Babysitting Policy

Pippa Pop-ins Nursery Schools

Pippa Pop-ins 165 New King's Road (Ofsted ID: EY449873)

Pippa Pop-ins 233 New King's Road (Ofsted ID: EY449869)

Pippa Pop-ins 430 Fulham Road (Ofsted ID: EY449872)

Pippa Pop-ins 5 Kensington Place (Ofsted ID: EY489562)

Pippa Pop-ins 91-93 Princedale Road (Ofsted ID: 2857426)

Primary person responsible for the implementation and monitoring of this policy:	Ben Murray, Nazish Usman, Joanne Allen
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1. Scope and Application

1.1 This policy applies to:
Pippa Pop-ins 165 New King's Road (Ofsted ID: EY449873) ("**Pippa Pop-ins**")
Pippa Pop-ins 233 New King's Road (Ofsted ID: EY449869) ("**Pippa Pop-ins**")
Pippa Pop-ins 430 Fulham Road (Ofsted ID: EY449872) ("**Pippa Pop-ins**")
Pippa Pop-ins 5 Kensington Place (Ofsted ID: EY489562) ("**Pippa Pop-ins**")
Pippa Pop-ins 91-93 Princedale Road (Ofsted ID: 2857426) ("**Pippa Pop-ins**")

1.2 This policy applies to all employees, including directors, apprentices, casual workers, whether on permanent or temporary contracts (collectively '**staff**'). This policy does not form part of any contract of employment or consultancy agreement and Pippa Pop-ins may amend it at any time. This policy does not include agency workers, consultants or contractors except where otherwise stated.

2. Policy Aims

2.1 This policy aims to:

2.1.1 clarify the nature of offsite babysitting arrangements;

2.1.2 ensure that professional boundaries are maintained alongside these private arrangements;

2.1.3 ensure confidentiality;

2.1.4 maintain staff professional standards and safeguarding requirements; and

2.1.5 establish a mechanism for Pippa Pop-ins to record informed parental and staff consent to such arrangements.

2.2 Pippa Pop-ins nurseries do not provide out-of-hours babysitting services; however, we are aware that parents/carers ('**parents**') often go to practitioners for out of hours childcare. This policy outlines the responsibilities placed on parents and staff that choose to engage in offsite babysitting. It is important for us to establish boundaries and expectations of both parties when making this decision. Please refer to the Safeguarding and Child Protection Policy in addition to this Policy.

3. Key Expectations and Responsibilities

3.1 It is up to the individual member of staff to decide whether they wish to babysit for the children from Pippa Pop-ins nurseries in their own time. This arrangement is to be made with that member of staff and the parent outside of the staff member's working hours only.

3.2 Offsite babysitting arrangements must not interfere with the operation of the nursery. If there is such an interference, this will be discussed with the staff member in line with our Grievance and Disciplinary Policy.

3.3 Pippa Pop-ins will not be responsible for any private arrangements or agreements that are made, or for any issues that may arise from them. However, we do expect staff members to

inform us if they are babysitting a child that attends a Pippa Pop-ins nursery outside of the setting.

3.4 All staff are contractually bound by duties of confidentiality and must observe data protection law and are therefore unable to discuss any issues regarding the nurseries, other staff members, parents or other children in the course of the private arrangement.

3.5 We have 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, employment history and DBS checks as well as several other processes (please see our Safer Recruitment Policy for more details). 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; however, 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.

3.6 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.

3.7 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 nursery hours. The member of staff will not be covered by Pippa Pop-ins' insurance whilst babysitting as a private arrangement.

3.8 Pippa Pop-ins has a duty of care to safeguard all children attending the setting. If a staff member has some concerns for a child following a private childcare arrangement, they are obliged to pass these concerns on to the Designated Safeguarding Lead within the setting in accordance with the Safeguarding and Child Protection Policy.

3.9 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 the child in a car.

3.10 Where a parent and a staff member have agreed that the staff member will collect the child from nursery, normal collection protocols must be followed in line with our Missing Child and Late Collection Policy. Please note that the staff member cannot be listed as an emergency contact for the purposes of compliance with the Missing Child and Late Collection Policy.

3.11 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 (please see Annexure 1).

3.12 Staff members who fail to comply with these requirements will be in breach of their terms and conditions of employment. This may result in disciplinary action under the Grievance and Disciplinary Policy.

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Annexure 1
Offsite Babysitting Consent Form

Babysitting Consent Form

Pippa Pop-ins Staff are permitted to child mind children of the Nursery outside of contractual hours of work and away from the Nursery's premises, provided that this does not interfere with their ability to carry out their duties of employment with Pippa Pop-ins to their best ability and provided that they comply with confidentiality obligations.

If staff choose to supervise children of the Nursery outside of normal school hours they do so in a personal capacity. The Nursery accepts no liability and staff undertake these duties at their own risk. Staff must make this clear to the parents in question.

To protect the interest of Pippa Pop-ins business, staff are not permitted to be engaged in any business, or work for another employer or themselves in any business, that either competes with or conflicts with the interest of Pippa Pop-ins, or which in the opinion of Pippa Pop-ins shall damage or impair their ability to perform their duties owed to Pippa Pop-ins under this agreement, without the prior written consent of Pippa Pop-ins. For the avoidance of doubt, staff must only work on Pippa Pop-ins business during Pippa Pop-ins time.

Please sign below to confirm that you understand and will comply with the above.

Staff Name: _____

Signature: _____ Date: _____

Parent Name: _____

Signature: _____ Date: _____