BABYSITTING POLICY

Purpose
This policy sets out the expectations and boundaries regarding private babysitting arrangements between Nursery staff and families, ensuring compliance with safeguarding and professional standards as required by Care Inspectorate Wales.

Private Arrangements
Any babysitting or childcare provided by staff for families of children attending the Nursery is strictly a private arrangement between the staff member and the parent/carer. These arrangements:

- Must only occur outside of the Nursery's normal opening hours and must only take place outside of Nursery premises to prevent conflicts of interest and to protect the Nursery's business interests.
- Must not interfere with the staff member's role, responsibilities, or performance at the Nursery
- Must not be arranged during working hours or using Nursery resources (including phones, email, or messaging systems)

Notification to Management
Staff must inform the Nursery Manager prior to entering into any babysitting arrangement with a parent/carer of a child attending the setting. The Nursery reserves the right to refuse or withdraw agreement where there are concerns regarding safeguarding, professional boundaries, or conflicts of interest.

No Liability
The Nursery accepts no responsibility or liability for any private babysitting arrangements made between staff and parents/carers. This includes:

- The safety and wellbeing of children during such arrangements
- Any contractual, financial, or personal disputes arising

All such matters remain the sole responsibility of the individuals involved.

Professional Boundaries
Staff must maintain clear professional boundaries at all times. In particular:

- Staff must not present themselves as representing the Nursery
- Staff must not wear Nursery uniform or use Nursery branding
- Staff must not discuss confidential information relating to the Nursery, children, families, or colleagues

Social Media and Communication
Social media must not be used to initiate or facilitate babysitting arrangements with parents or carers where this would breach the Nursery's Social Media Policy. Staff must continue to adhere to all professional boundaries and communication expectations set out in that policy. Alternative methods of communication (such as personal phone contact) should be used where appropriate.

Safeguarding Responsibilities

Although babysitting is a private arrangement, staff remain in a position of trust. They must:

- Uphold the Nursery's safeguarding standards at all times
- Report any safeguarding concerns in line with the Nursery's safeguarding procedures
- Maintain appropriate conduct consistent with their professional role

Conflict of Interest

The Nursery reserves the right to prohibit or withdraw permission for babysitting arrangements where there is a risk to safeguarding, professional boundaries, or the reputation of the setting.

This policy was adopted on	Signed on behalf of the nursery	Date for review
27/10/2026	*L.George*	*10/2027*

POLISI GWARCHOD PLANT

Diben
Mae'r polisi hwn yn nodi'r disgwyliadau a'r ffiniau ynghylch trefniadau gwarchod plant preifat rhwng staff y Feithrinfa a theuluoedd, gan sicrhau cydymffurfiaeth â safonau diogelu a phroffesiynol fel sy'n ofynnol gan Arolygiaeth Gofal Cymru.

Trefniadau Preifat
Mae unrhyw warchod plant neu ofal plant a ddarperir gan staff i deuluoedd plant sy'n mynychu'r Feithrinfa yn drefniant preifat yn llwyr rhwng yr aelod staff a'r rhiant/gofalwr. Mae'r trefniadau hyn:

- Rhaid iddo ddigwydd y tu allan i oriau agor arferol y Feithrinfa yn unig a rhaid iddo ddigwydd y tu allan i safle'r Feithrinfa yn unig er mwyn atal gwrthdaro buddiannau ac i amddiffyn buddiannau busnes y Feithrinfa..
- Ni ddylent ymyrryd â rôl, cyfrifoldebau na pherfformiad yr aelod staff yn y Feithrinfa
- Ni ddylent gael eu trefnu yn ystod oriau gwaith nac wrth ddefnyddio adnoddau'r Feithrinfa (gan gynnwys ffonau, e-bost, neu systemau negeseuon)

Hysbysu i'r Rheolwyr
Rhaid i staff hysbysu Rheolwr y Feithrinfa cyn ymrwymo i unrhyw drefniant gwarchod plant gyda rhiant/gofalwr plentyn sy'n mynychu'r lleoliad. Mae'r Feithrinfa'n cadw'r hawl i wrthod neu dynnu cytundeb yn ôl lle mae pryderon ynghylch diogelu, ffiniau proffesiynol, neu wrthdaro buddiannau.

Dim Atebolrwydd
Nid yw'r Feithrinfa'n derbyn unrhyw gyfrifoldeb nac atebolrwydd am unrhyw drefniadau gwarchod plant preifat a wneir rhwng staff a rhieni/gofalwyr. Mae hyn yn cynnwys:

- Diogelwch a lles plant yn ystod trefniadau o'r fath
- Unrhyw anghydfodau cytundebol, ariannol, neu bersonol sy'n codi

Mae pob mater o'r fath yn parhau i fod yn gyfrifoldeb llwyr yr unigolion dan sylw.

Ffiniau Proffesiynol
Rhaid i staff gynnal ffiniau proffesiynol clir bob amser. Yn benodol:

- Ni ddylai staff gyflwyno eu hunain fel cynrychiolwyr y Feithrinfa
- Ni ddylai staff wisgo gwisg y Feithrinfa na defnyddio brandio'r Feithrinfa
- Ni ddylai staff drafod gwybodaeth gyfrinachol sy'n ymwneud â'r Feithrinfa, plant, teuluoedd, na chydweithwyr

Cyfryngau Cymdeithasol a Chyfathrebu
Ni ddylid defnyddio cyfryngau cymdeithasol i gychwyn na hwyluso trefniadau gwarchod plant gyda rhieni neu ofalwyr lle byddai hyn yn torri Polisi Cyfryngau Cymdeithasol y Feithrinfa. Rhaid i staff barhau i lynu wrth yr holl ffiniau proffesiynol a disgwyliadau cyfathrebu a nodir yn y polisi hwnnw. Dylid defnyddio dulliau cyfathrebu amgen (megis cyswllt ffôn personol) lle bo'n briodol.

Cyfrifoldebau Diogelu

Er bod gwarchod plant yn drefniant preifat, mae staff yn parhau mewn sefyllfa o ymddiriedaeth. Rhaid iddynt:

- Gynnal safonau diogelu'r Feithrinfa bob amser
- Adrodd unrhyw bryderon diogelu yn unol â gweithdrefnau diogelu'r Feithrinfa
- Cynnal ymddygiad priodol yn gyson â'u rôl broffesiynol

Gwrthdaro Buddiannau

Mae'r Feithrinfa'n cadw'r hawl i wahardd neu dynnu caniatâd yn ôl ar gyfer trefniadau gwarchod plant lle mae risg i ddiogelu, ffiniau proffesiynol, neu enw da'r lleoliad.

Mabwysiadwyd y polisi hwn ar	Llofnodwyd ar ran y feithrinfa	Dyddiad adolygiad nesaf
27/10/2026	*L.George*	*10/2027*