



## APPLICATION INFORMATION

IF YOU ARE A BABYSITTER WORKING IN DEVON AND WANT HELP TO FIND WORK, WE PROVIDE A STRESS FREE WAY OF CONNECTING YOU WITH FAMILIES IN NEED.

SIGN UP FOR **A MONTHLY SUBSCRIPTION** TO BE FEATURED ON OUR WEBSITE, PROMOTING YOUR SERVICES ACROSS DEVON.

### STEP ONE



**PARENTS/CARERS SEARCH FOR THEIR IDEAL SITTER VIA OUR WEBSITE**

### STEP TWO



**THEY DOWNLOAD YOUR PROFILE AND MAKE CONTACT WITH YOU**

### STEP THREE



**THEY BOOK WITH YOU DIRECTLY AND TO YOUR OWN AVAILABILITY**

**BEFORE APPLYING, PLEASE ENSURE THAT YOU HAVE THE RIGHT TO WORK IN THE UK. WE WILL ALSO REQUIRE THE FOLLOWING DOCUMENTS:**

- 2 X WORK REFERENCES
- A RECENT PHOTO ID
- A VALID DBS CERTIFICATE
- RELEVANT QUALIFICATIONS



**WE PROVIDE YOU WITH AN ID CARD TO SHOW PARENTS / CARERS ON ARRIVAL.**



**PARENTS/CARERS WILL COMPLETE A HANDY INFORMATION SHEET TO LEAVE IN THE PROPERTY FOR YOU TO BE FULLY INFORMED DURING YOUR BOOKING.**



Full Name	
Month & Year of Birth	
Location / District	
Email address	
Contact number	

Please tell us your preferences:

Are you a driver?	
Are you willing to travel? (if yes, how many miles?)	
Do you have a current DBS?	
Do you have Paediatric First Aid?	
Do you have experience with babies?	
Do you have experience with SEN?	
How many years' experience with children?	
Are you willing to sit after midnight? <input type="checkbox"/>	Are you willing to sit in the evenings? <input type="checkbox"/>
Are you offering to work weekends? <input type="checkbox"/>	Are you offering to work weekdays? <input type="checkbox"/>

Please tell us about yourself for your biography:

Please list any relevant qualifications:

Reference Contact Details:

<p>Reference 1: Email/Phone: Capacity:</p> <p>Reference 2: Email/Phone: Capacity:</p>	
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Please ensure you attach the following to your form:

First Aid Certificate		DBS Certificate	
Recent photo ID		Relevant qualifications	





## DBS

In order to provide sittings it is recommended that you have an Enhanced DBS check, you can do this yourself, using the link below via either of the responsible organisations. This costs £38, voluntary check, job title: babysitter. This will need renewing every three years, however if you are registered to the DBS Update Service, please send this information when you apply.

<https://www.gov.uk/guidance/responsible-organisations>

## INSURANCE

The company has insurance under Morton Michel; Childcare Agencies. It is recommended that you acquire your own insurance. Morton Michel offer an insurance costing less than £100 a year for babysitters.

<https://www.mortonmichel.com/babysitter-insurance>

## TRAINING

It is recommended that you have basic Paediatric First Aid skills and Safeguarding training that is kept regularly up to date. We can recommend the following places to do this that are affordable.

<https://devon.minifirstaid.co.uk/>

<https://www.prospero-learning.com/course/safeguarding-in-education>

## MASH REPORTING CONCERNS

As child care providers it is your responsibility to report any concerns you may have to MASH this can be done via <https://www.devon.gov.uk/educationandfamilies/child-protection/>

Please let the company know if you have raised concerns so we can be there to support you and the family.

## HMRC

You are not employed by this company, unless you are already self-employed, by law you are required to declare any earnings over £1,000 per tax year. This is your responsibility not the companies.





## CODE OF CONDUCT

Devon Babysitters respects the rights of everyone to bring potential breaches of our equal opportunities policy to our attention. We will not treat you less favourably than anyone else because you acted in good faith to assert your rights. Harassment and Discrimination is not acceptable.

