



## 7.5 Babysitting Policy

### Statement of Intent

The Spring Montessori exercises precautions in employing staff as set out in our Safer Recruitment Policy to ensure to the best of our abilities that staff members are suitable to be employed to work with children. However, we are unable to provide assurances to parents and carers as to a staff member's suitability to look after their child unsupervised in a babysitting situation.

### Procedures

If a staff member is going to babysit a child who attends our pre-school we require the staff member and the parent or carer to sign an agreement regarding the arrangement. This acknowledges that the arrangement is wholly personal and that they understand that insurance etc, which applies to The Spring Montessori pre-school does not extend to any personal arrangements. This must be signed before the babysitting is to take place and filed in the child's file, a copy will also be placed on the staff member's file.

If a staff member is to collect the child from pre-school to take them home to babysit the parent or carer must notify the setting in person and complete the form included in this policy. This must be done on each occasion except where this would be a regular arrangement (e.g. every Wednesday) where the parent or carer may complete one sheet indicating the regularity of the babysitting.

Any staff member doing a babysitting job needs to remember that being a qualified person if they were to have any safeguarding concerns they have a duty of care to make a referral, such as they would if they were in the pre-school environment.

Staff must also remember that if there was any unease caused from babysitting that it could affect the relationship they have with the parent within their working environment during normal pre-school sessions.

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.

This policy is used alongside the Safeguarding Policy

This policy was adopted by \_\_\_\_\_ *(name of provider)*  
On \_\_\_\_\_ *(date)*  
Date to be reviewed \_\_\_\_\_ *(date)*  
Signed on behalf of the provider \_\_\_\_\_  
Name of signatory \_\_\_\_\_  
Role of signatory (e.g. chair, director or owner) \_\_\_\_\_

## Babysitting Agreement

I \_\_\_\_\_ (parent or carer's name)

wish for \_\_\_\_\_ (staff member's name)

to babysit my child. I acknowledge that this is a personal arrangement and in no way related to The Spring Montessori Pre-school. I have undertaken my own checks and am satisfied with this person's suitability to look after my child unsupervised and appreciate that the insurance etc for Fair Green Montessori does not apply to this arrangement.

Signed by Parent/Carer: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signed by Staff Member: \_\_\_\_\_

Print Name \_\_\_\_\_ Date: \_\_\_\_\_

Copy placed on child's file \_\_\_\_\_

Copy placed on staff member's file \_\_\_\_\_