



## Magdalene Preschool

### Babysitting policy

At Magdalen Pre-school we develop excellent relationships with our families. 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.
- 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 Magdalene Preschool, 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 Magdalene preschool 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:
  - o The relationship must be disclosed and recorded in the staff record
  - o Any specific babysitting arrangements must be recorded by the member of staff beforehand and recorded in their staff record and Pre-school diary.
  - o 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.
  - o The pre-school is not responsible for any such private arrangements or agreements made between individual staff members and families
  - o Confidentiality of employment must be adhered to and respected at all times. Any breach of confidentiality by a member of staff regarding Magdalene Pre-school, other staff members, parents or other children will be treated as a disciplinary offence.
  - o 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
  - o 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

- o Staff do, however, have a duty to report any safeguarding concerns in and outside of work
- o The pre-school will not be held responsible for any health and safety, or other, issues that may arise from these private arrangements
- o 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
- o Staff should be aware that an incident whilst babysitting/nannying could have an impact on their suitability to work at the pre-school

Signed.....Date.....

On behalf of the management committee