

Babysitting/Childcare Policy

We develop excellent relationships with our families. From time to time, parents/carers may request individual staff members babysit or carry out other childcare responsibilities. Such private arrangements are permitted, but are subject to the following terms:

- The relationship must be disclosed by the member of staff and recorded by Woodland Corner. Staff members are responsible for keeping Woodland Corner updated in respect of any changes to such arrangements.
- The staff member must draw the parent/carer's attention to this policy.
- Woodland Corner is not responsible for any private arrangements or agreements made between individual staff members and families.
- Confidentiality of employment must be adhered to and respected at all times. Any breach of confidentiality by a member of staff will be treated as a disciplinary offence. Please refer to Woodland Corner's "Confidentiality and Client Access to Records" policy.
- Woodland Corner has a duty to safeguard all children whilst on our premises and in the care of our staff. To this end, we have a rigorous recruitment procedure to ensure that we employ competent and professional members of staff. Furthermore, whilst in our employment, all staff members are subject to ongoing supervision, observation and assessment, to ensure that standards of work and behaviour are maintained in accordance with our policies. Woodland Corner has no control over the conduct of staff outside of their position of employment, and consequently our duty to safeguard children as above does not extend to private arrangements between staff and parents outside of pre-school hours.
- Staff do however have a duty to report any safeguarding concerns in and outside of work. If a staff member has any concerns for a child, they must pass these concerns on to the designated safeguarding lead within Woodland Corner without delay.
- Woodland Corner will not be held responsible for any health and safety issues that may arise from these private arrangements.
- Any out of hours babysitting or childcare work must not interfere with a staff members' working hours or negatively affect their relationship with the child or other children in the setting.
- Staff should be aware that an incident whilst caring for a child outside of the pre-school could have an impact on their suitability to work at the pre-school and may be dealt with under Woodland Corner's disciplinary policy.

This policy was adopted at a meeting of Woodland Corner

Held on (date) 28th January 2026

Signed on behalf of the Management Committee

Jess Brown

Role of signatory (e.g. chairperson etc.)

Chairperson

Review date

January 2027