



POLLYANNA PRE-SCHOOL CIO

BABYSITTING POLICY

Safeguarding and Welfare Requirement: Child Protection

This document is to protect children but also to give guidance to parents & staff about arrangements outside of pre-school.

Statement of Intent

At Pollyanna Pre-School CIO we do not provide a babysitting service outside of our normal operating hours. However, we understand that parents sometimes ask pre-school staff to babysit for their children, and this policy has been implemented to clarify some points regarding private arrangements between staff and parents.

Pollyanna Pre-School CIO is not responsible for any private arrangements or agreements that are made between the staff member and family; however, we do expect staff members to inform us if they are babysitting or caring for a child that attends the Pre-school outside of the setting. 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.

Each time a staff member babysits it should be recorded in the 'babysitting diary' before the babysitting takes place.

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, full employment history and DBS checks as well as several other processes. 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. We have no such control over the conduct of staff outside of their position of employment. Parents should carry out their own checks to ensure the suitability of a staff member to babysit their child(ren).

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 preschool hours. The staff member will not be covered by Pollyanna Pre-School CIO's insurance whilst babysitting in a private arrangement.

Out of hours work arrangements must not interfere with the staff member's employment at the Pollyanna Pre-School CIO. All staff are bound by contract of the Confidentiality Policy and Data Protection Act that they are unable to discuss any issues regarding the preschool, other staff members, parents or other children.

The 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 babysitting type arrangement, they need to pass these concerns on to the Designated Safeguarding Lead within the pre-school.

The Designated Safeguarding Lead at Pollyanna Pre-School CIO are:

Emma Newman (DSL): Preschool Manager

Esther Chan-Hawkins (Deputy DSL): Preschool Administrator

Our designated lead who oversees this work is:

Karen Tully: Pollyanna Pre-School CIO Trustee

If a staff member is to take the child at the end of that child's preschool session (which may not be the end of a preschool day) the manager will require written permission from the parent/carer. 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.



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Review and Approval

This policy was reviewed and adopted on: 1st September 2025

Signed by Management Committee: Nikitta Wehrle

Print Name: Nikitta Wehrle

This policy is reviewed **annually** or sooner in response to changes in legislation, guidance, or setting practices.