Babysitting Policy

1. Introduction

At Home from Home, we understand that some employees may like to undertake some extra work and offer a babysitting service to the parents. This policy outlines that Home from Home are in no way responsible for the arrangements made between an employee and parents/carers and will not be held liable for any incidents or accidents which occur away from our premises.

2. Contents

The following sections are included in this policy document:

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3. Guidelines

- Employees at Home from Home are only insured to care for children that attend the nursery within their working hours.
- It is important that both the employee and the parents/carers are aware that any arrangements made are made so as a private agreement and the nursery will not be held responsible for any incidents or accidents which occur during this time.
- We ask that all parents address the management before approaching employees to babysit their children.
- If the management agrees that it would be suitable for an employee to babysit, they will then recommend an experienced and qualified practitioner to babysit. It is then the individual employees right to agree to babysit or not.
- Home from Home does not allow apprentices or employees who have not been working with Home from Home for more than 6 months to agree to babysit.
- Home from Home advises that employees should be Level 3 qualified and First Aid trained.
- Employees are expected to retain confidentiality and are not to disclose any information about the nursery, employees or families connected to the nursery and Home from Home ask that parents/carers, do not ask employees for this kind of information (please see our **Confidentiality Policy**).
- If the agreement between the parents/carers and the employee involves the employee taking the child home from the nursery the parents/carers are

expected to sign the appropriate paper work prior to this event taking place. (See section 4)

- When the child is being picked up, dropped off or taken home by an employee the parents/carers should understand that they are handing over the care of their child to this employee independently from the nursery.
- Parents/carers are to carefully consider how the employee will transport the child from the nursery to home and provide adequate equipment if needed.
- When the employees are taking the child home, any accident/incident forms for the child will be signed by the employee and it is the employee's responsibility to relay this information to the parents/carers. A photocopy will be taken home to the parents.
- All babysitting arrangements are to be made outside of nursery hours and there is to be no exchange of money within the nursery
- Parents/carers should be made aware that all the employees offering babysitting have their own rates of pay and they may differ from one employee to another.
- If any issues arise from the babysitting arrangements, we ask that these be resolved outside of the nursery environment. Home from Home are not able to act as a mediator should any issues arise.

4. Permission form

The following form should be filled out prior to the arrangement made between parents/carers and an employee to take the child home from nursery:

Permission for a staff member to take a child home

I/we have made prior arrangements as a babysitting agreement for _____ to take my child home from nursery. I/we understand that the responsibility of care will be passed to that employee and that Home from Home will not be held liable for any accidents or incidents that may occur once the child has left the premises.

Signed (parent/carer) _____ Date:_____

Signed (manager) _____ Date:_____

5. Review

This policy will be reviewed annually and also in line with any changes in statutory guidance.

6. Version Control

Version	Date	Status	Comments	By
1	January 2028	Issued		Nicola Law
2	January 2022	Reviewed		Cassie Jones

3	February 2023	Reviewed		Marina Takacs
4	October 2023	Reviewed	Added Version control	Sophie Eade
5	May 2025	Reviewed		Sophie Eade
6	May 2026	Reviewed		Sophie Eade