



### Out of Hours Babysitting Policy

From time to time, parents may request individual staff members to babysit for them outside of Preschool working hours. This policy clarifies key points and procedures regarding such private arrangements made between staff and parents:

- Individual staff members are able to babysit for pupils outside of the Preschool day should they wish
- Any arrangements made are between individual members of staff and families are privately agreed and are not the responsibility of the Preschool
- We require the staff member and parent to sign a copy of this policy, which we will keep on file for the staff member
- The school is not responsible for any private arrangements or agreements made between individual staff members and families
- Staff members currently employed by the Preschool will hold a valid DBS (Disclosure and Barring Services) which vets their suitability to work with children on school premises only. We have no such control over the conduct of staff outside of their position of employment. If deemed necessary, parents should make their own checks as to the suitability of a member of staff for babysitting purposes
- Confidentiality of employment must be adhered to and respected at all times. All staff are bound by contract to the Code of Conduct Policy and Data Protection Act in that they are unable to discuss any issues regarding the Preschool, other staff members, parents or other children
- Parents should be aware that other adults accompanying the babysitter may not have the relevant DBS, and it may not be appropriate for them to care for children

- The Preschool has a duty to safeguard all children whilst on our premises and in the care of our staff, however, this duty does not extend to private arrangements between staff and parents outside of Preschool hours
- Staff members who babysit outside of the Preschool day should remain vigilant and follow good safeguarding practices to ensure the safe care of children under their supervision. The Preschool 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 at Robin Preschool
- The Preschool will not be held responsible for any health and safety, or other, issues that may arise from these private arrangements
- Out of hours work babysitting arrangements must not interfere with staff members' working hours

Staff member name: .....

Signature: .....

Date: .....

Parent name: .....

Signature: .....

Date: .....