



BOURKE AND DISTRICT CHILDREN'S SERVICES

QUALITY AREA 2: CHILDREN'S HEALTH & SAFETY

POLICY NAME: OUT OF HOURS BABYSITTING

POLICY STATEMENT

BDCS is aware that at times a child's parent may approach an employee to provide a baby-sitting service. The Approved Provider and Management are responsible for any actions or activities that staff members may engage in that could breach confidentiality protocols. This applies whether at a service, or in situations that may arise outside of operating hours. Families should also be aware that as an Early Education and Care Service we cannot anticipate or control any situation that may arise as a result of allowing a staff member to engage with children outside of service operational hours and BDCS is not responsible for any private arrangements or agreements made between families.

BACKGROUND

Due to possible legal implications, child protection legislation and privacy we do not encourage private babysitting. We understand that due to our remote location and availability of alternate after hours care options, that families may wish to engage an employee in a private babysitting arrangement. We are also aware that some employees may consider this to be a desirable arrangement under which they can earn a source of income in addition to their regular employment. We aim to provide clear guidelines to staff and families regarding babysitting of enrolled children of the service out of hours, which is a separate arrangement to the care and education we provide.

OVERALL STRATEGIES/HOW WILL IT BE DONE?

We work to develop a positive and supportive relationship with children and families. We understand that families may request individual staff members to babysit for them outside the service hours of operation. We pride ourselves on employing staff who are suitably qualified, experienced and reliable however, we are unable to provide assurance to families of a staff members suitability to look after a child/ren in a babysitting environment away from our services.

BDCS does allow for private babysitting, however, if an employee is approached and if they agree to babysit for that family, they may do so provided all of the following requirements are met:

- Babysitting is only permitted outside of the services operating hours and provided it does not conflict with staff meetings or compulsory training courses.
- It is only permitted on the basis that it does not have a detrimental effect on the employee's work performance.
- Prior permission must be obtained from the Direct Supervisor, and if permission is given, both the employee and the family involved must sign the disclaimer waiver (available on request) before the arrangement takes place.
- Permission may be revoked at any time if the arrangement negatively impacts on the employee's work performance, the centre's operations, or the relationship with any family who use the organisation.
- Confidentiality must be adhered to at all times and includes staff members being unable to discuss any issues regarding the service, other employees, families or children.
- Staff are to act in the same professional manner for all children at all times and not show any signs of favouritism.
- If a staff member is to collect a child from a service, they must be authorised and/or listed as having authority to do so on the child's enrolment form (see Arrival and Departure Policy for more information).

ROLES AND RESPONSIBILITIES

THE APPROVED PROVIDER/DIRECT SUPERVISORS WILL:

- Ensure that obligations under the Education and Care Services National Law and National Regulations are met.
- Ensure all staff (including casual staff) receive information and induction training to fulfil their roles effectively, including being made aware of the Out of Hours Babysitting Policy, their responsibilities in implementing it, and any changes that are made over time.
- Not be held responsible or accountable for any health and safety issues, conduct, grievances or any other claims arising out of the staff member's private arrangements outside of service hours.
- Keep a record of the Out of Hours Babysitting waiver on the staff member's file.
- Have the right to withdraw the Out of Hours Babysitting waiver at any time.

STAFF MEMBERS WILL:

- Follow directions as per their BDCS Employment Contract regarding secondary employment.
- Adhere to all requirements set out above if choosing to babysit for a family.
- Understand that they are not covered by the service's insurance whilst babysitting as a private arrangement.



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FAMILIES WILL:

- Understand that our service has a duty of care to protect children whilst on the premises and in our care; this duty of care does not extend to private arrangements between staff and families outside of the service. However, staff do have a duty to report any health, safety, and/or wellbeing concerns in and outside of work, including child protection concerns.
- Understand that although all staff members go through a thorough recruitment and suitability process to ensure the highest standards are met, BDCS has no control over the conduct of staff outside of their position of employment and families should therefore make their own checks as to the suitability of a member of staff for babysitting.
- Complete the Out of Hours Babysitting waiver, acknowledging that they waive the right to hold the organisation liable for any issues that may occur due to the babysitting agreement.
- Ensure that if they would like the babysitter to be able to collect their child from the service, they complete an Updated Emergency Contacts Form, to add the babysitter as an authorised nominee for collection.

CONTINUOUS IMPROVEMENT/REFLECTION

Our Out of Hours Babysitting Policy will be reviewed annually, or earlier if there are changes to legislation, ACECQA guidance, or any incidents related to the policy. This review will be conducted in consultation with children, families, and staff.

CHILD SAFE STANDARDS

Standard 1	Child safety is embedded in organisational leadership, governance, and culture
Standard 3	Families and communities are informed and involved
Standard 4	Equity is upheld and diverse needs are taken into account
Standard 5	People working with children are suitable and supported
Standard 7	Staff are equipped with the knowledge, skills, and awareness to keep children safe through continual education and training
Standard 10	Policies and procedures document how the organisation is child safe

NATIONAL QUALITY STANDARD (NQS)

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2.2	Safety	Each child is protected.
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.
2.2.3	Child protection	Management, educators, and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse or neglect.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS AND NATIONAL LAW

84	Awareness of child protection law
145	Staff record
147	Staff members
168	Education and care services must have policies and procedures
170	Policies and procedures to be followed
171	Policies and procedures to be kept available
172	Notification of changes to policies or procedures

STATUTORY LEGISLATION & CONSIDERATIONS

[Education and Care Services National Law Act 2010 \(Amended 2023\)](#)
[Education and Care Services National Regulations \(Amended 2023\)](#)

SOURCES

Acknowledgement to Community Early Learning Australia and Childcare Centre Desktop.
 Australian Children's Education & Care Quality Authority (ACECQA). (2025).



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Australian Government Department of Education. (2022). [Belonging, Being and Becoming: The Early Years Learning Framework for Australia](#). V2.0, 2022.

Care for Kids. (ND). [An Overview on Babysitting](#).

Early Childhood Australia Code of Ethics. (2016).

Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. (2017). (Amended 2023).

Guide to the National Quality Framework. (2017). (Amended 2025). [Guide to the National Quality Framework](#).

Revised National Quality Standard. (Amended 2025).

RELATED POLICIES

- Arrival and Departure Policy
- Child Protection Policy
- Code of Conduct Policy
- Privacy and Confidentiality Policy
- Supervision Policy

RELATED DOCUMENTS

- Out of Hours Babysitting Waiver
- Updated Emergency Contacts form

POLICY REVIEWED	NEXT REVIEW DATE	POLICY REVIEWED BY
OCTOBER 2025	OCTOBER 2026	Charlotte Parnaby
MODIFICATIONS	<ul style="list-style-type: none">• Annual policy maintenance• Updated legislation and other links where necessary	
POLICY REVIEWED	PREVIOUS MODIFICATIONS	POLICY REVIEWED BY
JUNE 2024	<ul style="list-style-type: none">• New policy developed	Prue Ritchie