any issues regarding the Pre-school, other staff members, parents or other children.
- Staff should be aware that an incident whilst babysitting could have an impact on their suitability to work at the pre-school.

The Pre-school 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 Designated Persons for Child Protection within the Pre-school.

The Designated Persons for Child Protection in the Pre-school are:

Pre-school Manager: Alex Boyce

Deputy Pre-school Manager: Krystina Guy



Our designated officer who oversees this work is:
Member of the Parent Management Committee: *Claire Anderson*

*This policy was adopted at a meeting of **HOUGHTON & WYTON PRE-SCHOOL PLAYGROUP***

To be reviewed as required.

Signed on behalf of the Parent Management Committee:



Name of Signatory: **CLAIRE ANDERSON**

Role of Signatory: **CHAIRPERSON**



Registered Charity No 294017

Babysitting Agreement

No collection from Houghton & Wyton Pre-school Playgroup

I _____ (parent or carer's name) wish for _____
(staff member's name) to babysit my child. I acknowledge that this is a personal arrangement and in no way related to Houghton & Wyton Pre-school Playgroup. I have undertaken my own checks and am satisfied with this person's suitability to look after my child unsupervised and appreciate that the insurance etc for Houghton & Wyton Pre-school Playgroup does not apply to this arrangement.

Signed by Parent/Carer:

Print Name:

Date:

Signed by Staff Member:

Print Name:

Date:

Copy places on child's file: _____

Copy placed on staff member's file: _____





Registered Charity No 294017

Babysitting Agreement

Collect from Houghton & Wyton Pre-school Playgroup on a Specific Date

I _____ (parent or carer's name) give permission for _____
(staff member's name) to collect my child from Houghton & Wyton Pre-school Playgroup on _____
(day) the _____ (date) of _____ (month) 20 ____ to babysit.

I acknowledge that this is a personal arrangement and in no way related to Houghton & Wyton Pre-school Playgroup. I have undertaken my own checks and am satisfied with this person's suitability to look after my child unsupervised and appreciate that the insurance etc for Houghton & Wyton Pre-school Playgroup does not apply to this arrangement.

Signed by Parent/Carer:

Print Name:

Date:

Signed by Staff Member:

Print Name:

Date:

Copy places on child's file: _____

Copy placed on staff member's file: _____





Registered Charity No 294017

Babysitting Agreement

Collect from Houghton & Wyton Pre-school Playgroup Regular Arrangement

I _____ (parent or carer's name) give permission for _____
(staff member's name) to collect my child from Houghton & Wyton Pre-school Playgroup as a regular
arrangement as follows: (explain arrangements in detail)

I acknowledge that this is a personal arrangement and in no way related to Houghton & Wyton Pre-school Playgroup. I have undertaken my own checks and am satisfied with this person's suitability to look after my child unsupervised and appreciate that the insurance etc for Houghton & Wyton Pre-school Playgroup does not apply to this arrangement.

Signed by Parent/Carer:

Print Name:

Date:

Signed by Staff Member:

Print Name:

Date:

Copy places on child's file: _____

Copy placed on staff member's file: _____

