

Safeguarding and Welfare Requirement: Child Protection

Providers must have and implement a policy and procedures to safeguard children.

1.7 Babysitting (October 2017)

Policy statement

At the Pavilion Pre-School we develop excellent relationships with our families and we understand that from time to time, parents may request individual staff members' babysitting services outside of Pre-School working hours. This Policy clarifies key points and procedures regarding private arrangements made between staff and parents.

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 the premises and in care of our staff. The procedure includes interviews, references, full employment history and Disclosure & Barring Service checks as well as several other processes. Whilst in our employment, all staff are subject to ongoing supervision, observation and assessment to ensure the standards of work and behaviour are maintained in accordance with our policies and procedures. We have no such control over the conduct of staff outside of their position of employment therefore parents/carers should make their own checks as to the suitability of a member of staff for babysitting.

Procedures

- Our Safeguarding Policy should be read in conjunction with this Policy.
- Individual staff members are able to babysit for children outside of the Pre-School day should they wish.
- Any arrangements that are made between individual members of staff and families are privately agreed and are not the responsibility of the Pre-School.
- The Pre-School Manager must be informed of any arrangements so that they can be monitored. In order to safeguard children, it is the responsibility of both the parents and staff to inform the Manager of these arrangements.
- The Pre-School has a duty to safeguard all children whilst on our premises, however the Pre-School will not be held responsible for any health and safety issues (including any

transport issues), conduct, grievances or any other claims that may arise from these private arrangements.

- Parents should be aware that other adults accompanying the babysitter may not have the relevant Disclosure and Barring Service (DBS) clearance, and it may not be appropriate for them to care for children.
- We cannot ensure that Pre-School policies and procedures will be adhered to whilst staff are not on the premises.
- The Pre-School has 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 arrangement, they need to pass these concerns on to the Safeguarding lead within the setting.
- Out of hours work arrangements must not interfere with the staff members' employment and all private arrangements must be made outside of working hours. Parents must not call or email the pre-school to attempt to contact staff for babysitting.
- If a staff member has an arrangement with a parent/carer to take a child out of Pre-School at the end of their session, prior permission must be given to the Team Leader either in writing or over the telephone before the child can leave with the member of staff.
- Confidentiality of all Pre-School staff and children must be adhered to and respected at all times. Staff are bound by contract and the Data Protection Act which means:
 - they must not discuss any confidential issues regarding the Pre-School, other staff members, parents or other children;
 - they must not take photographs of any child for whom they are babysitting on their personal mobile phone or camera;
 - they must not take any Pre-School property or folders to a babysitting job.