



## Babysitting policy

It can be very difficult trusting someone to look after your child/ren when needed, that is why here at Bell House, we do not encourage but are not against babysitting for the children at our setting.

Although the nursery takes no responsibility for the staff member out of working hours, we do understand that the employee is representing the company. We therefore expect all our employees to always act responsibly.

In no way should the arrangements to babysit for a child at the setting interfere with the day to day running of the setting or an employees scheduled work hours.

If a parent/carer would like a staff member to take the child back to their home after their session has finished to commence babysitting, the nursery management team must be informed and information of 'people who can collect' must be added to the child's file.

- It is up to the individual member of staff if they wish to baby sit for the children from Bell House in their own time. This arrangement is to be made with that member of staff and the parent/carer outside of working hours and must not interfere with the operation of the nursery.
- Bell House Nursery will not be responsible for any private arrangements or agreements that are made.
- 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.
- Confidentiality and data protection of employment must be adhered to and respected at all times.
- Bell House Nursery has a 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. Whilst in our employment all staff are subject to ongoing supervision, observations 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 employment

with us. Parents should make their own checks as to the suitability of a member of staff for babysitting.

- Parents should be aware that other adults accompanying the babysitter may not have the relevant DBS clearance, and it may not be appropriate for them to care for children.
- Bell House Nursery will not be held responsible for any health and safety, safeguarding conduct, grievances or other issues that may arise from these private arrangements. The member of staff will not be covered by the nursery's insurance whilst babysitting as a private arrangement.
- Bell House Nursery 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 type arrangement they need to pass these concerns on to the designated safeguarding lead within the nursery
- In some cases staff members are allowed to take children straight from Nursery to the child's home for them to baby sit. In this case you will need to have signed a copy of this policy for permission for the staff member to take the child home, in which you accept that the nursery cannot be liable or responsible for any occurrence or eventuality, once your child has left our premises.
- 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.

Staff member to sign : \_\_\_\_\_

Date: \_\_\_\_\_

Parent to sign: \_\_\_\_\_

Date: \_\_\_\_\_

**Created by Clare Hayes and Amelia Pullen**

**Created March 2023**

**Next Review Date March 2024**