

## **The Enchanted Wood Day Nursery Ltd**

### **Babysitting Policy**

#### **Policy statement**

At The Enchanted Wood Day Nursery we aim to develop excellent relationships with our families. From time to time, parents may request individual staff members to babysit outside of working hours. This policy clarifies key points and procedures regarding private arrangements made between staff members and parents.

#### **Procedures**

- Individual staff members are able to babysit for children outside of the Nursery day should they wish.
- Any arrangements made are between individual members of staff and our families, they are privately agreed and are not the responsibility of the Nursery.
- The Nursery is not responsible for any private arrangements or agreements made between individual staff members and families. All discussions surrounding these arrangements should be outside of working hours.
- Confidentiality of employment must be adhered to and respected at all times. Should it be found that a member of staff discusses confidential matters, this will result in gross misconduct and the staff member will face disciplinary procedures.
- Parents should be aware that other adults accompanying the babysitter may not have a relevant Disclosure and Barring checks (DBS).
- The Nursery 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 the Nursery hours.
- The Nursery will not be held responsible for any health and safety, or other, issues that may arise from these private arrangements.
- Babysitting arrangements must not interfere with a staff members working hours or ability to complete their job role.