



Staff, volunteers and students' procedures

Babysitting

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, volunteers or students to babysit outside of setting hours. This policy clarifies key points and procedures regarding private arrangements made between staff, volunteers, students and parents.

Procedures

- Individual staff, volunteers, students are able to babysit for children outside of the Nursery day should they wish.
- Any arrangements made are between individual 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 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. Confidentiality of Volunteers and Students must be adhered and respected at all times. Placement can be withdrawn should it be found that a confidential matter was discussed.
- 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, volunteers and students, however, this duty does not extend to private arrangements between staff, volunteers, students 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 working hours or ability to complete their job role.