BABYSITTING AND RECRUITMENT OF COLOURBOX STAFF

AIM

Ensure that staff and parents/carers using the nursery understand the company position with regard to Colourbox staff being recruited.

Ensure that safeguarding of staff and children is maintained.

Babysitting:

To safeguard staff and the nursery, babysitting for nursery families is not permitted. This policy is relevant throughout the families' time as customers of the business. All family and close relationships should be brought to the attention of the HR Manager so that management of the situation complies with the safeguarding policy. This information is checked annually as part of the appraisal process.

Staff babysitting for other members of staff needs to be approved by the management team.

Other Employment:

It is not acceptable for a family who are using Colourbox's services (or their representative) to approach a staff member with a view to offering them employment whether or not they are on nursery premises or carrying out their work duties. Should a staff member report such an incident, we will cancel the child's place with immediate effect and charge 1 months' notice fee.

Parents and staff alike will be aware of the cost of training and administration of personnel involved in a nursery school. For this reason, any parent (or their representative) who employs one of our staff members will be required to pay to Colourbox a recruitment fee equivalent to 40% of that staff member's annual salary. An invoice will be prepared and that amount will become due on the day that the staff member leaves our employment. This fee will continue to be applicable for a period of 3 months after an employee has left Colourbox. If unpaid, this fee will be recovered in accordance with our Admissions and Charging policy. Enrolling your child in the nursery indicates your acceptance of our Policies and Procedures.

Staff Responsibility

Staff MUST report any approach by parent or their representatives, for babysitting or employment to the Business Manager immediately using an incident form.

This policy will be reviewed in April 2024