

GAINSBOROUGH PRESCHOOL  
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Executive Headteacher: Jenna Clark  
Children's Centre Lead: Charlotte Harris



## Out of Hours Working policy

Practitioners working out of hours must read this policy carefully and sign before any out of hours work is completed.

Due to our professional duties as childcare practitioners we have a responsibility to report any professional malpractice or any conflicts of interest to the Head of Centre or appropriate body as stated below. It is understood that any allegation against a staff member (regardless of circumstances) will be dealt with via Gainsborough Pre School allegations process.

## Baby Sitting

**Children Centre staff** who choose to **babysit children attending the Centre, or for families who attend the setting** in which they work could be in breach of the code of conduct as this is deemed a conflict of interest. This will clearly be communicated to Centre parents

The code of conduct states that as an employee:

*"You must aim to avoid conflicts of interests between your private interests and your public duties and declare them in writing should they occur"*

Babysitting children who do not attend the setting in which the staff member works, or for other organisations must be declared as stated above.

Please sign below and return before any out of work hours is completed

- I agree to disclose any out of hours working arrangements to Pre School Management Team, failure to do so could lead to disciplinary action.
- I understand that as a childcare practitioner I have a professional responsibility to report any concerns, safeguarding or otherwise and malpractice while working with children or young people to Gainsborough Pre School
- If an allegation was made against me while working with children or young people, I would need to disclose this to Gainsborough Pre School and I understand the Centre allegations policy would be followed.

Name:.....

Signed:..... Date:.....

Children's Centre Lead: Charlotte Harris