**Harassment** includes the following.

- Name calling.
- verbal or practical jokes
- Insulting remarks, verbal abuse, insults and threats
- Mocking or putting an individual down

**Direct Discrimination**

- Abusive comments about racial origins and skin colour.
- Unnecessary and unwanted physical contact.

**Indirect Discrimination**

- Separating learning opportunities for males and females

**Disability Discrimination**

- Unwelcome discussions on the effect of a disability on an individual's life
- Refusal to work with someone who has a disability.

Discrimination is not tolerated under any circumstances.

## GRIEVANCE PROCEDURE

Should you need to, you are to make your grievance in writing via email to [info.devonbabysitters@gmail.com](mailto:info.devonbabysitters@gmail.com)

## BEHAVIOUR MANAGEMENT POLICY

It is important that a friendly, open atmosphere is promoted where children and adults are encouraged to value and respect each other. Children, sitters, and families need to be clear about what unacceptable behaviour is and how sanctions will be applied whilst with Devon Babysitters.

Sitters must always

- Treat children with respect
- Never shout at a child
- Never hit or shake a child.

It is the behaviour, not the child that is unacceptable. Key events can trigger a change in behaviour patterns, so we ask the parent/guardian to keep staff informed of any transitions. This may involve, moving house, a new sibling or a family/pet bereavement or separation.





## DISCIPLINARY PROCEDURE

It is hoped that no actions will result in a disciplinary, however, should this happen, you will be informed verbally, and removed from the site during investigation.

## COMPLAINTS PROCEDURE

It is hoped that any concerns families may have can be dealt with promptly by the owner. The company aims to provide families with feedback within 28 days regarding the action taken. If any concerns about resolution they can arrange a meeting with your manager.

All complaints will be recorded confidentially; families are welcome to view these with the recorded resolution.

## ZERO TOLERANCE POLICY

We are committed to ensuring the safety of our staff and for them to work in an environment free from the threat of violence, abuse, and harassment.

Any parent who displays any form of the above abuse will have their profile with the company terminated immediately without notice.

## CONFIDENTIALITY

You will not share personal details of your minded children or their families, with anyone outside of the company.

## TAKING CHILDREN TO OTHER SETTINGS OUTSIDE OF THEIR OWN SETTING

No child is to be taken out of the setting (their home) without permission from the families. You are not permitted, nor insured to take children into your own home. No one (adult or child) is to enter a customer's home at any time other than yourself.

## PHYSICAL CONTACT

As child carers we understand that physical contact with the children we care for is an essential part of our role, however, please be aware that we also need to ensure that we are respectful of a child and their family's boundaries. As well as preventing the spread of illnesses.

Please do not kiss any of the children in your care, anywhere on their body.

If a child is wanting to share a kiss with you, they may kiss you on the cheek only.

## UNIFORM POLICY

You are please asked to dress sensibly for working with children, this includes a top that is not revealing or has any wording or graphic pictures on. As well as presentable bottoms e.g. jeans, trousers, cropped trousers, tailored shorts or skirt that measure below the knee.

Short skirts or shorts will not be tolerated.

You are required to wear sensible shoes whilst looking after children. Wearing flip flops, open toed shoes or shoes without a heel strap will not be tolerated. *This is for your safety and the safety of the children in your care.*

You should ensure that you are seen to be clean and tidy and your behaviour is respectful.





## SMOKING/ VAPING POLICY

- No sitter is permitted to smoke/ vape in or around the customers' homes, around their minded children or in cars.
- We please ask that you refrain from smoking for 30 minutes before you start a sit, and that you wash your hands, take a mint when you are finished.
- Legislation now states that it is illegal to smoke in cars with children under the age of 18. (1<sup>st</sup> Oct 2015)
- Any sitter caught smoking in cars with any child will be reported to the police.

## ALCOHOL AND SUBSTANCE MISUSE POLICY

If you are found to be under the influence of alcohol or any illegal substance it will be instant removal from our site.

