

Out of School Employment Policy

At Wolfson Hillel Primary School we understand that parents sometimes ask school staff to undertake paid or unpaid work outside of school hours, such as babysitting or tutoring. This Out of School Employment Policy has been implemented to clarify expectations and responsibilities relating to private arrangements between staff and parents.

For the purpose of this policy:

- **Babysitting** is defined as ad-hoc weekday evening or weekend care.
- **Tutoring** is defined as the provision of academic support to a child outside of school operating hours.

The school is not responsible for any private arrangements or agreements that are made; these are strictly between the staff member and the family. However, staff members are expected to inform the school if they undertake out of school employment involving a child who attends the school.

Both the staff member and the parent/carer are required to sign a declaration form, which will be kept on file for the child and the staff member.

The school does not permit staff to babysit or tutor a child in the same year group in which they work, due to a professional conflict of interest.

The school has a duty of care to safeguard all children attending the setting. If a staff member has concerns about a child following an out of school employment arrangement, these concerns must be reported to the Designated Safeguarding Lead (DSL).

Wolfson Hillel Primary School's duty of care applies only while children are on the school premises and in the care of staff during working hours. This duty does not extend to private out of school employment arrangements. The school will not be held responsible for any health and safety or other issues arising from such arrangements.

Parental Responsibilities

Wolfson Hillel Primary School has rigorous recruitment and suitability processes in place to ensure that staff are competent and professional, including interviews, references, full employment history checks and DBS clearance. Staff are subject to ongoing performance management during their employment.

The school has no control over staff conduct outside of their employment. Parents/carers must make their own checks regarding the suitability of a staff member for any out of school employment. The school will not accept responsibility for health and safety issues, conduct, grievances or claims arising from private arrangements outside school hours.

Staff are not covered by the school's insurance while undertaking out of school employment. Such arrangements must not interfere with a staff member's employment, and all private work must take place outside working hours.

Parents/carers must not contact the school to arrange babysitting or tutoring. If a staff member is collecting a child at the end of the school day, the parent/carer must notify the school office and provide consent, as they would for any authorised adult.

Staff Responsibilities

Staff undertaking out of school employment must comply with their contractual obligations and the Data Protection Act. This includes:

- Not discussing confidential matters relating to the school, staff, parents or children.
- Not seeking personal information about families; it is the family's responsibility to provide necessary information.
- Not taking photographs or recordings of children on personal devices.
- Not sharing information or images on social media or with others.
- Not removing school property (e.g. cameras, laptops, tablets, plans or resources).
- Not removing children's work books or learning materials from the school.

Personal Vehicles

Staff transporting children as part of out of school employment must ensure they have appropriate insurance, a valid MOT, and suitable child restraints or car seats.

Parent/Carer Out of School Employment Declaration

Name of parent/carer:

Name of child/children:

Name of staff member:

I understand and agree that:

- Wolfson Hillel Primary School is not responsible for any private out of school employment arrangements.
- The school accepts no liability for health and safety issues, conduct, grievances or claims arising from such arrangements.
- The staff member is not covered by the school's insurance.
- Parents/carers must make their own suitability checks.
- The school must be informed if a staff member is collecting a child at the end of the school day.

Parent/carer signature:

Date:

A copy of this signed declaration will be placed on the child's file.

Staff Out of School Employment Declaration

Name of employee:

Role:

Name of child/children:

I understand and agree that:

- I should read and be aware of: <https://learning.nspcc.org.uk/safeguarding-child-protection/tutors>
- Wolfson Hillel Primary School is not responsible for private out of school employment arrangements.
- I am not covered by school insurance.
- I must comply with confidentiality and data protection requirements.
- I must not take photographs, recordings, school property or children's work.
- I must ensure appropriate vehicle insurance and safety if transporting children.
- I must not babysit or tutor a child in the same year group that I work in.
- The school must be informed if I collect a child at the end of the school day.

Staff signature:

Date:

A copy of this signed declaration will be placed on the staff file.

Last reviewed on: Jan 2026

Next review due by: Sept 2027

