

Approved by:	Alex Kingston	Date: April 2023
Last reviewed on:	June 2023	
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WOLFSON HILLEL PRIMARY SCHOOL

Tutoring/babysitting policy

At Wolfson Hillel Primary School we understand that parents sometimes ask school staff to babysit for their children, or help their children and siblings with their academic studies and this policy has been implemented to clarify some points regarding private arrangements between staff and parents. For the purpose of this policy, 'Babysitting' is defined as ad-hoc weekday evening or weekend care. 'Tutoring' is defined as the provision of academic support to a child outside of school operating hours.

The school is not responsible for any private arrangements or agreements that are made, this is between the staff member and family. However, we do expect staff members to inform us if they are babysitting or caring for a child that attends the school outside of the setting. We require the staff member and parent to sign a copy of the staff or parent declaration form which we will keep on file for the child and staff member. The school does not allow staff to babysit or tutor for a child in the year group they are working in due to the professional conflict of interest.

The school has a duty of care to safeguard all children attending the setting so if a staff member has concerns for a child following a private babysitting or tutoring type arrangement, they need to pass these concerns on to the Designated Safeguarding Lead within the setting. Wolfson Hillel Primary School has a duty to safeguard all children whilst on our premises and in the care of our staff, however, this duty does not extend to private arrangements between staff and parents outside of school hours. Wolfson Hillel Primary School will not be held responsible for any health and safety, or other, issues that may arise from these private arrangements.

Parental responsibilities

We have rigorous recruitment and suitability processes in place 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, references, full employment history and DBS checks. Whilst in our employment all staff are subject to ongoing performance management 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 of their position of employment. Parents should make their own checks as to the suitability of a member of staff for babysitting. We will 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 will not be covered by the school's insurance whilst babysitting or tutoring as a private arrangement. Out of hours work arrangements must not interfere with the staff member's employment at the school and all

private arrangements should be made outside of working hours. Parents must not call or email the school to attempt to contact staff for babysitting/tutoring. If a staff member is to take the child at the end of that child's school session, the parent/carer must inform the school to give their consent like they would with any other authorised adult e.g. a grandparent.

Staff responsibilities

The Data Protection Act: All staff are bound by contract and the Data Protection Act which means;

- That they are unable to discuss any confidential issues regarding the School, other staff members, parents or other children.
- That they must not look for personal information regarding a family in the setting. It is the responsibility of the family to provide all necessary information should they wish to enter into a private babysitting or tutoring arrangement.
- That they must not take photographs or recordings of any child for whom they are babysitting or tutoring on their personal mobile phone or camera. No information regarding the child should be shared on any social media or with other adults/children.
- That they must not take any school property i.e cameras, laptops, tablets, plans or resources away from the school at any time, including to a babysitting job which falls outside of their employment with Wolfson Hillel Primary School.
- That they must refrain from taking 'work' i.e children's work books away from the school at any time , including to a tutoring job which falls outside of their employment with Wolfson Hillel Primary School.

Personal Vehicles It will be 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.

Parent/Carer Babysitting/Tutoring Declaration

Name of parent/carer

Name of child/children

Name of babysitter/tutor

I understand and agree to the following:

- Wolfson Hillel Primary School is not responsible for any private arrangements or agreements that are made with School staff
- Wolfson Hillel Primary School will 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 babysitter/tutor will not be covered by Wolfson Hillel Primary School insurance whilst babysitting as a private arrangement.
- Parents should make their own checks as to the suitability of a member of staff for babysitting
- If a staff member is to take the child at the end of that child's school session, the parent/carer must inform the school office to give their consent.

Parent/carer signature

Date

A copy of this signed declaration will be placed on your child/children's file

Staff Babysitting/Tutoring Declaration

Name of Employee

Role

Full names of child/children

I understand and agree to the following:

- Staff should read and be aware of the following <https://learning.nspcc.org.uk/safeguarding-child-protection/tutors>
- Wolfson Hillel Primary School is not responsible for any private arrangements or agreements that are made with School parents
- Wolfson Hillel Primary School will not take responsibility for any health and safety issues, conduct, grievances or any other claims arising out of private arrangements made with parents outside of school hours
- The babysitter/tutor will not be covered by Wolfson Hillel Primary School insurance whilst babysitting/tutoring as a private arrangement
- Staff are bound by contract and the Data Protection Act that they are unable to discuss any confidential issues regarding the School, other staff members, parents or other children
- Staff must not look for personal information regarding a family in the setting
- Staff must not take photographs of any child for whom they are babysitting or tutoring on their personal mobile phone or camera.
- Staff must not take any school property i.e cameras, laptops, tablets away from the school at any time, including to a babysitting/tutoring job which falls outside of their employment with Wolfson Hillel Primary School.

- Staff must refrain from taking 'work' i.e children's work books away from the school at any time , including to a babysitting/tutoring job which falls outside of their employment with Wolfson Hillel Primary School.
- If a staff member is to take the child at the end of that child's school session, the parent/carer must inform the school office to give their consent
- It will be 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
- Staff must not babysit/tutor a child that is in the same year group that they work in

Staff signature:

Date:

A copy of this signed declaration will be placed on your staff file