

## **Babysitting Policy**

### **Policy statement:**

AACC strongly recommend that staff do not babysit for families that attend the setting but however allow staff (the individual) to babysit for families that attend our setting if they so choose providing they follow the following guidelines:

- The individual must uphold the Data Protection Act 2018 at all times therefore discussions about the setting, other children or parents and employees of the setting is not permitted and would be considered a breach of contract;
- The individual is advised that they must declare any income received from babysitting as this could be taxable income which should be declared to HMRC;
- The individual allows the rights of the parent(s) to see their Disclosure and Barring Service (DBS) certificate or previous Criminal Records Bureau (CRB) certificate;
- The individual is required to inform the committee of the family/families that they babysit for as a safeguarding requirement. This should include when, where and for whom. Information can be written by email or letter.

If the individual does undertake babysitting for a family in the setting they must not allow their relationship with the family/families that they babysit for to influence their behaviour/relationship with the child(ren) in the setting i.e. they must not favour that child/those children over others attending.

It is the sole decision of the member of staff whether they chose to undertake babysitting duties for families of children who attend the setting.

It is the member of staff's responsibility to ensure that confidentiality is maintained at all times and safeguarding procedures are considered in all eventualities.

Staff should inform the management committee prior to undertaking the babysitting duties. It is the member of staff's responsibility to ensure that confidentiality is maintained at all times and safeguarding procedures are considered in all eventualities.

AACC staff will fill in a declaration form to declare which families they babysit for which will be kept in their staff folder.

It is the member of staff's responsibility to ensure that if they transport any children from any of the settings' families during their babysitting duties that their own legal paperwork is up to date and they abide by all legal requirements, including, but not exclusively, business insurance for using a personal car for work.

GAPs does not take any responsibility for the actions of any staff member who wishes to undertake babysitting duties for families that use the setting.

### Monitoring and Review:

This policy will be monitored by the administrator and the manager of Abington Community out of School Club (GAPS) and will be reviewed at least annually.

Risk assessments will be carried out regularly by the trustees of the committee and the staff and management of Abington Community out of School Club (GAPS).

### ADOPTION AND ANNUAL REVIEW OF THE POLICY

This policy was adopted at a meeting of: **Abington Community out of School Club (GAPS)**.

Print Name: RUTH BEACH

Date: 03/01/2018

Role: ADMINISTRATOR

This policy was reviewed on:	Signature and name:	This policy was amended on:	Signature and name:
		15/05/2018	R BEACH
05/06/2018	R BEACH		
24/02/2020	R BEACH	24/02/2020	R BEACH
25/05/2021	R Beach	25/05/2021	R Beach
11/05/2022	R Beach		
31/03/2023	E Turner		