



Deerness Valley Nursery

Out of Hours Babysitting Policy

At Deerness Valley Nursery we do not offer an out of hours service, where children are cared for outside of the hours that nursery is open. However, we do recognise that, from time to time, parents/carers require additional help and may request that a member of staff known to them and their child support them in a babysitting capacity.

This policy has been implemented to provide clarification of some key points regarding private arrangements between staff and parents/carers. Please also refer to our Safeguarding policy.

We define **babysitting** as:

- A short-term period of time, for example a few hours in an evening, where an adult who is not the parent/carer of a child looks after a child/children.
- This usually happens when the parent/carer is not present or not directly responsible for the child/children.
- This does not happen during the opening hours of the nursery.
- This is an arrangement that is temporary, adhoc in nature, and does not form a substitute for care by parents/carers or nursery.
- This is not a substitute for booking a child into nursery or employing a childminder or nanny to care for a child.
- This is not a regulated activity provided by an individual or organisation registered with Ofsted.

It is the choice of any individual member of staff if they wish to baby sit for the children from Deerness Valley Nursery in their own time. However, we require that any member of staff makes the Headteacher aware of a private arrangement to babysit a child registered at nursery.

This arrangement is to be made between that member of staff and the parent/carer outside of working hours. In no way should the arrangements to babysit for a child at nursery interfere with the day to day running of nursery or an employee's scheduled work hours.

DVN Education Ltd, Deerness Valley Nursery School, the management and owners will not be responsible for any private arrangements or agreements that are made. This includes the contract between parent/carers and staff member, whether verbal or written, any arrangements to recompense the staff member for their time.

The staff member will not be subject to the policies and procedures of the nursery, except those that relate to confidentiality, staff conduct, and Safeguarding.

The staff member, the child/ren, the arrangement between staff member and parents/carers will not be covered by any insurances from the nursery.

However, as the staff member is an employee of DVN Education Ltd the following applies:



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- All staff members are required to conduct themselves in a manner that represent the nursery in positive ways when they are in uniform, representing the nursery on or offsite, and the same applies when babysitting.
- Deerness Valley Nursery School 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 arrangement they need to pass these concerns on to the Designated Safeguarding Lead within the nursery.
- Confidentiality and data protection of employment, information regarding the nursery and the children must be adhered to and respected at all times.

Parents and carers and staff members should note that:

- Deerness Valley Nursery has 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 on our premises and in the care of our staff. This procedure includes interviews, references, full employment history and Enhanced DBS checks. Whilst in our employment all staff are subject to ongoing supervision, observations and assessment to ensure that standards of work and behaviour are maintained in accordance with our policies. **We have no such control over the conduct of staff outside of their employment with us.** Parents should make their own checks as to the suitability of a member of staff for babysitting
- Parents/carers should be aware that other adults accompanying the babysitter may not have the relevant DBS clearance, qualifications and/or training and it may not be appropriate for them to care for children. Deerness Valley Nursery cannot take any responsibility for any adults accompanying the babysitter.
- Deerness Valley Nursery will not be held responsible for any health and safety, safeguarding conduct, grievances or other issues that may arise from these private arrangements.
- It will be the staff member's responsibility to ensure they have the appropriate insurance, MOT and child restraints or child safety seats that are correctly installed into a car and appropriate for the age, height and weight of the child/ren if they are transporting them in a car.
- If the private arrangement for babysitting includes taking children straight from the nursery to the child's home for them to baby sit then the staff member will be added to the list of adults who have permission to collect a child. If this arrangement is in place then parents/carers accept that the nursery cannot be liable or responsible for any occurrence or eventuality, once the child has left our premises. If this arrangement is to be in place then it is the sole responsibility of the parent/carer to communicate this to the nursery management. The staff member will not be allowed to remove the child from the nursery premises without the prior permission of the parent/carer.

We require the staff member and parent to sign a copy of this policy, which also takes the form of a waiver, and we will keep it on file for the child and staff member.

Latest review: June 2023



Deerness Valley Nursery

Parent/Carer of:

Date:

As the parent/carer of the above named child I/we declare that I/we have received, read, understand and will implement the Out of Hours Babysitting Policy.

Name:

Signed:

As an employee of DVN Education Ltd I declare that I have received, read, understand and will implement the Out of Hours Babysitting Policy.

Date:

Name:

Signed: