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*Community  
Legal Service*



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**“Working to Empower the Community”  
in Lancashire and Cumbria**

**Pamela Beswick – Chief Executive**



*Help Point*

## **Child Care Payment Policy**

This policy covers claims for the payment of childcare expenses.

### **Payment of Childcare Expenses**

#### **Paid Staff**

Staff are not entitled to claim child care when working on paid work

#### **Volunteers**

Volunteers can claim for Child Care when they are undertaking tasks for Signposts including attendance at team meetings and training. These tasks must:

- Have been approved by a line manager
- Within the limits of volunteer working guidance which is maximum of two full days per week (4 sessions)
- Be sourced from the cheapest source – within the boundaries of quality provision
- Be needed – if other family members can provide child care without cost then this option must be pursued before a claim is made

In addition:

- The volunteer must not undertake tasks which have not been authorised
- The tasks agreed must appear on a rota or listed on team attendance or training
- The volunteer must not undertake childcare times (holidays etc) with the provider which then do not directly relate to Signposts
- The actual costs of childcare must be agreed with line manager prior to any undertakings being made
- If childcare vouchers are available then these must be used – unless needed for other items and this has been agreed with line manager

#### **Students**

Cannot claim for child care whilst on placement

Charity Registration Number: 1117645

Member of AdviceUK (previously FIAC)

Company Limited by Guarantee: 5990592

Registered in England and Wales



North Lancashire  
Teaching Primary Care Trust



INVESTOR IN PEOPLE

Additional major funding from Preston City Council, the FC Scott Charitable Trust and Tudor Trust

### **Receipts for Expenditure**

Please note – receipts must be presented attached to the claim form or once agreed an invoice can be provided by the Child Care Provider

### **Forms and Authorisation**

- A claim form should be submitted
- Childcare expense claim forms should be completed monthly and signed by (1) the claimant, (2) the Strategic member of staff responsible for your area of work, and (3) the Chief Executive who will authorise payment. Key Workers should pass forms completed by the volunteers they supervise to their Strategic Worker for signature.
- Forms should be completed monthly

**Signposts – March 2010**  
**Chief Executive**