



Out of Hours Babysitting Policy

School Division: Nursery

Policy Division: Safeguarding

Policy Owner: Nursery Manager

Date: September 2024

Review Date: September 2025

1. Introduction

This is a Nursery Policy to inform both staff and parents of Claremont's responsibilities towards families that wish to engage staff employed by Claremont in private babysitting arrangements.

2. Aims

Parents often struggle to find a suitable person to take care of their children when they need to be away from their home. Asking someone familiar from their child's setting can seem the perfect solution. At Claremont we are aware that parents may at times ask staff to babysit. Claremont does not provide a babysitting service outside normal operating hours. This policy outlines the responsibility that is placed upon the parents/carers and those members of staff in making this decision.

3. Procedure

Claremont Nursery is not responsible for any private arrangements or agreements that are made. Such agreements are 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 nursery outside of the setting.

We require the staff member and parent to sign a copy of this policy, which we will keep on file for the child and staff member.

Claremont has rigorous safer 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 DBS checks as well as several other induction processes. Whilst in our employment all staff are subject to ongoing supervision, observation and assessment to ensure that standards of work and behavior are maintained in accordance with our policies. We have no such control over the conduct of staff outside of their position of employment. Parents 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 nursery hours. The member of staff will not be covered by the nursery's insurance whilst babysitting as a private arrangement.

Out-of-hours work arrangements must not interfere with the staff member's employment at the nursery.

All staff are bound by Claremont School's and the International School's Partnerships Confidential Information Policy, meaning that they are unable to discuss any issues regarding the nursery, other staff members, parents or other children. Failure to adhere to this will result in disciplinary action.

Claremont nursery has a duty of care to safeguard all children attending the setting, so if a staff member has some concerns for a child following a private babysitting type arrangement they need to pass these concerns on to the Safeguarding lead within the setting.

Parents/carers should be aware that only issues to do with safeguarding concerns or breaches in confidentiality will be dealt with by the setting. Other problems should be dealt with privately.

4. Links with other policies

- Child protection and Safeguarding Policy
- Staff Code of conduct
- Staff Disciplinary Procedure
- ISP Group Confidential Information policy

5. Policy Owner

The policy owner is Nursery Manager

6. Issue Date

Issue date: September 2024

7. Review Date

This policy will be reviewed annually. The next review is due in September 2025

Parent Name	Child Name	Signature	Date
Staff Member Name		Signature	Date