## MOBILE PHONES

- Please ensure during your sit hours your mobile is always on you, fully charged and on loud, should a parent need to contact you. Please refrain from personal use, unless in an emergency.
- Please keep our families contact details up to date & should you leave our site ensure all contact information is removed from your phone.

## EVACUATION POLICY

When arriving at a new premises please take a quick look around the home to ensure that in the event of an emergency, you and the children in your care can exit the home quickly and safely. If you notice that an exit is blocked, please inform the parents and ask them to move this obstacle immediately.

- In the event of a fire, please evacuate yourself and the children in your care in a calm manner so as not to cause injury or distress.
- Once evacuated please contact the emergency services using the nearest telephone.
- DO NOT ATTEMPT TO TACKLE A FIRE YOURSELF.
- Your minded child is your priority before personal belongings or pets.
- DO NOT REENTER THE HOME.
- When you are able contact the parents.
- DO NOT LEAVE YOUR MINDED CHILDREN IN THE SUPERVISION OF OTHERS.
- Please send a details report to [info.devonbabysitters@gmail.com](mailto:info.devonbabysitters@gmail.com)

## FIRST AID POLICY

- All staff have Paediatric First Aid training. Parents can request to see certificates. It is the responsibility of the sitters to keep their training up to date.
- Please ensure that the families show you where their first aid suppliers are in case of accidents.
- If a child in our care requires the use of an inhaler or an epi-pen, even if it is unlikely to be needed, the sitter must be given training by the child's doctor for administering the medication. It is the parents' responsibility to arrange this.
- Aspirin should not be given to a child under the age of 16 unless prescribed by a doctor.





## FOOD HANDLING POLICY

- Before preparing or serving children's food your hands should be washed with soap and warm water. If soap has not been provided in the child's home, please inform the parents immediately.
- Wipe surface of worktop and children's eating area with antibacterial spray or soap and hot water and a clean cloth.
- Ensure children have washed their hands with soap and warm water before sitting down to eat.
- After eating the children's eating area should be cleaned with antibacterial spray or soap and hot water and a clean cloth.

## BOTTLES

- Your hands should be washed with soap and warm water. If soap has not been provided in the child's home, please inform the parents immediately.
- Wipe surface of worktop with antibacterial spray or soap and hot water and a clean cloth.
- After feeding the bottle should be washed.

## ILLNESS & INFECTION POLICY

### Illness Procedure

If a child is taken ill whilst in your care.

- 1) Contact the parent/carer 1 – ask for their recommendations of care and medication. (If medicine is recommended, please refer to the Medicines & Medical Policy)
- 2) Refer to Illness Exclusion Period Policy for collection times.
- 3) A list of contact numbers for Carer's 1& 2 should be attached to the fridge in the child's home.

If a child is unwell before you begin care, please refer to the Illness Exclusion Period Policy and the Medicines & Medical Policy.

### Infection Procedure

#### Nappies

- A child must be changed on a wipe clean (but warm) surface.
- If the child's nappy has exploded ideally, they should be washed with soap and warm water, however if the facilities are not available, they should be cleaned with wet wipes.
- The dirty nappy and cleaning wipes should be put into a nappy sack and securely tied.
- The nappy sack should go into the bin provided, out of reach of children.
- Preferably using antibacterial spray and a clean cloth the changing area should be wiped clean, however if facilities are not available wet wipes should be used.
- Now wash your hands with soap and warm water. If soap has not been provided in the child's home, please inform the parent immediately.





## MEDICINES & MEDICAL POLICY

### Administering Medicines Procedure

- All medication must be in the original packaging, clearly labelled with the child's name, instructions of dispensing and the expiry date and include the guidance leaflet. If medication has been prescribed by a doctor there should be a 24 hour gap before care can resume so child can be screened for a possible reaction to medication.

### Medicines before care.

#### Long Term Medicines

- If indicated on Family Record, parents should write a letter of permission for us to administer medicines to their child during our care. Stating which medicine, times to give medicine and how much medicine.
  - If a child in your care requires the use of an inhaler or an epi-pen, even if it is unlikely to be needed, the sitter must be given training by the child's doctor for administering the medication. It is the parents' responsibility to arrange this.

