

## Babysitting

It is up to the individual member of staff if they wish to babysit for any children from Melbourn Playgroup and Out of School Club in their own time. This arrangement is to be made with that member of staff and the parent/carer outside of working hours and must not interfere with the operation of the setting. **We will not authorise a member of staff to babysit a child who attends the setting unless both the staff member and parent/carer sign and agree to the terms of this policy.** A copy of the signed policy will be given to the parent/carer, staff member and kept on file for our records.

Melbourn Playgroup and Out of School Club will not be responsible for any private arrangements or agreements that are made.

Confidentiality and data protection of employment must be adhered to and respected at all times.

Melbourn Playgroup and Out of School Club will not be held responsible for any health and safety, safeguarding conduct, grievances or other issues that may arise from these private arrangements. The member of staff will not be covered by the settings insurance whilst babysitting as a private arrangement.

Melbourn Playgroup and Out of School Club has 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. Whilst in our employment all staff are subject to ongoing supervision, observations 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 employment with us. Parent/carers should make their own checks as to the suitability of a member of staff for babysitting.

Melbourn Playgroup and Out of School Club 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 type arrangement, they need to pass these concerns on to the designated safeguarding lead within the setting.

This policy was adopted at a meeting of Melbourn Playgroup and Out of School Club CIO Management Committee

Held on	19 <sup>th</sup> January 2022
Date to be reviewed	As and when necessary
Signed on behalf of the management committee	
Name of signatory	Sarah Toule
Role of signatory (e.g. chair/owner)	Chair

I have read and agree to this policy:

Parent print name:	Signature:	Date:
Staff print name:	Signature:	Date: