

## **The St Michael Steiner School Early Years Out of hours Babysitting Policy**

Historically it has not been uncommon for kindergarten or other staff to offer babysitting services to parents in our community, outside of working hours. This policy has been introduced to provide clarification of some key points regarding private arrangements between staff/long-term volunteers and parents/carers. In all the following points, 'staff' also means 'volunteers'; and 'school' also means kindergarten.

- It is up to the individual staff member if they wish to babysit for the children from the school 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 school.
- The school will not be responsible for any private arrangement or agreements that are made.
- Out of hours work arrangements must not interfere with staff members' employment at school.
- Confidentiality of employment must be adhered to and respected at all times.
- Parents should be aware that other adults accompanying the babysitter may not have the relevant Disclosure and Barring Service clearance, and it may not be appropriate for them to care for children.
- The school will not be held responsible for any health and safety or any other issue that may arise from these private arrangements.
- The school has a duty to safeguard all children whilst on our premises and in the care of our staff, but this duty does not extend to private arrangements between staff and parents/carers outside of school hours.
- In some cases, staff members are allowed to take children straight from school to the child's home for them to babysit. In this case, parents must inform the child's teacher and, in kindergarten, sign the 'signing-in/out' sheet appropriately. In this case, the parent/carer accepts that the school cannot be liable or responsible for any occurrence or eventuality, once the child has left school premises. If this is not signed appropriately, we cannot allow the member of staff to take the child off school premises.