

General Welfare Requirement: Safeguarding and Promoting Children's Welfare

The provider must promote the good health of the children, take necessary steps to prevent the spread of infection, and take appropriate action when they are ill.

Promoting health and hygiene

2.5 Babysitting Policy

Policy statement for St Joseph's Pre-school

St Joseph's Pre-school ensures that its staff are suitable and appropriate for their roles. If at any time we have reason to believe that they are not behaving in a suitable and appropriate manner for their role, then we will not hesitate to implement our staff disciplinary policy and procedure. Our obligation is to protect the children at the pre-school, other members of staff and St Joseph's Pre-school's reputation from harm. St Joseph's Pre-school is committed to ensuring that all staff at the pre-school should be treated in a fair, consistent and sensitive way.

At St Joseph's Pre School 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 pre-school working hours. This policy clarifies key points and procedures regarding private arrangements between staff and parents.

- Individual staff members or volunteers are NOT allowed to babysit/nanny for children outside of pre-school 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 St Joseph's Pre School outside of pre-school 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 St Joseph's 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 to the Lead Practitioner.
- If a member of staff collects a child from the setting, they must be authorised to do so and written permission must be provided by the parents. This can be a note in their child's Registration form or a signed letter by the parent of the child.
- The pre-school is not responsible 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 Pre-school, other staff members, parents or other children will be treated as a disciplinary offence.
- 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.
- The pre-school 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, such as 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 pre-school hours

- Any such out of hours work babysitting/nannying must not interfere with staff members' working hours or affect their relationship with the child or other children.
- Staff should be aware that an incident whilst babysitting/nannying could have an impact on their suitability to work at the pre-school.

Version Number	Author	Purpose of Change	Date
1.0	K Coupe	Reviewed and page numbered	Sept 2014
2.0	Committee	Reviewed	Sept 2017
3.0	K Coupe	Reviewed, updated and version controlled	01/05/2019 Cttee Mtg