

BABYSITTING AND TUTORING POLICY

ALEXANDRA SCHOOL

BABYSITTING AND TUTORING POLICY

Principles:

Babysitting is unregulated due to the complexities of registering and monitoring everyone. Parents may often choose to have someone known to themselves and their child to babysit/tutor and may therefore look to staff at school.

Babysitting and tutoring are different and will be dealt with under separate headings below.

Aims of this policy:

- To make clear the school's policy regarding babysitting and tutoring to staff and parents.
- To provide clear guidelines for staff to protect themselves.
- To ensure that the child will be appropriately cared for outside the school setting.

Babysitting policy:

School staff, including teachers and teaching assistants, may babysit for a parent at the school. This is a private arrangement made between the parent and the staff member. Payments and arrangements are kept between those involved. Any babysitting must not interfere with working hours, hinder working relationships at the school or affect the staff member's relationship with the child or other children. In the event that private babysitting duties are deemed to interfere with any aspect of the staff member's employment, we may require that the agreement be terminated.

The staff member **MUST** declare their babysitting roles on their business interest form.

Babysitting must not be done on the school premises.

Those babysitting must ensure they protect themselves and are clear on:

- Emergency contacts
- Medical issues/allergies
- Procedure in event of fire
- Health and Safety issues

In addition, those babysitting should consider the risks of lone working.

The school takes no responsibility for these arrangements and is not responsible or liable for any child once they are in the care of the babysitter.

Staff members are free to refuse/accept babysitting requests.

Tutoring policy:

Alexandra School recognises that teachers and other staff may wish to earn additional money through tutoring children outside school hours. The school permits this but would like to make staff aware of the potential conflict of interest, particularly if a teacher tutors pupils in their own class. Teachers could be accused of favouritism or even holding back the class in order to benefit from additional tutoring money. For these reasons we recommend that teachers **do not** tutor pupils currently in their own class.

As for babysitting, any tutoring must not interfere with working hours, hinder working relationships at the school or affect the staff member's relationship with the child or other children. It is a private arrangement which must be declared on the staff member's business interest form.

Tutoring must not take place on the school site.

The school takes no responsibility for these arrangements.

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Transporting pupils:

If parents wish the staff member to collect their child from school then this must be made clear to the class teacher as for any other adult collecting a school child. As soon as the child leaves the school premises (s)he is not the school's responsibility.

It is the staff member's responsibility to ensure their car has the appropriate insurance, MOT and child restraints or child safety seats if they are transporting children in a car.

Breaches of Confidentiality:

Staff are reminded that events and discussions within school should stay in school. Anything discussed within school is not for sharing with those outside school. Any breach of confidentiality will be treated seriously.

Safeguarding:

Staff are reminded that they have a duty to report any safeguarding concerns in and outside work. The contact person is the school's DSL, Rachel Carr.

Staff are encouraged to be clear with all parents for whom they have private babysitting/tutoring or transporting arrangements their statutory safeguarding responsibilities.

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BABYSITTING GUIDANCE

Alexandra School understands 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.

- Alexandra School is NOT responsible for any private arrangements 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 for a child that attends the school.
- We have rigorous recruitment and suitability processes in place to ensure that we employ competent and professional members of staff. This procedure includes interviews, references, full employment history and DBS checks. Whilst in our employment all staff 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 such control over the conduct of staff outside their position of employment. Parents should make their own checks as to the suitability of a member of staff for babysitting. Parents should also be aware that while we carry out DBS checks on our staff, we do not carry these out on any accompanying adult.
- We do 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 school hours. The member of staff is not covered by the school's insurance whilst babysitting as a private arrangement.
- Out-of-hours work arrangements must not interfere with the staff member's employment at the school.
- Staff are unable to discuss any issues regarding the school, other staff members, parents or other children. If a breach in confidentiality occurs whilst the staff member is babysitting, this may lead to disciplinary actions being taken against that staff member in line with the Confidentiality Policy, Data Protection Policy and Staff Code of Conduct.
- The school has a duty of care to safeguard all children attending the school, so if a staff member has some concerns for a child following a private babysitting arrangement they must pass these concerns on to the Safeguarding lead within the school.
- It is the staff member's responsibility to ensure they have the appropriate insurance, MOT and child restraints or child safety seats if they are transporting children in a car.