



OUT OF HOURS BABYSITTING POLICY

As a child safe organisation, Kensington Community Children's Cooperative (KCCC) has a duty of care to protect children from harm. This policy provides a guide on KCCC's stance regarding private babysitting arrangements for all stakeholders, including but not limited to KCCC employees, the Board, parents, families and carers.

LEGISLATION

NATIONAL QUALITY STANDARD (NQS)		
QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY		
2.2	Safety	Each child is respected
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
2.2.2	Incident & 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.
QUALITY 4: STAFFING ARRANGEMENTS		
4.2.2	Early Childhood Teacher & Suitably Qualified Person Requirements	Professional standards guide practice, interactions and relationships.
QUALITY 5: RELATIONSHIPS WITH CHILDREN		
5.1.2	Relationships between educators and children	The dignity and rights of every child is maintained.
QUALITY AREA 7: GOVERNANCE AND LEADERSHIP		
7.1.2	Management Systems	Systems are in place to manage risk and enable the effective management and operation of a quality service.
7.2.3	Leadership	Educators, co-ordinators and staff members' performance is regularly evaluated and individual plans are in place to support learning and development.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
84	Awareness of child protection law
145	Staff record



147	Staff members
168	Education and care service must have policies and procedures
170	Policies and procedures to be followed

RELATED POLICIES

Child Protection Policy Code of Conduct Policy Child Safety and Wellbeing Policy Interactions with Children Policy	Delivery of children to, and collection from Education and Care Service Premises Policy Privacy and Confidentiality Policy
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PURPOSE

KCCC takes great pride in employing staff and educators who are qualified, experienced, reliable and suitable for our service, however KCCC is unable to provide assurance to families of an employee's suitability to look after children unsupervised in a private engagement away from our service. Engaging KCCC employees in a private agreement for babysitting does not form part of the service agreement between KCCC and families.

KCCC does not encourage the practice of private babysitting arrangements between KCCC staff and families due to possible risks including those relating to child safety and privacy. However, KCCC acknowledges our employees' rights to earn income in addition to their KCCC employment contract.

This policy establishes clear requirements for KCCC employees in providing babysitting services for families whose child(ren) are enrolled at KCCC, outside of their professional duties and rostered working hours. Parties should be aware of all potential risks, including but not limited to risks relating to child safety and favouritism of children at KCCC.

SCOPE

This policy applies to KCCC children, families, staff, students, volunteers and other stakeholders that may be introduced to families and children through KCCC operations.

EMPLOYEE RESPONSIBILITIES

If in the event a private arrangement is made for a KCCC employee to provide babysitting, nannying or any other out of hours care services for children enrolled at KCCC (outside of the employees' normal working hours and professional duties) the following conditions must be met:

1. Review



In order to make an informed decision to maintain or enter into any private babysitting arrangements with KCCC families, KCCC employees are required to review and consider their liability in regard to the:

- Relevant Child Safe legislation
- Child Safe Standards
- Victorian Institute of Teaching Professional Standards
- National Quality Framework, and
- Relevant KCCC policies and procedures, including but not limited to
 - conflict, employee conduct, child safety etc

2. Disclosure

It is a requirement that KCCC employees declare additional employment.

A KCCC employee must disclose any out of hours care giving arrangements in writing (see point 3 below) naming the family and child(ren) involved to the General Manager and manager of People and Culture to maintain transparency and avoid any conflicts of interest or potential concerns regarding favouritism and or grooming.

This declaration also manages any direct conflict of interests where additional employment interferes with an individual's duties and responsibilities to KCCC and/or the additional employment affects the individuals ability to perform their role at KCCC impartially or objectively.

3. Declaration for Additional Employment

Process:

[Sign in to Employment Hero](#) and follow these steps:

1. Go to your profile
2. Scroll down to the Additional Information tab
3. Select Edit
4. Enter details and save

Please note that this functionality is not available via SWAG.

