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**MEMORANDUM**

**TO:** School Councils  
**DATE:** January 2016  
**SUBJECT:** Babysitting for School Council Events

**Reposted: September 2021**

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I've had several school inquiries recently in regard to offering a volunteer babysitting service during School Council meetings and other events so I thought I'd pass on some important information to all School Councils.

**School Council Event:**

If *School Council* wants to offer babysitting services (i.e. not school/board endorsed event), then it is recommended you purchase School Council Insurance as there is NO coverage extended under the Board's Liability Insurance. If School Councils haven't already purchased insurance and wish to do so, you can contact me for details. Insurance can be purchased at any time during the school year although purchasing it at the beginning of the term gives Council full term coverage.

School Council Insurance does not cover "Abuse". **OSBIE and the insurer recommends that Council follow the following risk management advice:**

- No child to be supervised under the age of 16 months and child must be toilet trained.
- In determining the number of supervisors required for an event you should use a Ratio of 1:5 children maximum. If there are only 5 children, then there must be a minimum of 2 supervisors present.
- Age of supervising student/person shall be minimum 12 years WITH a course in either First Aid/CPR or Child-minding course.
- Age of supervising student/person shall be minimum 13 years WITH NO course in First Aid/CPR or Child-minding course.
- There should be a procedure in place that at no time will there be one on one ratio between a child and a supervisor. Even if the parent is running late, there should be two supervisors that remain with the child until they are picked up or if the child needs to go to the bathroom, etc.
- Councils should document their procedures for babysitting including dates, list the names/address of children, volunteers and child-minders.

If the event is a School Council event and a room in the school is required, you are required to book through Community Use. Community Use insurance does not provide liability coverage for School Council events. School Council Insurance can be used for the Community Use rental.

**School / Board Event:**

If the *School* wants to offer babysitting services (i.e. school/board endorsed event), then the Principal (or designate) must be in charge to ensure the Board's babysitting parameters are followed. Principals have

received a copy of the Board's babysitting parameters. Volunteers would be covered under the Board's Liability Insurance for school / board endorsed events.

Hope this information is helpful...

*Karen Zorzi*

Insurance & Risk Management

(519)822-4420 (x850)

[karen.zorzi@ugdsb.on.ca](mailto:karen.zorzi@ugdsb.on.ca)

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