



Staff Babysitting Policy

Policy Statement

At *Oaklea Montessori* Nursery, we do not provide a babysitting service outside of 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. Please also refer to our Safeguarding Children

Policy.

The nursery is not responsible for any arrangements or agreements that are made, this is 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 keep on file for the child and staff member.

Each time a staff member babysits it should be recorded in the 'diary' before the babysitting takes place.

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.

Oaklea Montessori will not take responsibilities for any health and safety issues, conduct, grievances or any other claims arising out of the staff member's private arrangements outside the 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 arrangement must not interfere with the staff employment and performance at the nursery.

All staff are bound by contract of the Confidentiality Policy and Data Protection Act that they are unable to discuss any issues regarding the Nursery, other staff members, parents or other children.

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 of

arrangement they need to pass concerns on to the Designated Safeguarding Lead within the setting.

**Oaklea's Designated members of staff who co-ordinate child protection are:
Dana Bennett-Smith (Ramsey site)
Dawn Lewis & Carla Gunn (Colchester sites)**

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