



Horfield Welly Pre-school Babysitting Policy

This includes any childcare given by pre-school staff to pre-school children or their siblings outside of working hours.

Horfield Welly Pre-school does not offer babysitting or out of hours childcare service to families of children enrolled at the pre-school. However we recognise that parents sometimes ask staff to care for their children out of pre-school hours. This policy aims to clarify some important points that need to be taken into consideration regarding any arrangements between staff and parents.

- The pre-school will not be responsible in any way for private arrangements or agreements made between staff and families regarding out of hours care
- Out of hours work must not interfere with a staff members employment at the pre-school
- Confidentiality rules must be adhered to and respected at all times, staff members must not discuss pre-school business or any pre-school children with the parent.
- Parents should be made aware of anyone accompanying the staff member as they may not have a relevant DBS check, (including the staff members own children,) meaning it may not be appropriate for them to care for children.
- The pre-school will not be held responsible for any health and safety or other issues that arise from these private arrangements
- The pre-school has a duty to safeguard all children whilst on the premises and in the care of our staff during working hours. This does not extend to private arrangements between staff and parents outside of working hours. However if a staff member has concerns for a child following a private babysitting type arrangement they must pass these concerns on to the safeguarding lead at pre-school.
- If a staff member is to take a child out of pre-school at the end of the session, the parents must inform the pre-school in writing.
- The staff member and the child/children will not be covered under the pre-school insurance for any private arrangements between staff and parents and can accept no liability for any occurrence outside of working hours.
- Requests for babysitting/childcare should be made privately between parents and staff and if possible outside of working hours. The pre-school telephone or email address should not be used to organise any arrangements.
- The payment rate for babysitting/childcare should be agreed in advance and is a private arrangement between staff members and parents. The pre-school takes no responsibility for any issues around payments.
- Staff members must make the pre-school manager aware that they are offering babysitting/childcare services outside or working hours.