

Little Dukes: Babysitting Policy



Policy adopted February 2024 - Version 1

Little Dukes Nursery Schools, 14-16 Waterloo Place, London, SW1Y 4AR

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Monitoring and review...

This policy will be continuously monitored, refined and audited by the Headteacher who will also review it annually to assess how efficiently duties have been carried out over the year. This review will take place no later than one year from the date shown below, or sooner if needed due to changes in legislation, regulatory requirements or best practice guidelines.

Current Version:

Adopted: February 2024

Reviewed by:

Rik McShane, Director of Little Dukes Nurseries
Joanne Allen, Principal of The Kindergartens Nursery Schools and Reflections Nursery and Forest School
Ben Murray, Marketing and Admissions Director - Little Dukes Nurseries

Next review due: January 2025

Please note:

This policy applies to all nursery schools within the Dukes Education Group, including:

- Hove Village Day Nurseries
- Hopes and Dreams Montessori Nurseries
- Little Dukes Day Nurseries and Preschools
- Miss Daisy's Nursery Schools
- The Kindergartens Nursery Schools
- Reflections Nursery and Forest School
- Riverside Nursery Schools

Any reference to 'Little Dukes' or 'Dukes Education Group' applies to all the nurseries named above.

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Statement of intent:

Little Dukes do not provide a babysitting service outside of our normal operating hours. However, we are aware that parents sometimes ask members of staff to babysit for their children.

Little Dukes advise both our parents and our team members not to enter into private babysitting arrangements outside of the nursery since the home environment does not have the usual safeguards that we have in place at our nursery schools.

Should parents and team members choose to ignore this advice please note that Little Dukes is not responsible for the consequences arising from any private arrangements.

Policy aim:

Historically it has not been uncommon for nursery staff to offer babysitting services to clients outside of nursery working hours. 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.

Key points:

- It is up to the parents and individual member of staff to decide if they wish to babysit for the children from any Little Dukes Nursery School 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.
- Should the private babysitting agreements interfere with the regular working arrangements of the member of staff, a discussion will be had with their line manager.
- Little Dukes Nursery schools will not be responsible for any private arrangements or agreements that are made.
- 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.
- Confidentiality and data protection of employment must be adhered to and respected at all times.

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- Little Dukes has a 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 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 should be aware that other adults accompanying the babysitter may not have the relevant DBS clearance, and it may not be appropriate for them to care for children.
- Little Dukes will not be held responsible for any health and safety, safeguarding conduct, grievances or other issues that may arise from these private arrangements. The member of staff will not be covered by the nursery's insurance whilst babysitting as a private arrangement.
- Little Dukes 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 arrangement, they need to pass these concerns on to the designated safeguarding lead within the nursery.
- In some cases staff members are allowed to take children straight from the preschool to the child's home for them to babysit. In this case the member of staff will need to be registered on Family by the parents as an approved family member and allowed to collect a child.
- In which you accept that the nursery cannot be liable or responsible for any occurrence or eventuality, once your child has left our premises. If this permission is not signed prior to the collection event, we cannot let that member of staff take your child off the premises.
- 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.

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PARENT AND STAFF MEMBER DECLARATION:

I understand the content of the above babysitting policy and accept individual responsibility for entering into a private babysitting agreement with a member of staff from:

(Please print nursery name)

I accept that the nursery not responsible or liable for any events, consequences or actions arising from this arrangement.

Child's Name(s)

Parent Name

Parent Signature

Date

I understand the content of the above babysitting policy and accept individual responsibility for entering into a private babysitting agreement with a family/child from:

(Please print nursery name)

I accept that the nursery not responsible or liable for any events, consequences or actions arising from this arrangement.

Staff Name

Staff Signature

Date

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