

Twyford Playgroup EY 484175
Staff Babysitting /Nannying for children that attend Twyford Playgroup

Signed by Manager – Rachel Knott

Signed by Chair of Committee – Melissa Simpson

Ratified - February 2025

Review Date - February 2026

At Twyford Playgroup we pride ourselves on being a Community Committee run Playgroup in a semi-rural area, with many parents returning to us with subsequent children. Due to the strong links, we build with parents they may, from time to time, ask staff members to babysit/nanny for their children outside of Playgroups working hours. These arrangements will remain private between the individual staff member and the parents. This Policy has been implemented to provide clarification of some key points regarding the private arrangements. Please also refer to our child protection policy.

- It is up to the individual member of staff if they wish to babysit for the children from Twyford Playgroup 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 playgroup.
- The Staff member will immediately declare to the manager, and prior to the arrangement starting. - The manager retains the right to prohibit the private arrangement if she feels it is inappropriate or may negatively impact the Playgroup, staff member or child
- Twyford Playgroup will not be responsible for any private arrangements or agreements that are made.
- Both the staff member and the child's parent/carer will sign the copy of this policy, and this will be kept in the staff members file, and with the child's registration form.
- Confidentiality and data protection of employment must be adhered to and always respected. Any breach in confidentiality by a member of staff regarding Twyford Playgroup, other staff members, parents or children will be treated as a disciplinary offence.
- Twyford Playgroup has a rigorous recruitment and suitability process 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. Whilst in our employment, all staff are subject to on-going supervision, observations and assessment to ensure that standards of work and behaviour are maintained in accordance with our policies and procedures. We have no such control over the conduct of staff outside of their employment with us. Parents should make their own checks as to the suitability of a member of staff for babysitting. Our duty to safeguard children as above does not extend to private arrangements between staff and parents outside of the Playgroup opening hours.

- Parents should be aware that other adults accompanying the babysitter may not have the relevant DBS clearance, and it may not be appropriate for them to care for children.
- Twyford Playgroup will not be held responsible for any health and safety, safeguarding conduct, grievances or other issues that may arise from these private arrangements. The members of staff will not be covered by the Playgroup's insurance whilst babysitting as a private arrangement.
- Twyford Playgroup has a duty of care to safeguard all children attending the setting. Staff do have a duty of care to report any safeguarding concerns in or outside of Twyford Playgroup and the same safeguarding procedures to report these concerns will be followed. These concerns should be passed to the Lead Safeguarding Officer immediately.
- Any Babysitting work must not interfere with the staff's working hours or affect their relationship with the child or other children attending Twyford playgroup.
- Allegations made against a babysitter would have no implication for the Playgroup. Staff should be aware that an incident whilst babysitting could have an impact on their suitability to work at the Playgroup.
- It will be the staff member's responsibility to ensure that they have the appropriate insurance covering the use of their car for babysitting services, MOT and child restraints or child safety seats if they are transporting them in a car

Where the Manager assess that the agreement is not working and /or there is an impact on the care of the children due to the staff member's relationship with the child the care for out of Playgroup hours:

- The manager will consider moving the staff member and not the child to a different session. This will enable the child to be with their peers and to continue to forge consistent relationships with other children in the group.

All the above will also apply to members of staff and Past Parents of Playgroup children who live in Twyford Village or surrounding areas.

Parent/Carer Name

Signature.....Date.....

Staff Member Name.....

Signature.....Date.....