

Sunflowers – Policies & Procedures

Babysitting

Why do we need a Babysitting Policy ?

We do not provide a babysitting service outside our normal operating hours. However, we understand that parents sometimes ask nursery staff to babysit for their children and this policy has been implemented to clarify some points regarding private arrangements between staff and parents.

What this means:

Baby sitting and other childcare arrangements between parents and Sunflower's staff are a strictly private arrangement between those parties. Sunflowers does not act as an agency, introducer or facilitator in such arrangements and cannot be held responsible for the actions of its staff undertaking such private babysitting and other childcare services. In addition, we do expect staff to let us know if they are babysitting for a child who attends nursery.

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 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 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 a staff members employment at Sunflowers. Arrangements for baby-sitting and other 'out of hours' childcare must be made in the staff members' own personal time and generally not during working hours.

Staff members are familiar with our Confidentiality Policy must adhere to this at all times. We ask that parents avoid asking staff questions about Nursery, our staff, other parents, other children and changes to bookings etc whilst they are babysitting.

Staff members are responsible for their own PAYE tax liabilities and insurance requirements arising from providing babysitting services.

Sunflowers will not be held responsible for any health and safety or other issues that may arise from these private arrangements. We are making it clear that any staff babysitting in their own time are responsible for their own actions.

Sunflowers has a duty to safeguard all children whilst on our premises and in the care of our staff, but this duty does not extend to private arrangements between staff and parents/carers outside of nursery hours. However, should a member of staff have an allegation made against them in relation to a criminal act or Safeguarding matter, they must bring this to the immediate attention of the Nursery Manager. In addition The 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.

All staff relationships with children must be unbiased, regardless of how well they know a child out of nursery. The relationships staff form with a child & their family from visiting their home will have a great impact on the relationships within the setting. Such knowledge can be used to help effectively plan for children's needs, however, this must never be seen as favouritism, Staff must continue to treat all children and their families fairly and without bias.

If a staff member is to take the child at the end of that child's nursery session (which may not be the end of a nursery day) the manager 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.

Staff must inform their Manager if they are going to undertake private babysitting for a parent of a child / children at Sunflowers so that a copy of this policy can be given to them.

Any questions regarding the implementation of this policy should be made to the Nursery Manager.