

62. Babysitting/Outside Involvement

Policy Statement

La Petite Academy are happy for its staff to help parents from time to time with babysitting in the evenings and weekends.

At La Petite Academy we exercise precautions in employing staff as set out in our recruitment policy to ensure to the best of our abilities that staff members are suitable to be employed to work with children. However, we are unable to provide assurances to parents and carers as to a staff member's suitability to look after their child unsupervised in a babysitting situation.

If a staff member is going to babysit a child or has involvement with a child/family who attends La Petite Academy, we require the staff member to sign a form to say they have read and understood the contents of this policy, this also acknowledges that the arrangement is wholly personal and that they understand that insurance etc. which applies to La Petite Academy, does not extend to any personal arrangements.

Procedure

- Parents will also be asked to sign a form which states that they have read and understood the policy and will be given a copy for their records.
- The nursery is not responsible for any private arrangements or agreements made between individual staff members and families.
- Parents should make their own checks and judgements as to the suitability of a member of staff for babysitting.
- If a staff member is to collect the child from La Petite Academy to take home to babysit, the parent or carer must notify the Manager in advance, this may be done via telephone as it involves us releasing your child in to the care of someone other than yourselves or a designated person. This must be done on each occasion except where this would be a regular arrangement (e.g. the same day each week) where the parent or carer may write one letter authorising this pattern.
- The nursery will not be held responsible for any health and safety, damage, theft or any other issues that may arise from these private arrangements.
- Out of hours work/babysitting arrangements must not interfere with staff members' working hours and will be made out of hours. Any unauthorised absence due to babysitting may invoke the disciplinary procedure for that staff member
- Parents should be aware that other adults accompanying the babysitter may not have the relevant Disclosure and Barring service clearance check, and it may not be appropriate for them to care for children.
- Staff are to negotiate their own financial arrangement which is not in relation to La Petite Academy.
- All staff are bound by contract of the confidentiality policy and data protection act that they are unable to discuss any issues regarding La Petite Academy, the management, other staff members, parents or other children.
- 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 face disciplinary action.

This policy was reviewed on	Signed on behalf of the nursery	Date for review
25 th September 2017		September 2018