#### Short Term Medicines

- If a child is unwell before your sit and a parent asks for medicine to be administered during your care, please ensure you have written approval. *This includes Calpol.*

#### Medicines during care.

- If a child becomes unwell during your sit, please ensure you have written approval. *This includes Calpol.*
  - Aspirin should not be given to a child under the age of 16 unless prescribed by a Doctor.
  - For accidents requiring first aid please see the First Aid Policy.

## EMERGENCY MEDICAL PROCEDURE

All sitters will have Paediatric First Aid training. Parents can request to see certificates. It is the responsibility of the sitters to keep their training up to date.

### If a child in your care requires emergency medical help.

1. Refer to instructions on the Handy Info Form, this should be found on the fridge in the child's home.
2. Call 999.
3. Contact the parent/carer 1.
4. Please ensure a details written report is emailed to [info.devonbabysitters@gmail.com](mailto:info.devonbabysitters@gmail.com)

## LOST CHILD POLICY

- ❖ DO NOT LEAVE YOUR MINDING CHILDREN IN THE SUPERVISION OF OTHERS AT ANY TIME.
- ❖ Please teach your minded children to be aware for risks to them whilst out and how important it is to stay close to their carer to prevent loss of child.

### Lost Child Procedure

- All non-missing children will be gathered at one location and appropriately supervised.
- Please enlist the help of any staff at your location to help look for the missing child.
- If the child has not been located within 15 minutes the police must be called and the missing child's parent/carer 1 informed.
- Collection of the other children must then be arranged.
- You must stay onsite until child is found.
- Once child has been located please write a detailed report on the incident and email this to [info.devonbabysitters@gmail.com](mailto:info.devonbabysitters@gmail.com)







## UNCOLLECTED CHILD PROCEDURE

The child in your care has not been collected, what do you do?

A list of contact numbers for Carer's 1 & 2 should be attached to the fridge in the child's home.

If the carer's cannot be contacted, please wait with the children.

## ILLNESS EXCLUSION PERIOD

We operate a 24-hour exclusion policy as recommended by environmental health.

Illness	Collection from Childcare	Minimum Exclusion Period
High temperature	When the child's temperature reaches 40 degrees, collection within 1 hour.	48 hours (unless okay in themselves)
Vomiting	If a child has vomited twice, collection within 1 hour.	48 hours
Diarrhoea	If a child has had two consecutive bowel movements, collection within 1 hour.	48 hours or until 2 clear nappies
Conjunctivitis	No collection necessary, carer to keep contact to a minimum and wash their hands.	24 hours from first application of prescribed medicine
Chickenpox	No collection necessary.	5 days from appearance of last spot with spots scabbed over
Impetigo	Collection within 1 hour.	24 hours from first application of prescribed cream
Measles	No collection necessary.	7 days from the appearance of the rash
Scabies	Collection within 1 hour.	24 hours from treatment
Headlice	No collection necessary.	Headlice treatment to be carried out twice before we will take them
Slapped cheek (fifth disease)	No collection necessary.	48 hours, longer if the child not clinically well
Ringworm	Collection within 1 hour.	3 days after the start of treatment
Worms	Collection within 1 hour.	1 week after treatment has started
Hand, Foot and Mouth (Coxsackie)	Collection within 1 hour.	Until blisters have healed
Ear Infections	No collection necessary.	Until ear has stopped weeping
COVID	Collection within 1 hour.	Until child tests negative or 5 days after first positive.

**NB. In the case that the carer has other children in their care when your child becomes unwell the above collection times are void and collection is required as soon as possible. If your child has come into contact with other children, the Company will inform their parents of illness but will maintain confidentiality.**

We are unable to take care of children if they have any of the above illnesses, please note these exclusion periods are not only to prevent cross-infection. Children who are unwell are likely to develop secondary infections if their immune systems have not had sufficient time to recover. A child's ability to cope with group situations is greatly reduced when they are poorly, therefore our exclusion periods are aimed at ensuring the children are strong enough, emotionally, and physically, to cope with the day.

