

BABYSITTING POLICY	
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Last revision: August 2019	Revision date: August 2020



Windmill Hill City Farm Children and Family Services

BABYSITTING POLICY

This policy has been implemented to provide clarification regarding private arrangements made between staff and parents/carers outside of our service hours. This policy is in place as we understand that some staff may be approached by parents who wish to employ them for babysitting duties outside of our operational hours.

We will expect all parties involved in any external babysitting arrangements to adhere with the following:

- Confidentiality of children, other staff members, all clients and the workplace must be adhered to and respected at all times. If confidentiality is breached at any time and it is brought to our attention it could lead to the staff member undergoing disciplinary proceedings.
- We will not be responsible for any private arrangements that are made between staff and parents/carers. The member of staff will not be covered by the nursery's insurance whilst babysitting any child that attends our setting.
- Out of hours work arrangements must not interfere with a staff members employment, shift patterns etc.
- Staff must not wear their work tops/uniform when babysitting as this can cause conflicting messages in practice for the child/family.
- As a setting we will not take any responsibility for any conduct, grievances, or any other claims arising out of the staff member's private arrangements outside of the work environment.
- As a setting we have a duty to safeguard all children whilst on our premises and in the care of our staff. If parents/carers have any health and safety or safeguarding concerns regarding any of

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our employees that they are using for babysitting they must bring this to the attention of the Manger/Deputy Manager. Whilst the Managers may not be able to take any action of what may have occurred outside of employees contracted hours they can advise/support families of what next steps to take.

- Parents and staff must take into account that if an allegation is made against any of our employees that parents are using for babysitting away from the setting this would impact on an individual's reputation and as such may have a detrimental impact upon the reputation of the nursery.
- Parents who approach our staff to babysit have a responsibility to make adequate checks to ensure that individuals who care for their children at home are suitable to do so e.g. seek references.
- Parents should be aware that there may be other adults accompanying the babysitter who may not have the relevant checks or experience, and therefore it may not be appropriate for them to care for children. Therefore we would encourage parents to clarify arrangements and where necessary carry out the appropriate checks.

Please note that staff have their own personal commitments, therefore have the right to refuse any work offered; please do not take offence if refusal of work does take place.