**Neatishead and Barton Preschool**

**Babysitting policy**

The pre-school **does not** provide a babysitting service outside our operation hours. However, we do understand that parents may ask staff to babysit their child and this policy has been implemented to clarify points regarding the **private arrangement** between staff and parents.

***The pre-school will not take responsibility for any private arrangements that are made.*** This is because, the pre-school implement a rigorous recruitment procedure to ensure that we employ competent and professional members of staff and uphold our duty of care to the children whilst on the premises and the care of our staff. This procedure includes interviews and vetting such as Disclosure and Barring System as well as checks on references and qualifications.

 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 and our duty to safeguard.

**Out of hours arrangements must not interfere with staff members employments at the pre-school. Our Confidentiality Policy must be adhered to at all times. This includes having regards for children, other staff members, as well as the Preschool business itself.If this policy is not adhered to by staff the Preschool will follow the disciplinary procedure.**

**Links to other relevant policies:**

* Confidentiality and Client Access to Records.
* Staff disciplinary and grievances policy.
* Safeguarding policy.

Signed on behalf of the Committee

Name of Signatory

Role of Signatory

Date

Date to be reviewed