

Babysitting Policy

This policy is effective from September 2019 and supersedes any previous babysitting policy or arrangements

Chandlers Chatters do not provide a babysitting service outside of our normal operating hours. However, we 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.

The playgroup 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 playgroup outside of the setting. We require the staff member and parent to sign a copy of the staff and parent declaration form which will be kept on file for the child and staff member.

The playgroup 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.

Chandlers Chatters 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 playgroup hours.**

Chandlers Chatters 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, reference, 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 on employment. Parents should make their own checks as to the suitability of a member of staff for babysitting i.e. DBS check.

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 playgroup hours. The member of staff will not be covered by the playgroup's insurance whilst babysitting as a private arrangement.

Out of hours work arrangements must not interfere with the staff member's employment at the playgroup and all private arrangements should be made outside of working hours.

Parents must not call or email the playgroup to attempt to contact staff for babysitting

Staff Confidentiality

If confidentiality is breached the staff member will be given a verbal warning followed by instant dismissal as per Staff Handbook.

We do not allow staff members to take a child at the end of that child's playgroup session off the premises.

Staff responsibilities – The Data Protection Act

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

- That they are unable to discuss any confidential issues regarding the Playgroup, 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 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.

Personal Vehicles

It will be the staff member's responsibility to ensure that they have the appropriate insurance, MOT and child restraints or child safety seats if they are transporting children in a car.

Non solicitation of Chandlers Chatters clients -staff agree to not seek or entice away or attempt to entice away from Chandlers Chatters any persons or persons who are clients of Chandlers Chatters. This applies during the period of employment. If this transpires, the employee is in breach of their contract and legal action may be taken against them.