**Babysitting policy**

Martlesham Preschool do not provide a babysitting service outside our normal operating hours 8am - 4pm. However, we understand that parents/careers sometimes ask preschool staff to babysit for their children and this policy has been implemented to clarify some points regarding private arrangements between staff and parents. Please also refer to our Safeguarding Children Statement.

* Martlesham Preschool is not responsible for any private arrangements or agreements that are made: such agreements are between the staff member and family. However, we DO expect staff members to inform the manager if they are babysitting or caring for a child that attends Martlesham Preschool outside of the setting.
* Any babysitting arrangements must be made outside of Martlesham Preschool and not while staff are working.
* We require the staff member and parent to sign a copy of this policy, which we will keep on file for the child and staff member.
* We have rigorous recruitment and suitability processes in place to ensure that we employ competent and professional members of staff and uphold our duty to safeguard children whilst at Martlesham Preschool and in the care of our staff. This procedure includes interviews, references, full employment history and DBS checks as well as several other processes. Whilst in our employment all staff are subject to ongoing supervision, observation and assessment to ensure that standards of work and behavior are maintained in accordance with our policies. We have NO such control over the conduct of staff outside of their position of employment. Parents should make their own checks as to the suitability of a member of staff for babysitting.
* We will not take responsibility for any health and safety issues, conduct, grievances or any other claims arising out of the staff member’s private arrangements outside of Martlesham Preschool’s hours. The member of staff will not be covered by Martlesham Preschool’s insurance whilst babysitting as a private arrangement.
* Out-of-hours work arrangements must not interfere with the staff member’s employment at the nursery.
* All staff are bound by contract of the Confidentiality Policy and Data Protection Act that they are unable to discuss anything regarding Martlesham Preschool, other staff members, parents or other children. If there is any breech of this the staff member will be subject to disciplinary action.
* Martlesham Preschool has a duty of care to safeguard all children attending the setting, so if a staff member has some concerns for a child following a private babysitting type arrangement, they need to pass these concerns on to the Safeguarding lead within the setting.
* It will be the staff member’s responsibility to ensure they have the appropriate insurance, MOT and child restraints or child safety seats if they are transporting them in a car.

*This policy is reviewed annually by Martlesham Preschool Committee*

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| This policy was adopted at the meeting of: | Martlesham Preschool |
| Held On: | December 2023 |
| Signed by Chairperson: |  |
| Signed by Preschool Manager: |  |
| Review Date: | December 2024 |