

Employment

2.5 Babysitting Policy

Statement for St Joseph's Out of School Club

St Joseph's Out of School Club ensures that its staff are suitable and appropriate for their roles. If at any time we have reason to believe that they are not behaving in a suitable and appropriate manner for their role, then we will not hesitate to implement our staff disciplinary policy and procedure. Our obligation is to protect the children at the Out of School Club, other members of staff and St Joseph's Out of School Club's reputation from harm. St Joseph's Out of School Club is committed to ensuring that all staff at the Out of School Club should be treated in a fair, consistent and sensitive way.

At St Joseph's Out of School Club we develop excellent relationships with our families. From time to time, parents may request individual staff members to babysit or nanny for them outside of Out of School Club working hours. This policy clarifies key points and procedures regarding private arrangements between staff and parents.

- Individual staff members or volunteers are allowed to babysit/nanny for children outside of Out of School Club hours.
- Staff and parents should consider the effects of safeguarding, public liability and confidentiality.
- If an employee or volunteer engages in caring for a child enrolled at St Joseph's Out of School Club outside of Out of School Club hours, that person should notify the Out of School Club.
- Pre-existing relationships prior to the child's enrolment at St Joseph's Out of School Club with the child and his/her family (i.e relative, family friend etc) are preferred where baby sitting is being granted

But the following strict policies and procedures apply:

- The relationship must be disclosed and recorded to the Play Leader and Chair.
- If a member of staff collects a child from the setting, they must be authorised to do so and have written permission must be provided by the parents. This can be a note in their child's Registration form or a signed letter by the parent of the child.
- The Out of School Club is not responsible for any such private arrangements or agreements made between individual staff members and families.
- Confidentiality of employment must be adhered to and respected at all times. Any breach of confidentiality by a member of staff regarding Out of School Club, other staff members, parents or other children will be treated as a disciplinary offence.
- 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.
- The Out of School Club 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 Out of School Club hours

- 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.
- Staff should be aware that an incident whilst babysitting/nannying could have an impact on their suitability to work at the Out of School Club.

Version Number	Author	Purpose of change	Date
1.0	NP and HS	Updating policies	23.01.2023