



Reviewed 30/03/2021

Out Of Hours Policy

It is not uncommon for nursery staff to offer babysitting services to nursery clients, outside of nursery working hours. This policy has been implemented to provide clarification of some points regarding private arrangements between staff and parents/carers.

1. The Nursery will not be responsible for any private arrangements or agreements that are made.
2. Out of hours work arrangements must not interfere with a staff members employment at the Nursery.
3. Confidentiality of employment must be adhered to and respected *
4. Parents should be aware that other adults may accompany the babysitter and may not have the relevant Disclosure and Barring Service clearance, and it may not be appropriate for them to care for children.
5. The Nursery will not be held responsible for any health and safety or other issues that may arise from these private arrangements
6. The Nursery has a duty to safeguard all children whilst on our premises and in the care of our staff, but this duty does not extend to private arrangements between staff and parents/carers outside of nursery hours.
7. It is the responsibility of the member of staff to ensure they have a suitable taxed vehicle and relevant car insurance and that it is the responsibility of the parent/carer to check these details if you wish for a member of staff to transport your child to and from nursery. In addition to this you must ensure the member of staff is added to the Nominated Collectors that you have for your child at Nursery.

* The Old School Nursery are very happy for its staff to help parents with babysitting in the evenings and weekends. However, we would like to reinforce that staff are bound by contract of the confidentiality policy and general data protection act and are therefore unable to discuss **any** issues regarding The Old School Nursery, other staff members, parents or other children.