

# 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 would apply whether at the Childcare School or situations that may arise outside of operating hours.

## Education and Care Schools National Regulations

Children (Education and Care Schools) National Law NSW	
84	Awareness of child protection law
145	Staff record
147	Staff members
168	Education and care school must have policies and procedures

## PURPOSE

We aim to provide clear guidelines to Educators and families regarding babysitting enrolled children of the Farmhouse Montessori School 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 school.

## IMPLEMENTATION

We work to develop a positive and supportive relationships with children and families. We understand that families may request individual educators to babysit or nanny for them outside the school hours of operation. We pride ourselves on employing educators of a high standard, who are suitable for our school. 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 the Farmhouse Montessori School.

Due to possible legal implication, child protection legislation and privacy, we strongly discourage employees to 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 undertake the following:

- Educators must advise the Nominated Supervisor/Management of the School that a request has been made by a family.
- Babysitting must not interfere with the Educators job/work at the School
- 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 School
- Families must be made aware that other adults who may accompany the babysitter may not have the relevant working with children checks, resulting in the inappropriateness for them to care for children.
- The school will not be made accountable for any health and safety issues that may arise within the private arrangement being made
- Families understand that our School 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 School. However, Educators do have a

duty to report any safeguarding 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 School.
- If an Educator is to collect a child from the School, they must be authorised and/or listed as an emergency contact.
- Educators will complete an agreement with families in regards to expectations and use of personal mobile phones and photography to ensure privacy and confidentiality is maintained whilst babysitting.
- Educators and families will complete the 'Babysitting Agreement Waiver' acknowledging that they choose to waive the right to hold the school liable should a child be harmed whilst an Educator is waiting outside of work hours.

### Babysitting Exemption

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

- Disclose the relationship to management/board
- Be authorised or provided with written permission to take a child from the School
- Understand that the School will not be held responsible for any health or safety issues that may arise from private arrangements.

### Source

- Education and Care Schools National Regulation
- Privacy Act
- Revised National Quality Standards
- NSW Office of the Children's Guardian
- ACECQA
- Child Care Desktop

### Review

Policy Review Date
Nov 2017