



## Out of Hours Babysitting Policy

Historically, it has not been uncommon for nursery staff to offer babysitting services to nursery clients, outside of nursery working hours. This policy has been introduced to provide clarification of some key points regarding private arrangements between staff of the Apples and Honey Nightingale Nursery and parents/carers.

- It is up to the individual staff member if they wish to baby sit for the children from the setting in their own time. This arrangement is to be made with that member of staff and the parent/carer outside of working hours and must not interfere with the operation of the Nursery.
- The Nursery will not be responsible for any private arrangements or agreements that are made.
- Out of hours work arrangements must not interfere with staff members' employment at the Nursery.
- Confidentiality of employment must be adhered to and respected at all times.
- The Nursery will not be held responsible for any health and safety or other issues that may arise from these private arrangements.
- The Nursery has a duty to safeguard all children whilst on our premises and in the care of our staff, but this duty does not extend to private arrangements between staff and parents/carers outside of nursery hours.
- In some cases, staff members are allowed to take children straight from the Nursery to the child's home for them to baby sit. In this case the parent/carer will need to sign a 'Permission to Take a Child Home Form' in which they accept that the Nursery cannot be liable or responsible for any occurrence or eventuality, once your child has left our premises. If a form is not signed prior to this, then we cannot let that member of staff take your child off the premises.

This policy was adopted at a meeting of	Date:	Apples and Honey Nightingale CIC
Held on	<hr/>	19 <sup>th</sup> December 2017
Date to be reviewed	<hr/>	19 <sup>th</sup> December 2018
	<hr/>	19 <sup>th</sup> December 2019
Name of signatory	<hr/>	Judith Ish'Horowicz
Role of signatory (e.g. chair/owner)	<hr/>	Director and Founder
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