

OUT OF HOURS BABYSITTING POLICY

The Approved Provider and Management are responsible for any actions or activities that staff members may engage in that could breach confidentiality protocols. This applies whether at the Childcare Service, or in situations that may arise outside of operating hours.

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY		
2.2	Safety	Each child is respected
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.
2.2.3	Child Protection	Management, educators and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse or neglect.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
84	Awareness of child protection law
145	Staff record
147	Staff members
168	Education and care service must have policies and procedures

RELATED POLICIES

Arrival and Departure Policy Supervision Policy Confidentiality Policy	Child Protection Policy Code of Conduct
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PURPOSE

We aim to provide clear guidelines to Educators and families regarding babysitting enrolled children of the Service out of hours, which is a separate arrangement to the care and education we provide.

SCOPE

This policy applies to staff, families, children and management of the Service.

IMPLEMENTATION

We work to develop a positive and supportive relationship with children and families. We understand that families may request individual educators to babysit or nanny for them outside the Service hours of operation. We pride ourselves on employing educators of a high standard who are suitable for our Service. However, we are unable to provide assurance to families of an Educator's suitability to look after a child or children unsupervised in a babysitting environment away from our Service.

Due to possible legal implications, and child protection and privacy legislation, we strongly discourage employees from babysitting children outside of work hours. However, we acknowledge the educators right to financial expansion. Therefore, Educators undertaking babysitting or nanny positions in their personal time must ensure the following:

- Educators must advise the Nominated Supervisor/Management of the Service that a request has been made by a family
- any babysitting arrangements must be recorded in the a 'Babysitting log' (Service to create a suitable log)
- babysitting must not interfere with the Educator's job/work, or availability at the Service
- confidentiality must be adhered to at all times
- Educators will ensure favouritism does not result in external relationships with children and families outside of the Service
- families must be made aware that other adults who may accompany the babysitter may not have the relevant working with children checks, which may render them inappropriate persons to care for children
- the Service will not be made accountable for any health and safety issues that may arise within the private arrangement being made
- families understand that our Service has a duty of care to protect children whilst on the premises and in our care; this duty of care does not extend to private arrangements between Educators

and families outside of the Service. However, Educators do have a duty to report any health, safety, and/or wellbeing concerns in and outside of work, including child protection concerns

- Educators must understand that an incident whilst babysitting could have an impact on their suitability to work at the Service
- if an Educator is to collect a child from the Service, they must be authorised and/or listed as having authority to do so on the child's enrolment form
- Educators will complete a private agreement with families in regard to expectations and use of personal mobile phones and devices, and photography to ensure privacy and confidentiality is maintained whilst babysitting

BABYSITTING EXCEPTION

If an employee has a pre-existing relationship prior to the child's enrolment at the Service (relative, family friend, etc.) babysitting is not discouraged. However, to ensure the children's health and safety employees will:

- disclose the relationship to management
- be authorised or provided with written permission to take a child from the Service
- understand that the Service will not be held responsible for any health, safety, or wellbeing issues that may arise from private arrangements.
- We do not provide babysitting services outside normal operating hours
- Should employees undertake private babysitting arrangements with families, our Service takes no responsibility for any private arrangements between staff members and family. However, we do expect staff to inform the Service if they are babysitting or caring for a child that attends the Service.
- We have rigorous recruitment and suitability processes in place to ensure that we employ competent and professional members of staff and maintain our duty to safeguard children whilst on our premises and in the care of our staff. We have no such control over the conduct of staff outside of their position of employment. Parents should make their own checks as to the suitability of a member of staff for babysitting
- We will not take responsibility for any health and safety issues, conduct, grievances or any other claims arising out of the staff member's private arrangements outside of the Service hours. The member of staff will not be covered by the Service's insurance whilst babysitting as a private arrangement.

- **Out-of-hours work arrangements must not interfere with the staff member's employment at the Service.**
- All staff are bound by contract of the service's Privacy and Confidentiality Policy, where they are unable to discuss any issues regarding the Service, other staff members, parents or other children.
- **Staff whom are on an enrolled child's emergency contact list to sign the child out can sign the child out after the staff members shift has officially stopped.**

SOURCE:

Australian Children's Education & Care Quality Authority. (2014).

Education and Care National Regulations. (2011).

Education and Care Services National Law Act 2010. (Amended 2018).

NSW Office of the Children's Guardian.

Privacy Act 1988.

Revised National Quality Standard. (2018).

REVIEW

POLICY REVIEWED	DECEMBER 2019
NEXT REVIEW DATE	DECEMBER 2020