**Little Sunshine House: Babysitting Policy**

We do not provide a babysitting service outside our normal operating hours. However, we understand that parents sometimes ask staff to babysit for their children and this policy has been implemented to clarify some points regarding private arrangements between staff and parents. Please also refer to our Safeguarding Children Statement.

* Little Sunshine House is not responsible for any private arrangements or agreements that are made: such agreements are between the staff member and family. However, we do expect staff members to inform us if they are babysitting or caring for a child that attend LSH.
* We require the staff member and parent to sign a copy of this policy, which we will keep on file for the child and staff member.
* We have rigorous recruitment 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 supervision, observation and assessment to ensure that standards of work and behavior are maintained in accordance with our policies. 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 their scheduled LSH hours. The member of staff will not be covered by LSH insurance whilst babysitting as a private arrangement.
* **Out-of-hours work arrangements must not interfere with the staff member’s employment at LSH.**
* All staff are bound by contract of Confidentiality and are unable to discuss any issues regarding LSH other staff members, parents or other children.
* It will be the staff member’s responsibility to ensure they have the appropriate insurance, and child restraints or child safety seats if they are transporting them in a car.

Parent/Carer/Staff member name: …………………………………………………………………………………………………….

Signature: ……………………………………………………………………………………………….. Date: ………………………………