**Babysitting Policy**

**Policy Statement**

Chapel Break OSC CIC exercises precautions in employing staff as set out in our recruitment policy to ensure to the best of our abilities that staff members are suitable to be employed to work with children. However, we are unable to provide assurances to parents and carers as to a staff member’s suitability to look after their child unsupervised in a babysitting situation.

**Procedures**

If a staff member is going to babysit a child who attends our service we require the staff member and the parent or carer to sign an agreement regarding the arrangement. This acknowledges that the arrangement is wholly personal and that they understand that insurance etc which applies to Chapel break does not extend to any personal arrangements. This must be signed before the babysitting is to take place and filed in the child’s file, a copy will also be placed on the staff member’s file.

If a staff member is to collect the child from chapel break to take them home to babysit the parent or carer must notify the manager in writing of this in advance using the form included in this policy. This must be done on each occasion except where this would be a regular arrangement (e.g. every Wednesday) where the parent or carer may write one letter authorising this pattern.

Staff members who fail to comply with these requirements will be in breach of their terms and conditions of employment. This may result in disciplinary action under the grievance and disciplinary policy.

19/12/2016

Babysitting Agreement

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (parent or carer’s name)

wish for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (staff member’s name)

To babysit my child. I acknowledge that this is a personal arrangement and in no way related to Chapel Break OSC CIC. I have undertaken my own checks and am satisfied with this person’s suitability to look after my child unsupervised and appreciate that the insurance etc for Chapel Break dose not apply to this arrangement.

Signed by Parent/Carer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed by Staff Member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Copy placed on child’s file \_\_\_\_\_\_\_\_\_\_

Copy placed on staff member’s file \_\_\_\_\_\_\_\_\_\_

Updated 19/12/2016