

## The Green Umbrella Pre-School and Nursery

# Babysitting Policy

The Green Umbrella Day Nursery does not provide a babysitting service outside of the normal nursery hours which are 8am to 6pm. We understand that parents/carers may sometimes ask the nursery staff to babysit for their children and this policy has been implemented to clarify points regarding private arrangements between staff and parents/carers.

We have a rigorous recruitment procedure 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 and vetting, such as obtaining CRB clearance and professional references. 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.

Due to this the nursery will not be liable for any private arrangements or agreements that are made between a staff member and parents/carers as we have no control over the conduct of staff outside of their position of employment. We will also not be responsible for any health and safety issues that may arise within such an arrangement.

Babysitting arrangements must not interfere with a staff member's employment.

Staff are bound by the nursery's Confidentiality Policy along with the Data Protection Act and these must be adhered to and respected at all times. This includes having regard for the children, other parents/carers and other staff as well as the nursery business itself. Should it be found that any staff member has discussed anything relating to these matters this **will** result in gross misconduct and the staff member will almost certainly be dismissed.

Parents/carers are made aware that other adults accompanying the babysitter may not have the relevant CRB clearance, and it may not be appropriate for them to care for children.

If a staff member has an arrangement with the parent/carer to take a child out of the nursery at the end of their session, the relevant Collection of a Child Policy and Procedure **must** be followed. Prior permission by the parent/carer either in writing or over the telephone **must** be given to the manager/deputy manager before the child can leave the premises with the member of staff.

If a member of staff has agreed to babysit for a parent/carer the member of staff **must** notify the nursery manager with all the relevant details. The nursery manager will record in the Red Babysitting Book the name of the member of staff, the child's name, the parent/carer's name and the date they were initially informed. Following the recording of this initial information, the member of staff **must** inform the nursery manager each time they babysit for that parent/carer. If a member of staff babysits for several parents/carers, a separate entry should be made for each. These records allow the nursery to have up to date accurate information should it be required at a future date regarding any safeguarding matters that may arise.

**Other related documents:**      **Safeguarding Children Policy**  
   **Confidentiality Policy and Procedure**

**All policy and procedure documents are subject to regular review**  
**This policy was reviewed: May 2014**