

Babraham Nursery Babysitting Policy

Babraham Nursery does not offer a babysitting service. However, we understand that parents sometimes ask the nursery team to babysit for their children. This policy aims to clarify some points regarding this private arrangement between staff and parents/ carers.

We ask that both parents and staff acknowledge and adhere to the following statements:

- Babraham Nursery will not be responsible for any private arrangements or agreements that are made.
- Babraham Nursery will not provide personal telephone numbers of either staff or parents; it is up to said parents and staff to liaise between themselves.
- Babraham Nursery will not be accountable for the babysitter when in the home of the family and as such are not bound by any of the nurseries policies and procedures regarding practice or procedure.
- Out of hours work arrangements must not interfere with a staff member's employment at the Nursery.
- Confidentiality of employment must be adhered to and respected.
- Nursery matters must not be discussed by parents and staff when outside of the setting - these should be dealt with in the appropriate manner during nursery hours.
- Staff should maintain an appropriate level of professionalism.
- 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.
- Babraham Nursery will not be held responsible for any health and safety or other issues that may arise from these private arrangements.
- Parents should recognise that whilst Babraham Nursery has a duty of care to all children whilst on our premises, and in the care of our staff, this duty does not extend to private arrangements between staff and parents/carers outside of nursery hours.
- Staff must recognise that they have a duty to adhere to safeguarding policies, including the Child Protection Policy, and any issues that arise must be reported to the Manager.
- Should staff have any safeguarding concerns whilst babysitting then they should seek advice from the Designated Child Protection Officer, who are Alison Bishop, Dee Franklin, Philippa Beeby and Karen Palazon.
- If the staff member is to take the child out of nursery at the end of their session, the Manager will need written parental permission.
- The staff member and child will not be covered under Babraham Nursery's insurance for any private arrangements.

- When babysitting, staff members must always remain professional and maintain and respect the expectations we have of our staff at Babraham Nursery.

This policy was originally adopted at a Staff Meeting held on 28.11.2013 and renewed Jan 2016.

Signed on behalf of The Nursery Management Committee:

Date:

Review Date: January 2017