

Out of Hours Babysitting Policy March 2015

At Toots we do not object to **private arrangements** between parents/carers and staff for babysitting purposes as continuity of care is good for children. Some staff may be prepared to babysit whereas others have busy lives and do not babysit, so please bear this in mind when making requests.

We would like to emphasise the following points to clarify our position for your consideration:

- The nursery is not responsible or involved with any private arrangements or agreements between parent/carers and our staff
- Staff members should carefully consider the potential consequences of such arrangements and whether there is a risk of compromising their professional role.
- We would not expect our staff's performance to be affected/deteriorate in the nursery, so encourage them to be aware of the frequency of how often they babysit.
- All babysitting arrangements are to be made with the parent/carer and must be outside working hours and not interfere with the running of the nursery. Staff are contracted to cover their usual shifts and attend out of hours functions such as staff meetings.
- Parents/carers must not question our staff or discuss anything relating to nursery business outside the nursery. Confidentiality of employment must be adhered to and respected at all times.
- Toots has a duty to safeguard our children at all times whilst they are in our care however this duty does not extend to private arrangements involving our staff.
- Parents are responsible for health and safety in their own homes and we are not liable for any accidents that occur whilst children are not in our care. Toots will not be held responsible for any accidents, or issues relating to the conduct of our staff outside their working hours.
- If staff are taking children directly out of the nursery the parent/carer will need to add them to the 'permission to collect' form. Toots is not liable for a child once they exit the front door.
- It is the parents responsibility to state their expectations of baby sitters