Information provided will be treated confidentially and within the Privacy Guidelines.



This information will be requested **annually** and you will be able to view and amend your declaration in your Employment Hero profile.

If you are unable to login, please send an email to generalmanager@kccc.org.au with the additional work information and it will be entered for you.

4. Repeat

Process to be repeated for any new babysitting arrangements as they arise.

In addition, employees must ensure:

- any external arrangements must not interfere with the employee's duties or availability to KCCC;
- duties of confidentiality (both to KCCC and to the family) are adhered to at all times;
- favouritism does not result in any external relationships with children and/or carer's outside of the service; and
- that they understand that an incident which occurs during a private arrangement may have an impact on their suitability to work at KCCC.

PARENT/CAREGIVER RESPONSIBILITIES

Whilst in our employment all educators/staff are subject to ongoing supervision, observation and assessment to ensure that standards of work and behaviour are maintained in accordance with our policies and national legislation requirements. KCCC has no such control over the conduct of employee's outside of their position of employment at KCCC. Parents/caregivers should conduct their own checks as to the suitability of a KCCC employee for a private babysitting arrangement.

When hiring a babysitter, it is recommended that parents/caregivers prioritise their child's safety by thoroughly vetting potential caregivers. Some examples of vetting include checking references, conducting background checks, requesting Working with Children Checks, requesting police checks, and interviewing candidates to gauge their experience and approach to childcare. It is the parents/caregivers responsibility to understand the potential risks that exist in any private babysitting arrangement, including child safety issues and privacy.

Please note that KCCC will not provide referees for educators. As such, parents/caregivers should ensure that they independently verify the qualifications and reliability of any caregiver they consider hiring.

Furthermore, parents/caregivers should acknowledge that KCCC has no legal oversight or influence over employee behaviour during a private babysitting arrangement. Unless compelled to do so by law, KCCC is



under no obligation to enter into any investigation or follow up any concern raised about conduct outside of an employee's formal work arrangements.

KCCC is not responsible for an employee's conduct or behaviour in an unsupervised environment away from the centre, or in any private arrangement outside of the employee's regular employment with KCCC.

ENFORCEMENT AND COMPLIANCE

All employees are bound by their employment contract and KCCC's Privacy and Confidentiality policy, which contains a duty of confidentiality which must be maintained even outside of normal working hours. Employees are unable to discuss any confidential information and/or private issues including the internal practices of KCCC, other employees, families or children whilst undertaking other employment including babysitting for KCCC families.

Non-compliance with this policy may be subject to disciplinary action and will be considered a breach of KCCC's Code of Conduct, which may include termination of employment or cancellation of enrolment. All employees are required to acknowledge receipt and understanding of this policy upon hiring and annually thereafter via Employment Hero (or as circumstances change).

REVIEW

This policy will be reviewed in accordance with the KCCC Policy Management Framework.

SOURCE

Australian Children's Education & Care Quality Authority (ACECQA).

National Quality Framework

Child Care Desktop policy resources

Victorian Commission for Children and Young People – Child Safe Standards

Australian Human Rights Commission – National Principles for Child Safe Organisation

United Nations (UN)

Early Childhood Australia (ECA)

ECA Code of Ethics

VIT Ethics and Code of Conduct

ADDITIONAL RESOURCES

https://www.bodysafetyaustralia.com.au/images/PDFs/downloadable-resources/protective_behaviours_parent_resource_october_2017_connect.pdf

<https://www.bodysafetyaustralia.com.au/>



<https://ccyp.vic.gov.au/child-safe-standards/the-11-child-safe-standards/>

REVIEW

POLICY REVIEWED BY		General Manager	
POLICY REVIEWED		NEXT REVIEW DATE	
ENDORSED BY	KCCC Board	ENDORSEMENT DATE	1/4/25
VERSION NUMBER	New		
MODIFICATIONS	•		