



Out of Hours Babysitting

Approval: August 2022

Review: August 2024

POLICY STATEMENT:

We aim to support our families sense of belonging and wellbeing in the community and our Educators right to make an income, while promoting child protection and clear separation of roles.

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, practised 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.

QUALITY AREA 6: PARTNERSHIPS WITH FAMILIES AND COMMUNITIES		
6.1	Supportive relationships with families	Respectful relationships with families are developed and maintained and families are supported in their parenting role.

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

Service Policies & Documentation

Arrival and Departure Policy Child Protection Policy Code of Conduct	Privacy and Confidentiality Policy Supervision Policy
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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. BASC is not responsible for any private arrangements or agreements that are made; this is between the staff member and family.

SCOPE

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

IMPLEMENTATION

We work to develop a positive and supportive relationship with children and families. We understand that families value our educators, who know their children, and have created trusting relationships and may request individual educators to babysit or nanny for them outside the Service hours of operation. We pride ourselves on employing educators who are suitably qualified, experienced, reliable and suitable for our Service.

We have rigorous recruitment and suitability processes in place to ensure that we employ competent and professional Educators 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 working with children 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. 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. We have no such control over the conduct of staff outside of their position of employment and can accept no responsibility for a staff member's actions when they are outside their employment with us.

Due to possible legal implications, and child protection legislation and privacy, we ensure our employees are aware of the service & industry preferences and guidelines around babysitting children outside of work hours.

We acknowledge & support the educator's right to financial expansion, as this will promote continuity of Educators. 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 a 'Babysitting log Channel', via the SLACK staff communication app.
- Babysitting must not interfere with the educator's job/work, or availability at the Service.
- Confidentiality must be adhered to at all times. All staff are bound by the BASC Confidentiality Policy and are unable to discuss the service, staff members, families or children enrolled at the service.
- Educators will ensure favouritism does not result from external relationships with children and families outside of the Service.
- Families must be made aware that other adults who may accompany the babysitter, or babysitting referrals 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.
- Although BASC takes no responsibility for the staff member out of working hours, we do understand that the employee is representing our service. We therefore expect all our employees to always act responsibly.
- 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 authorised persons up list.

- 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
- If an employee has a pre-existing relationship prior to the child’s enrolment at the Service (relative, family friend, etc.), 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.

Management/Nominated Supervisor/Responsible Person will ensure:

- keep a record of the babysitting arrangement on the educator’s staff file.
- Educators are aware of and following the babysitting policy and the service code of conduct
- Ensure Educators are aware of and properly complete the babysitting log.

Sources

- Association of Children’s Welfare Agencies: www.acwa.asn.au
- Australian Children’s Education & Care Quality Authority. (2014).
- Care for Kids <https://www.careforkids.com.au/child-care-articles/article/59/an-overview-on-babysitting>
- *Education and Care Services National Law Act 2010*. (Amended 2018).
- Education and Care National Regulations. (2011).
- NSW Office of the Children’s Guardian <https://www.kidsguardian.nsw.gov.au/>
- *Privacy Act 1988*.
- Revised National Quality Standard. (2018).
- Little learners nursery group [Babysitting Policy](#)

POLICY REVIEWED	MODIFICATIONS	NEXT REVIEW DATE
July 2022	<ul style="list-style-type: none"> ● Policy Created with reference to Child CARE Centre sample policy, ACECQA, NQF Guidelines, Child protection policy and 	August 2024