

BEETLEY & DISTRICT PRESCHOOL

Registered as a Charity Number 1181636

Babysitting Policy.

The committee and staff of Beetley and District Preschool are committed to providing the best possible care and education to the children and to safeguard and promote the welfare of children and young people.

The Preschool does not provide a babysitting service outside our operational hours.

However, we understand that parents sometimes ask Preschool 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 and Child Protection policies.

If arrangements are made by parents/carers where-by a staff member looks after a child outside Preschool hours, this is a private arrangement made between the staff member and parent/carers. The Preschool is not responsible for any private arrangement or agreements that are made. This is because we have a rigorous recruitment procedure 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 and vetting such as DBS checks and checks on references and qualifications. 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 position of employment and our duty to safeguard children as above therefore doesn't extend to private arrangements.

If the staff member is to take your child out of Preschool at the end of their session, the Manager will need written parental permission. The staff member and child will not be covered under the Preschool insurance for any private arrangements.

Out of hours work arrangements must not interfere with staff members' employment at the Preschool.

Staff are bound by contract to adhere to our Confidentiality Policy and Data Protection Policy and are unable to discuss **any** issues regarding Beetley and District Preschool. This includes having regard for children, other parents and other staff members, as well as the Preschool business itself.

Should it be found that any staff member has discussed anything relating to the matters above, this **will** result in gross misconduct and the staff member **will** be **instantly dismissed**.

This policy works in conjunction with our other policies; i.e. Standards of Behaviour for Staff, Confidentiality, Safeguarding and Data Protection.

Signed:	Chairperson	Manager
Date:	Date for next Review:	