



## KINDERGARTEN OUT OF HOURS BABYSITTING POLICY

### INTRODUCTION

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

### PROCEDURES

- 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 Kindergarten.
- The Kindergarten 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 Kindergarten.
- Confidentiality of employment must be adhered to and respected at all times
- Parents should be aware that other adults accompanying the babysitter may not have the relevant Disclosure Barring Service clearance, and it may not be appropriate for them to care for children
- The Kindergarten will not be held responsible for any health and safety or other issues that may arise from these private arrangements
- The Kindergarten 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 Kindergarten to the child's home for them to babysit. In this case you will need to sign a 'Permission to Take a Child Home Form' 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 a form is not signed prior to this then we cannot let that member of staff take your child off the premises.

**See also:** [Safeguarding and Child Protection Policy](#)

This policy will be reviewed annually		
Latest Review: March 2017	By:	Kathy Ballantine, Acting Head
Next Review: March 2018	By:	Kindergarten Head

### Appendices

Appendix1: Out of hours child care consent form

KINDERGARTEN OUT OF HOURS BABYSITTING POLICY APPENDIX 1



THOMAS'S KINDERGARTEN OUT OF HOURS  
CHILDCARE CONSENT FORM

Child's Name: .....

I, (Name in block capitals) ..... being  
the parent/guardian of the above named child, understand that any arrangements made out of  
hours with staff of Thomas's Kindergarten to look after my child are private and independent of  
Thomas's London Day Schools, and that the Schools bear no responsibility.

Signed: .....

Date: .....