



MSS & WAABINY OSHC EMPLOYEES BABYSITTING POLICY



PURPOSE

Montessori Stepping Stones (MSS) aims to provide continuity and consistency of educators, specifically scheduled to ensure children and families have access to educators who know their children and thereby creating trusting communication and relationships. Further the policy aims to establish a professional conduct of employees towards children and families of MSS outside of the organisational and operational scope.

SCOPE

All employees employed at MSS and involved in babysitting children attending and enrolled at the service.

DESCRIPTION/GENERAL

MSS does not offer a babysitting service out of our hours of operation.

However, we understand that parents/guardians sometimes ask MSS educators to baby sit for their children. This policy aims to clarify all areas regarding this private arrangement between employees and parents/ guardians.

MSS employs educators with varying qualifications, knowledge and experience for certain periods of time through a working agreement.

When babysitting, employees do not represent MSS. MSS will not be accountable in any form, or by any means for the employees actions or opinions, and as such is not bound by any of MSS policies and procedures regarding practice or procedure while babysitting.

All individuals working at MSS have undergone a Working with Children's Check (WWC) for their suitability to work with children at MSS, however other adults accompanying them may not have.

All MSS employees are bound by company confidentiality at all times, regardless of whether they are in work or not, therefore employees are not permitted at any time to discuss subjects concerning the centre or the wider company and we ask that parents/guardians respect this.

Babysitting arrangements must not interfere with the employees roster or duties at the centre, and as such must not be discussed or addressed during employees work hours at MSS as this has priority at all times.

Any parent/ guardian requesting an employee of MSS for babysitting must have read this policy in full, as well as completing a babysitting authorisation form which is to be signed to confirm that this policy has been understood before the employee will be permitted to babysit.

Babysitting is only permitted during weekend (incl. long weekends) and employees holiday leave.

When taking leave to perform babysitting duties, there must be no conflict of interest when making babysitting arrangements ie. Babysitting will not be permitted when it is planned on days that the child would otherwise be booked and attending at the service.

MSS employees providing babysitting services must provide a medical certificate on days prior to and after a babysitting service if they are unfit for work.

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CHILDREN'S NEEDS

Protection from harm or infection from educators/employees at MSS

FAMILIES' NEEDS

To feel confident that their child's health and safety is assured.

EDUCATOR/EMPLOYEES NEEDS

Protection from infection or harm.

MANAGEMENT NEEDS

Minimising the risks of spreading infectious diseases, employees and child illness. Clarity in arrangements outside working hours where MSS employees babysit children enrolled at the service.

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