

# Low Farm Therapy Centre Babysitting Policy

*Written by Ruth Lo October 2015*

*Reviewed August 2019*

*To be reviewed September 2020*

Low Farm Therapy Centre (hereafter known as the Centre) does not currently provide a babysitting service. However, we understand that parents may sometimes ask Centre staff to babysit for their children, and that this may be a helpful arrangement given the children's specific needs. Therefore this policy has been implemented to clarify some points regarding private arrangements between staff and parents.

The Centre is not responsible for any private arrangements or agreements that are made. This is between the staff member and family, however we do expect staff members to inform the Head of Centre if they are babysitting or caring for a child that attends the nursery outside of the setting. We require the staff member and parent to sign a copy of the staff or parent declaration form which we will keep on file for the child and staff member.

The Centre has a duty to safeguard all children whilst on our premises and in the care of our staff, however, this duty does not extend to private arrangements between staff and parents outside of Centre hours. The Centre will not be held responsible for any health and safety, or other, issues that may arise from these private arrangements. However, if a staff member has safeguarding concerns for a child following a private babysitting type arrangement they need to pass these concerns on to the Designated Safeguarding Lead.

## Parental responsibilities

The Centre has rigorous recruitment and suitability processes in place, to ensure that competent and professional members of staff are employed, and to 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 DBS checks. Whilst in our employment all staff 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 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 Centre hours. The member of staff will not be covered by the Centre's insurance whilst babysitting as a private arrangement.

Out of hours work arrangements must not interfere with the staff member's employment at the Centre and all private arrangements should be made outside of working hours.

## Staff responsibilities

All staff are bound by contract and the Data Protection Act that they are unable to discuss any confidential issues regarding the Centre, other staff members, parents or other children. Any breach of this will lead to disciplinary procedures.

## Appendix 1: Staff babysitting declaration

Name of employee	
Role	
Full names of child/ren	

I understand and agree to the following:

Low Farm Therapy Centre is not responsible for any private arrangements or agreements that are made with Centre parents.

Low Farm Therapy Centre will not take responsibility for any health and safety issues, conduct, grievances or any other claims arising out of private arrangements made with parents outside of Centre hours.

The babysitter will not be covered by Low Farm Therapy Centre insurance whilst babysitting as a private arrangement.

All private arrangements should be made outside of working hours.

Staff are bound by contract and the Data Protection Act that they are unable to discuss any confidential issues regarding the Centre, other staff members, parents or other children.

If a staff member is to take the child at the end of that child's therapy session, the parent/carer must complete the authorized collectors form to give their consent.

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 children in a car.

Signed:

Dated:

A copy of this will be kept in your staff file.

## Appendix 2: Parent babysitting declaration

Name of parent/carer	
Name of child/children	

I understand and agree to the following:

Low Farm Therapy Centre is not responsible for any private arrangements or agreements that are made with Centre staff.

Low Farm Therapy Centre 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 Centre hours.

The babysitter will not be covered by Low Farm Therapy Centre insurance whilst babysitting as a private arrangement.

Parents should make their own checks as to the suitability of a member of staff for babysitting.

All private arrangements should be made outside of the staff member's working hours.

If a staff member is to take the child at the end of that child's therapy session, the parent/carer must complete the authorized collectors form to give their consent.

Signed:

Dated:

A copy of this will be kept in your child's file.