



Harvard Park Policies and Procedures:

Baby Sitting

12. Baby Sitting

Policy statement

At Harvard Park, we do not provide a babysitting service outside of our normal operating hours. However, we understand that parent/s and/or carers sometimes ask early years educators employed by Harvard Park to babysit for their children and this policy has been implemented to clarify some points regarding private arrangements between staff and parents/carers. This policy should be read in reference to and alongside: Child Protection and Safeguarding young people and vulnerable adults, Staffing and Employment and Staff Personal Safety.

Our policy States:

- Harvard Park is not responsible for any private arrangements or agreements that are made for outside of the premises. This is between the early year's educator and the child's family; however, we do expect early years educators employed by Harvard Park to inform us if they are babysitting, escorting or taking to the child's home or caring for a child that attends the Day Nursery or the Pre School outside of the setting.
- We require the early years educator and parent/s and/or carer to sign a copy of this policy which we will keep on file for the child's records and that of the early years educator employed by Harvard Park.
- We have rigorous recruitment and suitability processes in place to ensure that we employ competent and professional members of staff and uphold our duty to safeguard children whilst on our premises and in the care of our staff. This procedure includes interviews, references, full employment history and DBS checks as well as several other processes. Whilst in our employment, all staff are subject to ongoing supervisions, observations and assessments to ensure that standards of work and behaviour are maintained in accordance with our policies.
- We have no such control over the conduct of employed early years educators or other members of staff outside of their position of employment. Parent/s and/or carer/s should make their own checks as to the suitability of an individual before and for babysitting.
- We will not take responsibility for any health and safety issues, conduct, grievances or any other claims arising from the staff member's private arrangements outside of Harvard Park hours as well as those outside of the individuals' employed hours. The member of staff will not be covered by our insurance whilst babysitting as this is classed as a private arrangement.
- Out of hours work arrangements must not interfere with the staff member's employment at Harvard Park. This includes missing staff meetings or other work commitments such as training days.
- All staff are bound by contract of the Confidentiality policy and Data Protection Act that they are unable to discuss any issues regarding Harvard Park, other staff members, parents/carers or other children. Harvard Park has a duty of care to safeguard all children attending the setting

so if a staff member has some concerns for a child following a private babysitting type arrangement, they need to pass these concerns on to the Designated Persons (DSL and/or DO) for Child Protection within Harvard Park.

- Both the nursery and pre-school have a duty to safeguard all children whilst on our premises and in the care of our staff, however; this duty does not extend to private arrangements between staff and parents/carers outside of school hours.
- Should a staff member in a private arrangement outside of their employment hours have concerns, they should independently report this to the M.A.S.H. team on **020 849 62311** or the police.
- If a staff member is to take the child at the end of that child's session, the manager will require written permission from the parent/s and/or carer. It will be the staff member's responsibility to ensure they have the appropriate insurance, MOT and child restraints or child safety seats if they are transporting them in their car.
- We at Harvard Park strongly discourage babysitting outside of employed and/or the settings hours. Separately, from any possible legal implications this may have for the settings, the role of the early years educator or employed staff member is not enhanced. However, the setting acknowledges the individual's right to financial gain.

Please continue onto the next page to sign the relevant forms.

BABYSITTING FORM: Consent to transport and care for the child/ren of the family below.

All parties should encourage to read through and sign where applicable. It should also be made clear that all parties involved understand the implications this may have as well as their own individual responsibilities.

I/We _____parents/legal guardians of _____ (name of child/ren) understand and accept that Harvard Park Ltd. are not responsible for any harm that our child or property may experience while under the care of team member _____ (educator’s name) when babysitting outside of the premises. We are aware of the provision’s Babysitting policy and chose to take exception to that policy.

- We understand and accept that Harvard Park Ltd. are not responsible for any harm that may befall our child/ren or other’s children also being cared for with our children when being babysat outside of Harvard Park. This also includes loss or damages to property.
- We understand and accept that Harvard Park Ltd. are not responsible for any harm that may befall our child/ren during the transportation and/or escorting off the premises.

Parent(s)/guardian’s signature:	Printed Name:	Date:
Nominated Supervisor signature:	Printed Name:	Date:
Early Years Educators Signature:	Printed Name:	Date:

This Policies and Procedures pack was adjusted by Harvard Park.
 Date meeting was held on **30/04/2026**
 Signed on behalf of the Directors and Proprietors
Nicki Saunders and Tracey Milstead