

2.6 Babysitting Policy

Policy statement

This policy is for staff and parents who wish to make arrangements for babysitting outside of pre-school hours. Being a Pre-School within a small community, in which with staff live pre-existing relationships may already occur and babysitting may already happen before the child starts with us at the Pre-School. We develop excellent relationships with our parents and children and therefore it would not be uncommon for parents to feel reassured by using our employees for their private babysitting requirements. We do however discourage such arrangements from occurring.

This policy clarifies key points regarding private arrangements made between our employees and parents. These duties may include taking the children home from pre-school, or bringing them into Pre-School in the morning.

Procedures

At Rackham pre-school 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. These procedures include interviews and vetting such as DBS checks and confirmation of references and qualifications. Furthermore, whilst in our employment, all staff members 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 control over the conduct of staff outside of their position of employment, and our duty to safeguard children as above does not extend to private arrangements such as babysitting.

Rackham Pre-School will not be responsible for any private arrangements or agreements that are made between employees and parents/carers.

We will not take any responsibility for any Health and Safety issues or any other claims arising out of the employee's private arrangements outside of pre-school hours. The babysitter will not be covered by the pre-school insurance when carrying out privately arranged babysitting duties.

However, if the parent has any concerns regarding safeguarding this should be reported to the Pre-School Manager or a Designated Person for Child protection.

In the event that private babysitting duties are viewed to interfere with any aspect of the staff member's employment, we may require that the agreement be terminated.

Confidentiality of children, other staff members and all clients must be adhered to and respected. Discussions about the setting, other children, parents or employees are not permitted and would be considered breach of contract.

The staff member must declare any income from privately arranged babysitting (as this could be deemed taxable income) through self-assessment to HMRC.

This policy was adopted at a meeting of Witchford Rackham Pre-school

Held on _____

Signed on behalf of the
Management Committee _____

Name of signatory _____

Role of signatory _____

Date to be reviewed _____