


Little Dukes: Babysitting Policy



Policy adopted September 2024 - Version 1

Little Dukes Nursery Schools, 58 Buckingham Gate London SW1E 6AJ

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Little Dukes: Babysitting Policy

Monitoring and review.

This policy will be continuously monitored, refined and audited by the Headteacher who will also review it annually to assess how efficiently duties have been carried out over the year. This review will take place no later than one year from the date shown below, or sooner if needed due to changes in legislation, regulatory requirements or best practice guidelines.

Adopted September 2024

Reviewed by:

- Geoff Marston, Dukes Education: Group Compliance Director
- Rik McShane, Director of Operations Little Dukes Nurseries
- Nazish Usman, Principal of Hopes and Dreams Montessori Nurseries
- Ben Murray, Marketing and Admissions Director - Little Dukes Nurseries
- **Next review due: September 2025**

Please note:

This policy applies to all nursery schools within Little Dukes, including:

- Hove Village Day Nurseries
- Hopes and Dreams Montessori Nurseries
- Miss Daisy's Nursery Schools
- Miss Daisy's Nursery School Hyde Park Ltd
- The Kindergartens Nursery Schools
- Reflections Nursery and Forest School
- Riverside Nursery Schools
- Bright Beginnings (Twickenham) Ltd
- Twickenham Park Day Nursery Ltd
- Broomfield House School Ltd
- Pippa Pop-ins Nursery Schools

Any reference to 'Little Dukes' applies to all the nurseries named above.

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Aim

It has not been uncommon for nursery staff to offer babysitting services to families outside of nursery working hours. We have implemented this policy to clarify some key points for private arrangements between staff and parents/carers. Please also refer to our child protection policy.


Overview

Little Dukes settings do not provide a babysitting service outside normal operating hours. However, we are aware that parents sometimes ask team members to babysit for their children.

We advise both our parents/carers and our team members not to enter into private babysitting arrangements outside of the nursery since the home environment does not have the usual safeguards that we have in place at our nurseries. Should parents/carers and team members choose to ignore this advice please note that Little Dukes will not be responsible for any consequences arising from private arrangements.

Key Points

- It is up to the parents/carers and individual team member to decide if they wish to babysit children from any Little Dukes nursery in their own time. This arrangement is to be made with that team member and the parent/carer outside of working hours and must not interfere with the operation of the nursery
- Little Dukes will not be responsible for any private arrangements or agreements that are made
- If the private babysitting agreements interfere with the team member's regular working arrangements their line manager will initiate a discussion and the team member may be asked to stop offering the services.
- We require the team member and parent/carer to sign a copy of this policy, which we will keep on record (see appendix 1)
- Confidentiality and data protection of employment must be adhered to and respected at all times
- We have rigorous recruitment and suitability processes in place to ensure we employ competent, professional staff and uphold our duty to safeguard children whilst on our premises and in our care. This procedure includes interviews, references, full employment history and DBS checks. While in our employment all team members are subject to ongoing supervision, observations and assessment to ensure that standards of work and behaviour are maintained in accordance with our policies. We have no such control over their conduct

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outside of their employment with us. Parents/carers should make their own checks as to the suitability of a member of staff for babysitting

- Parents/carers 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
- Little Dukes will not be held responsible for any health and safety, safeguarding conduct, grievances or other issues that may arise from these private arrangements. The team member will not be covered by the nursery's insurance while babysitting as a private arrangement
- Little Dukes has a duty of care to safeguard all children attending the nursery, so if a team member has some concerns for a child following a private babysitting arrangement, they need to pass these concerns on to the designated safeguarding lead within the nursery
- In some cases, team members may be asked to take children straight from the nursery to the child's home for them to babysit. In this case the team member will need to be registered on Famly by the parents/carers as an approved family member and given the correct permissions to be allowed to collect a child
- If the team member is not registered on Famly with these permissions, we cannot let that team member take the child off the premises
- If a team member is registered on Famly as being allowed to collect, please note that they cannot be counted as an emergency contact
- It will be the team 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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Appendix 1 babysitting policy agreement

I understand the content of the above babysitting policy and accept individual responsibility for entering into a private babysitting agreement. I accept that

Name of Nursery -----

is not responsible or liable for any events, consequences or actions arising from this arrangement.

Parent/Carer Name

Parent/Carer Signature

Date

Team Member Name

Team Member Signature

Date