

## **EARLY YEARS FOUNDATION STAGE OUT OF HOURS BABYSITTING POLICY**

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From time to time, parents may request individual staff members to babysit for them outside of school working hours. This Policy clarifies key points and procedures regarding such private arrangements made between staff and parents:

- Staff must seek permission from the Assistant Head, with responsibility for Early Years before commencing any other paid work (see attached form).
- Individual staff members are able to babysit for pupils outside of their normal working hours should they wish to.
- Out of hours babysitting arrangements must not directly impact with staff members' contractual duties at Hazelwood School Nursery and Early Years (HNEY) in any way.
- Any arrangements made between individual members of staff and families are privately agreed and are not the responsibility of HNEY.
- We require the staff member to sign a copy of this Policy, which we will keep on file for the staff member.
- Staff members currently employed by HNEY will hold a valid DBS (Disclosure and Barring Services) which vets their suitability to work with children on School premises only. We have no such control over the conduct of staff outside of their place of employment. If deemed necessary, parents should make their own checks as to the suitability of a member of staff for babysitting purposes.
- Confidentiality of employment must be adhered to and respected at all times. All staff are bound by contract to the Code of Conduct Policy and Data Protection Act in that they are unable to discuss any issues regarding the School, other staff members, parents or other children.
- Parents should be aware that other adults accompanying the babysitter may not have the relevant DBS, and it may not be appropriate for them to care for children.
- The School has a duty to safeguard all children whilst on our premises and in the care of our staff, however, this duty does not extend to private arrangements between staff and parents outside of school hours.
- Staff members who babysit outside of their normal working hours should remain vigilant and follow good safeguarding practices to ensure the safe care of children under their supervision. If they do have any concerns about a child, they should report it to Children's Services.
- HNEY will not be held responsible for any health and safety, or other, issues that may arise from these private arrangements.
- If carrying children in cars it is the member of staff's duty to ensure that they have suitable insurance cover in place and their insurer is aware. Parents should also check they are satisfied with the insurance arrangements. All children should have car seats which are appropriate to the age of the child and correctly installed/fitted.

Staff member name: .....

Signature: .....Date: .....

## REQUEST TO WORK OUTSIDE OF CONTRACTED HOURS

It is a contractual clause that you may not take on any additional work outside of Hazelwood Nursery & Early Years without prior written permission of the Assistant Head, with responsibility for Early Years, or the Nursery Manager. This form must be approved by the Assistant Head, with responsibility for Early Years or the Nursery Manager prior to taking on any additional employment.

**Name:**

**Position/Department:**

**Date of Request:**

Your current contracted hours	Additional hours you are requesting to work	Purpose

**Approved:** .....

**Date:** .....