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

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Community
Legal Service



Help Point

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Signposts Guide to Creche Provision



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North Lancashire
Primary Care Trust



INVESTOR IN PEOPLE

SIGNPOSTS GUIDE TO CRÈCHE PROVISION

"Crèches—Facilities that provide occasional care for children under eight and are provided on particular premises on more than five days a year. They need to be registered where they run for more than 2 hours a day, even where individual children attend for shorter periods. Some are in permanent premises and care for children while parents are engaged in particular activities eg: shopping or sport. Others are established on a temporary basis to care for children while their parents are involved in time—limited activities eg: a conference or exhibition."

- 1. Suitable Person** - Adults providing the day care; Looking after the children or having unsupervised access to them are suitable to do so.
- The Registered Person complies with all conditions of registration including submitting staff to a vetting procedure which includes a criminal records check.
 - The Registered Person ensures that any person who has not been vetted is never left alone with children.

Qualifications required -

- Manager**
- At least a level 3 qualification appropriate to post.
 - At least 2 years experience of working in a day care setting.
- (See Standards p.9/10)

All staff - are suitable, have appropriate experience skills and ability to do jobs.

2. Organisation - The Registered Person meets required adult/child ratios; ensures training and qualifications requirements are met and organises space and resources to meet the children's needs effectively

- Staff should be deployed effectively.
- Named Deputy to take charge in absence of Manager.
- Group never exceeds 26 children.
- Registered Person develops and reviews an Operational Plan, available to parents showing staff deployment, activities and staff training proposals and proposals.

Staff Training and Qualifications

Registered Person ensures that -

- At least half of all child care staff hold a level 2 qualification appropriate for the care and development of children or working towards a level 2 qualification.
- All staff have induction training in first week of employment (Health and Safety and Child Protection policies).
- Trainees under 17 years of age supervised at all times, and not counted in staff ratios. When trainees reach 17 years of age or over. Registered Person to be satisfied of their competence. Can then be included in staff ratios.
- Accessible, individual records kept on premises of staff members name, address, qualifications: any volunteers, committee members.

Staffing Ratio

Minimum ratios are: -

1:3 children under 2 yrs

1:4 children aged 2 yrs

1:8 children aged 3-7 yrs

These ratios include any children of staff or volunteers.

- There is a minimum of two adults on duty.
- Any care for 8-14 year olds should not affect under 8's care.
- There are adequate staff to ensure the security of any group of children which is constantly changing and give children the help they need to settle in. Regular volunteers and trainees can be taken into account in the normal staffing ratios.
- The Registered Person ensures that suitable arrangements are in place to cover emergencies and unexpected staff absence. Suitable number of staff and volunteers to cover holidays, breaks, sickness and time spent with parents.

Registration System

There is a system for registering children and staff attendance on a daily basis, showing hours of attendance. The name, home address and date of birth of each child who is looked after on the premises should be recorded.

There is a procedure in place for identifying children and parents to ensure that children are collected by the contact person. (See Standards p.10/12)

3. Care, Learning and Play

- The registered person ensures resources appropriate to children of different ages are provided and organises them so that they are readily available.
- The Registered Person and their staff offer support to children in the activities they choose. They listen to children and talk with them about what they are doing.

- The Registered Person ensures all their staff help children learn about what is right and wrong.
- The Registered Person ensures there are opportunities for children to rest as needed. (See Standards p. 12)

4. Physical Environment - The premises are safe, secure and suitable for their purpose. They provide adequate space in an appropriate location, are welcoming to children and offer access to the necessary facilities for a range of activities, which promote their development.

- Outdoor Play Area - if outdoor play space adjoining the premises is provided, it is safe, secure and well maintained.
- Toilet Facilities - There is normally one toilet and one wash hand basin with hot and cold water available for every ten children over the age of two.
- Kitchen Area - if there is a kitchen area, children do not have access to it unless it is being used solely for a supervised children's activity.

(See Standards p.13/14)

5. Equipment - Furniture, equipment and toys are provided which are appropriate for their purpose and help to create an accessible and stimulating environment. They are of suitable design and condition, well maintained and conform to safety standards. (See Standards p.15/16)

6. Safety - The Registered Person takes positive steps to promote safety within the setting and on outing, and ensures proper precautions are taken to prevent accidents. (See Standards p.16/18)

- Re security - In large venues there is easy access to security staff if required.
- Fire safety - The Registered Person is fully informed about fire evaluation procedures for the whole building.

There are written procedures for emergency evacuation of the crèche from the building (mandatory requirement).

Adequate fire detection and control equipment are readily available.

(See Standards p. 15/16)

7. Health - The Registered Person promotes the good health of children and takes positive steps to prevent the spread of infection and appropriate measures when they are ill.

(See Standards p.17-18)

8. Food and Drink - Children attending a temporary crèche all day are offered a midday meal or a packed lunch, which can be provided by parents. Parents are advised of what can be stored safely. (See Standards p. 20)

9. Equal Opportunities - The Registered Person and staff activity promote equality of opportunity and anti-discriminatory practice for all children.

(See Standards p.19/20)

10. Special Needs (including special educational needs and disabilities) -
The Registered Person is aware that some children may have special needs and is proactive in ensuring that appropriate action can be taken when such a child is identified or admitted to the provision. Steps are taken to promote the welfare and development of the child within the setting in partnership with the parents and other relevant parties. (See Standards p. 20)

11. Behaviour - Adults caring for children in the provision are able to manage a wide range of children's behaviour in a way, which promotes their welfare and development. (See Standards p. 21)

12. Working in partnership with Parents and Carers - The Registered Person and staff work in partnership with parents to meet the needs of the children, both individually and as a group. Information is shared. (See Standards p. 22)

13. Child Protection - The Registered Person complies with local child protection procedures approved by the Area Child Protection Committee and ensures that all adults working and looking after children in the provision are able to put the procedures into practice. (See Standards p.23/24)

14. Documentation - Records, policies and procedures which are required for the efficient and safe management of the provision, and to promote the welfare, care and learning of children are maintained. Records about individual children are shared with child's parents. (See Standards p. 24)

* **Babies/Children under 2 years old** - additional criteria to be met by a Registered Person providing group care who wishes to care for babies. (See Standards p. 26/27)

* **This guide has been written to accompany the National Standards. Please ensure these are referred to when setting up the provision.**