

Babysitting Policy and Agreement

At Chestnut Playgroup we do not provide a babysitting service outside of our normal operating hours. However, we understand that parents/carers may sometimes ask setting staff to babysit for their children and this policy has been implemented to clarify some points regarding private arrangements between staff and parents/carers. Please also refer to our Safeguarding Children Policy.

- Chestnut 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/carer to sign a copy of this policy which we will keep on file for the child and staff member. Each time a staff member babysits it should be recorded in the 'babysitting diary' before the babysitting takes place. Out of hours work arrangements must not interfere with the staff members employment at the setting.
- For clarity, we would not usually expect this agreement to be completed where there is a family relationship between the member of staff and the child. However, if there is an existing non-family relationship for informal care of children we ask that a copy of this agreement is completed but wouldn't expect that the 'babysitting diary' is completed each time the child is looked after.
- 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, references, full employment history and CRB/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 of employment. Parents/carers should make their own checks as to the suitability of a member of staff for babysitting.
- 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 setting hours. The member of staff will not be covered by the setting's insurance whilst babysitting as a private arrangement.
- All staff are bound by their contract of employment, the Confidentiality Policy and the Data Protection Act and are unable to discuss any issues regarding the setting, other staff members, parents/carers or other children.
- We have 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 are required to pass these concerns on to the Safeguarding Lead within the setting.
- If a staff member is to take the child at the end of that child's setting session (which may not be the end of a setting day) the Pre-school Leader will require written permission from the parent/carer. 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.
- The staff member must declare any income from privately arranged babysitting (as this could be deemed taxable income) through self-assessment to HMRC. Chestnut Playgroup will not be involved in any financial arrangements.

Policy adopted: November 2016

Last reviewed: April 2024

Signed:

Name: Kerri Westlake

Position: Chair

Record of Agreement

I acknowledge that this is a personal arrangement and in no way related to Chestnut Playgroup. I have undertaken my own checks and am satisfied with this person's suitability to look after my child unsupervised and appreciate that the insurance etc. for Chestnut Playgroup does not apply to this arrangement.

Name of Child / Children:

Date of first baby sitting:

Name of Parent/Carer(s):

Date:

Signature:

Name of Staff Member:

Date:

Signature: