



Out of hours babysitting/nanny policy 2022

Purpose of this policy

At Christ Church Playgroup we develop excellent relationships with our families. From time to time, parents may request individual staff members to babysit or nanny for them outside of playgroup working hours. This policy seeks to clarify the main questions regarding private arrangements between staff and parents.

Key points and procedures

- Individual staff members or volunteers are NOT allowed to babysit/nanny for children outside of playgroup hours.
- It crosses from the professional to the personal and has far reaching consequences in terms of safeguarding, public liability and confidentiality.
- If an employee or volunteer engages in caring for a child enrolled at Christ Church Playgroup outside of playgroup hours, that person would be in breach of their contract and this could result in disciplinary action.
- **Exception:** if the employee or volunteer has a pre-existing relationship prior to the child's enrolment at the playgroup with the child and his/her family (i.e. relative, family friend etc), babysitting is not forbidden. But the following strict policies and procedures apply:
 - The relationship must be disclosed and recorded in the member of staff's file.
 - Any specific babysitting arrangements must be reported to the Manager/Deputy Manager and stored by her in the staff member's file.
 - Christ Church Playgroup is not responsible in any way for any such private arrangements or agreements made between individual staff members and families.
 - **Confidentiality of employment** must be adhered to and respected at all times. Any breach of confidentiality by a member of staff regarding Playgroup staff, or other staff members, parents or other children will be treated as a disciplinary offence.
 - **Working hours and relationships with children:** Any such out of hours work babysitting/nanny must not interfere with staff members' working hours or affect their relationship with the child or other children.
 - **H&S issues:** The playgroup will not be held responsible for any health and safety or other issues that may arise from these private arrangements.
 - **DBS checks:** Parents should be aware that other adults accompanying the babysitter/nanny may not have the relevant Disclosure and Barring Service (DBS) clearance, and it may not be appropriate for them to care for children. It is for parents to satisfy themselves of a babysitter's suitability to look after their children.

- **Safeguarding duty.** The Playgroup has a duty to safeguard all children whilst on our premises and in the care of our staff. To this end, we have a rigorous recruitment procedure to ensure that we employ competent and professional members of staff. This procedure includes interviews, vetting, including DBS, and checks on references and qualifications.
 - Furthermore, whilst in our employment, all staff members 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 control over the conduct of staff outside of their position of employment, and consequently our duty to safeguard children as above does not extend to private arrangements between staff and parents outside of playgroup hours.
 - Staff do, however, have a duty to report any safeguarding concerns in and outside of the playgroup.
- Staff should be aware that an incident whilst babysitting/ nannying could have an impact on their suitability to work at the playgroup.

This policy was adopted by Christ Church Playgroup in May 2022.

Date of review: June 2023

Chair: Janet Gilbert

Manager: Elsa Smirthwaite