

**Guildhall Feoffment Preschool & Nursery**

**Babysitting Policy**

**Statement:**

Guildhall Feoffment Preschool & Nursery understand that parents sometimes ask nursery staff to babysit for their children and this policy has been implemented to clarify some points regarding private arrangements between staff and parents.

For the purpose of this policy, ‘Babysitting’ is defined as ad-hoc weekday evening or weekend care. Care is not permitted to take place during Nursery operating hours; this is defined as ‘Nannying’.

The nursery 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 nursery outside of the setting.

The nursery has a duty of care to safeguard all children attending the setting so if a staff member has concerns for a child following a private babysitting type arrangement, they need to pass these concerns on to the Safeguarding lead within the setting.

Guildhall Feoffment Preschool & 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.

Guildhall Feoffment Preschool & Nursery will not be held responsible for any health and safety, or other, issues that may arise from these private arrangements.

**Parental responsibilities:**

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 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 and all private arrangements should be made outside of working hours. Parents must not call or email the nursery to attempt to contact staff for babysitting.

If a staff member is to take the child at the end of that child’s nursery session, the parent/carer must inform the nursery to give their consent.

**Staff responsibilities:**

All staff are bound by contract and the General Data Protection Regulation Act which means;

• That they are unable to discuss any confidential issues regarding the Nursery, other staff members, parents or other children.

• That they must not look for personal information regarding a family in the setting. It is the responsibility of the family to provide all necessary information should they wish to enter into a private babysitting arrangement.

• That they must not take photographs of any child for whom they are babysitting on their personal mobile phone or camera.

• That they must not take any nursery property i.e cameras, laptops, tablets away from the nursery at any time, including to a babysitting job which falls outside of their employment.

**Personal Vehicles:**

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 children in a car.

Signed: T Bucher

Date: January 2023

Review Date: January 2024