

KIA MENA MONTESSORI PRE-SCHOOL
The Pavilion, Beckenham Sports Club, Foxgrove Road,
Beckenham, Kent BR3 5AS
020 8658 9009

Babysitting Policy

At Kia Mena, we develop excellent relationships with our families and understand that from time to time parents may request individual staff members to babysit for them. Whilst we do not actively encourage this, we would like to clarify some points regarding private arrangements between staff and parents.

1. Kia Mena is not responsible for any private arrangements or agreements that are made between staff members and families.
2. Staff are expected to inform the pre-school of any out-of-hours arrangements made with parents.
3. Babysitting arrangements must not interfere with the staff member's employment at the pre-school.
4. If staff members are collecting or bringing children to Kia Mena, we must have written permission from the child's parent/carer.
5. All staff are bound by our confidentiality policies and data protection and are unable to discuss any issues regarding the pre-school, other staff member and any children when not at Kia Mena. Any breach of confidentiality will be treated as a disciplinary matter.
6. Parents and carers are expected to respect our confidentiality policies and not question staff about any aspect of the pre-school including their child's development, other children and other adults at the setting including staff, the owner and other parents.
7. Whilst we have a rigorous recruitment policy for our staff and perform on going supervisions and assessments, we have no control over the conduct of staff outside their position of employment and can accept no responsibility for a staff member's actions when they are outside their employment with us.
8. All staff at Kia Mena has a duty to safeguard all children whilst on our premises. Staff also have a duty to report any safeguarding concerns outside the pre-school.

This policy must be signed by both the parents and staff and also the pre-school manager or deputy manager before any babysitting agreement is formed.

This policy will be updated annually
Next update due: OCTOBER 2025

Baby Sitting Agreement

I have read and understood requirements set out in the Babysitting Policy.

Parent Name	Signature	Date
Staff Name	Signature	Date
Manager/Deputy name	Signature	Date