



## Babysitting

Brightsparks Day Nurseries does not offer a babysitting service, however, we understand that parents sometimes ask the nursery team to babysit for their children. This policy aims to clarify some points regarding this private arrangement between staff and parents/carers.

- Our safeguarding and Confidentiality policy should be read in conjunction with this policy.
- Individual staff members can babysit for children should they wish BUT this must only take place outside of the nursery working hours.
- Out of hours babysitting arrangements must not interfere with staff members' working hours, and must not be arranged during drop off or hand over times.
- The nursery will not provide personal telephone numbers of either staff or parents; it is up to said parents and staff to liaise between themselves. These numbers will not be used to contact the staff regarding nursery business, but only to arrange private agreements of care.
- Parents should recognise that whilst Brightsparks has a duty of care to all children whilst on our premises, and in the care of our staff, this duty does not extend to private arrangements between staff and parents/carers outside of nursery hours.
- Any arrangements that are made between individual members of staff and families, are privately agreed and are not the responsibility of the nursery.
- To safeguard our children, it is the responsibility of both the parents and staff to inform the manager of these arrangements. Parents are to email the manager details of any babysitting arrangements made, and the staff member must also confirm these details with the manager.
- The staff member and child will not be covered under Brightsparks Day Nursery's insurance for any private arrangements.
- Parents should be aware that any other adults accompanying the babysitter may not have the relevant DBS clearance, and it may not be appropriate for them to care for children unsupervised.
- The nursery will not be held responsible for any health and safety issues that may arise from these private arrangements, including any transport issues.
- Should staff have any safeguarding concerns whilst babysitting then they will seek advice from the Designated Safeguarding Leads at the nursery.
- If the staff member is to take the child out of nursery at the end of their session, the Manager will need written permission from the parents, explaining that they give their permission for the staff member to take full responsibility for their child after they leave the nursery premises.
- When babysitting, staff members must maintain the appropriate level of professionalism expected of our staff at Brightsparks.
- Nursery matters must not be discussed by parents and staff when outside of the setting - these should be dealt with in the appropriate manner during nursery hours.
- Confidentiality of all nursery staff and children must always be adhered to and respected.

Updated September 17 Reviewed June 18. Updated January 2020