




4.1 Babysitting

This policy was adopted at the meeting of Little Thetford Acorns Pre-school and Children's Club. Staff failure to comply with this policy may be considered serious enough to result in the induction of disciplinary procedures.

Date of adoption	March 2018
Reviewed	March 2020
Signed (on behalf of the management committee)	
Name of signatory	Kate Hilton
Role of signatory	Chair
This policy will be reviewed	Every 2 years
Date of next review	March 2022

4.1 Babysitting

Policy statement

Little Thetford Acorns does not provide babysitting services outside of our normal operating hours. However, we understand that parents may sometimes ask staff members to babysit their children. This Policy has been implemented to clarify some points concerning private arrangements between staff and parents.

Little Thetford Acorns exercises precautions in employing staff, as set out in our Recruitment policy, to ensure to the best of our abilities that staff are suitable to be employed to work with children. 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. Little Thetford Acorns has a duty to safeguard all children whilst on their premises and in our care during opening hours. This duty does not extend to private arrangements between staff and parents/carers outside of nursery hours and we have no control over the conduct of staff outside of their position of employment.

However, we expect staff members to inform us if they are babysitting or caring for a child that attends Little Thetford Acorns.

Procedures

- Before babysitting/caring takes place, we require the staff member and parent to read this policy and complete the Babysitting Agreement. Copies will be placed in the staff member and child's file. This acknowledges that the staff member will not be covered by Little Thetford Acorns insurance whilst babysitting as a private arrangement.
- We will not take responsibility for any health and safety issues, conduct, grievances or any other claims arising out of the staff members private arrangement outside the setting.
- Out of hours work arrangements must not interfere with their employment at Little Thetford Acorns.
- Staff must uphold the General Data Protection Regulation (2016) at all times – discussions about Little Thetford Acorns, employees, other children or families is not permitted and would be considered a breach of contract.

- If a member of staff is to take a child at the end of the Preschool/After School Session, then the parent must notify the Setting Manager in writing of this in advance. Once the child has left the setting premises, it is then classed as a private arrangement, and the staff member must take full responsibility for the child.
- Parents and carers should not involve Little Thetford Acorns with their private arrangements.