



Charity Number 1036832

Naval Under Fives
Reviewed August 2017

POLICY FOR STAFF & PARENTS RE: BABYSITTING

Naval Under Fives does not run a babysitting service, but we are happy for its staff to help parents from time to time with babysitting in the evenings and weekends.

However, all staff, students and volunteers have signed and are bound by contract of the confidentiality policy and data protection act and therefore they are unable to discuss any issues regarding Naval Under Fives, its settings, Trustees, other staff members, students, volunteers, parents or other children. Should it be found that any staff member has discussed anything relating to the matters above, this will result in gross misconduct and the staff member will be instantly dismissed.

Staff members, students and volunteers are politely requested to inform a senior member of staff/management that they are babysitting for a parent.

If a parent/carer should decide to employ current or past employees for babysitting, it is their responsibility to ensure the suitability of the individual concerned. Naval Under Fives follow the vetting procedures required for DBS for all staff and students. Volunteers and parent helpers are not subject to the same vetting service. Parents need to be sure that the person they are asking to babysit is able to take on the responsibility for caring for children within their home, have the understanding of dealing with any health and safety issues that arise, that there are no medical issues which may affect their ability to baby sit and that they understand procedures in case there is an emergency.

Parents are politely requested that they give clear outlines to staff, students, volunteers for the following;
Contact details-Either/Or mobile phone numbers and the phone number of the venue.

What to do if the child in their care becomes ill.

What to do in case of emergency.

Who to contact in case of an emergency.

What to do if someone unexpected calls.

What to do if parents are not contactable or do not return at the time stated and agreed.

Naval Under Fives does not accept any responsibility or liability for an individual's conduct outside of their contractual commitment of work for the NUF group. Any complaints will be recorded, however disciplinary action may not take place as the staff member, student or volunteer was not working within a Naval Under Fives setting at the time, unless they have broken confidentiality or there is a safeguarding issue.

Staff, students and volunteers are reminded that it is their responsibility to report any safeguarding issues they may see whilst babysitting. Naval Under Fives will support and record any allegations of safeguarding and will remind them of the correct procedures to follow if they are concerned for the welfare of any child.