

A place to play, learn, discover and grow

<b>Safeguarding Children - Babysitting and out of hours care policy</b>
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The nursery doesn't offer a babysitting service out of our hours. However, we understand that parents sometimes ask the nursery team to baby sit for their children. This policy aims to clarify some points regarding this private arrangement between staff and parents/carers.

- The Nursery will not be responsible for any private arrangements or agreements that are made.
- Out of hours work arrangements must not interfere with a staff member's employment at the Nursery.
- Charges for any baby sitting is a private arrangement and as such is strictly to be negotiated between the parent and the baby sitter. Payment must be made on the day/night of babysitting. The manager and/or other staff members should not be responsible for the exchange or receipt of monies for any babysitting for another staff member
- Confidentiality of employment must be adhered to and respected
- Parents should be aware that other adults accompanying the babysitter may not have the relevant Disclosure and barring service (DSB) clearance, and it may not be appropriate for them to care for children
- The Nursery will not be held responsible for any health and safety or other issues that may arise from these private arrangements
- The nursery has a duty to safeguard all children whilst on our premises and in the care of our staff, but this duty does not extend to private arrangements between staff and parents/carers outside of nursery hours. However, in the circumstances that a member of staff was to receive a disclosure or see anything of concern during their time caring for the child out of hours, the member of staff has an obligation to report this back to the manager or DSL as soon as possible to ensure that a child is not harmed.
- Staff members must inform the manager that they are babysitting for a child and record it.
- Any first aid given to the child whilst in the practitioners care must be recorded upon the staff members return.
- No photographs of children must be stored on a staff members phone, and if they do have images then these must be shown to the manager
- Members of staff have a right to refuse to babysit if the request does not suit their personal arrangements, or they do not wish to offer a babysitting service
- If the staff member is to take your child out of nursery at the end of their session, the Manager will need written parental permission. The staff member and child will not be covered under Dell Cottage public liability or Employers liability insurance for any private arrangements.
- Should it be found that any staff member has discussed anything relating to the matters above, this **will** result in gross misconduct and the staff member **will** be **instantly disciplined**