

# St. Joseph's In The Park



<b>Policy Title</b> <b>Babysitting Policy</b>	<b>Date</b> <b>May 2019</b>
<b>Owner</b> <b>Head of Early Years</b> <b>Headteacher</b>	
<b>Approved By Governors</b>  <b>Date</b>	<b>Date for review</b> <b>June 2021</b> <b>(Resources Committee)</b>

**This policy is for whole school including EYFS.**

Our practitioners have a duty of professionalism both in and out of our setting.

This policy is for staff and parents who wish to make arrangements for babysitting outside of school hours.

We develop excellent relationships with our families and from time to time, parents may request individual staff members' babysitting services outside of school working hours. This policy clarifies key points and procedures regarding private arrangements made between staff and parents.

At St Joseph's In The Park, we have a rigorous recruitment procedure 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. The procedure includes interviews and DBS checks and confirmation of references and qualifications. Furthermore, whilst in our employment, all staff members are subject to ongoing supervision, observation and assessment to ensure that standards of work and behaviour are maintained in accordance with our policies. We have no control over the conduct of staff outside of their position of employment and our duty to safeguard children as above does not extend to private arrangements. As such:

- St Joseph's In The Park will not be responsible for any private arrangements or agreements that are made between members of staff and parents/carers.
- All babysitting work must be declared in the staff 'Babysitting Diary' held by the Head of Early Years and kept in the school office.
- We will not take any responsibility for any health and safety issues, conduct, grievances or any other claims arising out of the staff member's private arrangements outside of school hours.
- In the event that private babysitting duties are viewed to interfere with any aspect of the staff member's employment, we may require that the agreement be terminated.
- Confidentiality of children, other staff members and all clients must be adhered to and respected. Discussions about the setting, other children, parents or employees are not permitted and would be considered breach of contract.
- The staff member must declare any income from babysitting (as this could be deemed taxable income) through self-assessment to HMRC.

This policy is reviewed every two years, or before, if necessary.