Staff Babysitting Policy

Safeguarding and Welfare Requirements / 3.4, 3.9, 3.69, 3.70 (if setting is assuming responsibility)

If a parent has an arrangement whereby a staff member looks after a child outside the setting hours, this is a private arrangement undertaken by the parent and the staff member concerned. As such, Skylark Day Nursery's confidentiality MUST always be maintained. Failure to do so could lead to the staff member's dismissal.

If the staff member is to take a child out of the setting at the end of their session, the manager needs written parental permission before this occurs.

The staff member and child will not be covered under the setting insurance for any private arrangements and the setting takes no responsibility for this arrangement.

However, if a member of staff is concerned about the child at any time (child protection/safeguarding), they must without delay contact the local children's services.

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Review Date	Name	Position	Signature