

## 08 Staff, volunteers and students procedures

### **08.09 Out of Pre-school Hours Babysitting and Childminding Policy**

Some of Little Doves Christian Pre-School staff offer babysitting and childminding services to parents/carers outside of the pre-school 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 Little Doves Christian Pre-school 06 Safeguarding children, young people & vulnerable adults policy and related procedures.

- It is up to the individual member of staff if they wish to baby sit or childmind for children from Little Doves Christian Preschool 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 pre-school.
- Little Doves Christian Pre-School will not be responsible for any private arrangements or agreements that are made.
- Confidentiality and data protection of employment must be adhered to and respected at all times.
- Little Doves Christian Pre-School has a rigorous recruitment and suitability processes in place to ensure that competent and professional members of staff are employed and uphold our duty to safeguard children whilst on the 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. Little Doves CP has no such control over the conduct of staff outside of their employment with the pre-school. Parents/carers should make their own checks as to the suitability of a member of staff for babysitting/childminding.
- Parents/carers should be aware that other adults accompanying the babysitter/childminder may not have the relevant DBS clearance and it may not be appropriate for them to care for children.
- Little Doves Christian Pre-School 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 pre-school's insurance whilst babysitting/childminding as a private arrangement.
- Little Doves Christian Pre-School 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 type

arrangement, they need to pass these concerns on to the designated safeguarding lead within the pre-school.

- In some cases, staff members are allowed to take children straight from the preschool to the child's home for them to baby sit/childmind. In this case the parent/carer will need to sign 08.09a Staff as childminder outside of LDGP Permission Form in which the parent/carer accepts that the pre-school cannot be liable or responsible for any occurrence or eventuality once their child has left the premises. If a form is not signed prior to this then that member of staff will not be allowed to take the child off the premises unless specific instructions have been given verbally by the parent to the manager or deputy of the pre-school.
- 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.
- If there is no existing arrangement for childcare supervision between the childminder staff member and the parent/carer before the child starts at the pre-school, the childminder staff member is not allowed to offer childcare supervision hours for the child which would have a detrimental effect on the finances of the pre-school.

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