



Policy Statement

It is the policy of Burham Pre-school that staff who are currently employed are not able to care for children that attend our setting outside of pre-school hours in any paid professional capacity.

At Burham pre-school we have a rigorous recruitment procedure 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 and vetting such as DBS checks and confirmation of references and qualifications. Furthermore, whilst in our employment, all staff members are subject to ongoing supervision, observation and assessment, to ensure that standards of work and behaviour are maintained in accordance with our policies. We have no control over the conduct of staff outside of their position of employment, and therefore our duty to safeguard children as above does not extend to private arrangements.

Burham pre-school would not be directly held responsible for any health and safety or other issues that may arise from any private arrangement and this may impact on a member of staff's suitability to work within the setting should a safeguarding concern arise, it must be reported to the supervisor immediately.

All individuals employed at Burham pre-school are made aware of this policy and therefore should it become known that individuals have agreed to care for children who attend our setting in a paid capacity, it will be deemed as a breach of terms and conditions of employment and will lead to formal disciplinary action being taken.

The only exception to the above is for family members and this must not be in a paid capacity. They may provide babysitting care within the family home environment however the pre-school will take no responsibility for any issues (including health and safety) that may arise from this private family arrangement again any safeguarding issues raised from this personal arrangement must be reported to the setting and may affect the individual's suitability to work within the pre-school.

If family members i.e. nieces and nephews attend the setting parents may ask if a member of staff can take them home in an emergency situation, in this instance this must be done at the time of registration and a separate personal authorisation will be agreed in writing and kept with the child's registration information.

This policy was adopted by: Burham Pre-school

On _____

Date to be reviewed _____

Signed: _____ (supervisor)

_____ (chairperson committee)

