



Nurturing your joy
Childcare | Kindergarten | OSHCare

POLICY AND PROCEDURE

| | |
|----------------|---------------------|
| Document Name: | Baby Sitting Policy |
| Review Dates: | |
| Review Cycle: | 3 years |
| Approved By: | Director |
| Approval Date | 22/11/2024 |

BABYSITTING POLICY

1. POLICY STATEMENT AND/OR PURPOSE

Catholic Early Learning and Care is responsible for any actions or activities that staff members may engage in that could breach confidentiality protocols or place a staff member, a child, or the reputation of the organisation at risk.

2. APPLICATION

This applies whether at a Catholic Early Learning and Care Service or outside of operating hours. This policy applies to staff, children, families and service management.

3. PROCEDURE

CELIC values our positive and supportive relationship with children and families.

We understand that families may request educators to babysit/care for their children outside the Service hours of operation.

Due to possible legal implications, and child protection and privacy legislation, we strongly discourage employees from babysitting children outside of work hours. At the same time, we acknowledge the educator's right to seek supplementary income.

Therefore, CELIC educators undertaking babysitting in their personal time must ensure the following:

- educators must advise their Nominated Supervisor that a request has been made by a family;
- babysitting must not interfere with the educator's availability at the Service;
- confidentiality must be adhered to at all times;
- families must be made aware that other adults who may accompany the babysitter may not have the relevant working with children checks;
- CELIC will not be accountable for any health and safety issues that may arise within the private arrangement being made;
- Families understand that CELIC has a duty of care to protect children whilst at our services 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.

EXCEPTION: If an employee has a pre-existing relationship prior to the child's enrolment at the Service (relative, family friend, etc.) babysitting is not discouraged. To ensure the children's health and safety employees will:

- disclose the relationship to their Nominated Supervisor
- be authorised with the appropriate permissions if they are collecting the 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.

4. BREACHES OF THIS POLICY

Proven breaches of this policy may result in disciplinary action, including (but not limited to):

- Informal meeting and discussion.
- An official reprimand.
- Implementation of misconduct procedures.
- Termination of employment.

5. ENQUIRIES

Catholic Early Learning and Care Executive Director - admin@cclc.catholic.org.au

6. APPROVAL



Alison Forster
Director
Catholic Early Learning and Care

Date: 21/11/2024

OUT OF HOURS BABYSITTING AGREEMENT – WAIVER

Due to possible legal implications, and child protection and privacy legislation, CELC strongly discourages employees from babysitting children outside of work hours. At the same time, we acknowledge the educator's right to seek supplementary income. This waiver has been arranged to permit educators and staff members to babysit children/families enrolled at the Service outside of normal operating hours.

[Enter educator/staff member's name] is employed by CELC at [Service Name] and has been asked to provide care in a social relationship with [Enter Child/children's Full Name] outside of Service operating hours. Having read the CELC Babysitting Policy, which outlines the reasoning for this restriction, it is still the desire of the educator/staff member named above and parents [Insert Parent's Name] to enter into an agreement, which protects the Service.

[Insert Parent/Carer's Name] understands the risk associated with an outside social relationship with an educator/staff member of the Service. Families understand that as an Early Education and Care Service we cannot anticipate or control the situation that may arise as a result of allowing the educator/staff member to engage with children outside of Service operational hours. CELC is not responsible for any private arrangements or agreements made between families. However, we do expect educators/staff members to inform their Nominated Supervisor if they are babysitting or caring for a child/children who attends the Service. Out of hours work arrangements must not interfere with the staff member's employment at the Service. Families understand that we have a thorough recruitment and suitability process in place to ensure that we employ competent and professional educators/staff members who upheld their duty of care to children and maintain their professionalism. This includes, interviews, reference checks, and Working With Children Checks (WWCC) clearance.

Whilst in our employment all educators/staff are subject to ongoing supervision to ensure that standards of work and behaviour are maintained in accordance with our policies and national legislation requirements. 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. CELC will not be held responsible or accountable for any health and safety issues, conduct, grievances or any other claims arising out of the educator's/staff member's private arrangements outside of service hours. The member of staff will not be covered by the CELC's insurance whilst babysitting as a private arrangement.

All staff are bound by contract of the Service's Privacy and Confidentiality Policy which outlines that they are unable to discuss any issues regarding the Service, other employees, families or children.

| | | |
|-----------------------------|-----------|------|
| Parent/Carer's Full Name | Signature | Date |
| Educator's Name | Signature | Date |
| Nominated Supervisor's Name | Signature | Date |