



Staff Babysitting /Childminding Policy

Chalke Valley Playschool recognises that being a small community with many parents returning to us with subsequent children strong links are built with parents they may, from time to time, ask staff members to babysit/nanny/childmind for their children out of pre-school hours. These will remain private arrangements between the individual staff member and the parents. We believe our staff should remain neutral and treat all children with the same regard. In this situation, the following policy and procedures will be adopted:

- The staff member will immediately declare the arrangements to the manager prior to the arrangement starting. This will be noted in the staff personnel file.
- Chalke Valley Playschool is in no way responsible for these private arrangements.
- Confidentiality of employment must be adhered to and respected at all times. Any breach of confidentiality by a member of staff regarding Chalke Valley Playschool, other staff members, parents or other children will be treated as a disciplinary offence.
- Parents should be aware that other adults associated with the staff member may not have 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 the staff member's suitability to look after their children.
- The Playschool has a duty to safeguard all children whilst attending our setting and in the care of our staff. In order to do this, 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. Additionally, all staff members have a supervisory meeting each term and have ongoing supervision, observation and assessment, to ensure that standards of work and behaviour are maintained. Although staff should maintain these standards outside of work, we have no control over their conduct outside of Chalke Valley Playschool, and consequently our duty to safeguard children as above does not extend to private arrangements between staff and parents outside of playschool hours.
- Staff do, however, have a duty to report any safeguarding concerns in or outside of Chalke Valley Playschool and the same safeguarding procedures should be followed. Chalke Valley Playschool is not responsible for any health and safety, or other, issues that may arise from these private arrangements.
- Chalke Valley Playschool's insurance does not cover staff members once they have left the premises. ▪ Any babysitting/nannying work must not interfere with staff members' working

hours or affect their relationship with the child or other children attending Chalke Valley Playschool.

- Allegations made against a babysitter would have no implication for the Playschool.
- Staff should be aware that an incident whilst babysitting/nannying/childminding could have an impact on their suitability to work at the playschool
- It will be the staff member's responsibility to ensure they have the appropriate insurance covering the use of their car for baby sitting/nannying/childminding services, MOT and child restraints or child safety seats if they are transporting them in a car.

When the staff member is due to collect a child from the playschool:

- The manager should be made aware of the arrangement by the parent before the staff member is due to collect the child from playschool
- The staff member should be named on the signing in/out sheet.
- The child should be booked into playschool until the time that the staff member is due to finish working.
- If the staff member and child remain in the playschool building, it is the staff member who is responsible for the child's wellbeing, including health and safety.
- The parent(s) and staff member should ensure that the appropriate car safety equipment in place.
- If the staff member is not working but due to collect the child, they should follow the normal collection procedure as any other parent/guardian.
- If the child is unwell and the staff member is working, the parent(s) will need to collect their child from playschool as per the children's sickness policy.
- Where the manager assesses that there is an impact on the care of the children due to the staff member's relationship with the child the care for out of playschool hours the manager will discuss this in staff supervision and agree strategies to prevent this happening.

This policy was adopted by Chalke Valley Playschool

On 17/09/19

Date to be reviewed 17/09/2021

Signed on behalf of the provider

Name of signatory Juliet Pearce

Role Business Manager