

Session Guidelines

First 30 minutes

- * All staff to unload van, all staff set up toys and equipment at venue, have anti-bacterial wipes on standby and cloths ready to wipe any equipment if needed, although this SHOULD NOT be necessary, as the equipment MUST BE cleaned at the end of every session.
- * If, at Children centre sessions, all Staff to check room is clean and tidy, that the relevant equipment is out, ie floor play, craft activity ready, all paperwork is ready (to be collected from bottom file draw in the office.)
- * Lead to check nappy bin, changing mat, toilet seats are in toilets and signs are up.
- * All staff to be welcoming and friendly as families enter.
- * All staff to be at an equipment area ie: craft table, baby area, playmats etc.

During session

- All staff to be in one play area ie house-corner, matted floor play, baby-area. This can naturally be rotated through-out the session. If at a session where food is served, 1 staff to be allocated to serve this. Whilst there, interact with the children, (think about learning through play, use counting, colours, letters etc. talk about what you are doing, our surroundings, their likes, use open ended questions ie 'look at the dog, have you got a dog?' etc).
- If at a stay & play session, interact with the parent/carers too, encourage them to be involved in this play, use your own judgement, DONOT be too pushy this could take a few weeks to build-up a relationship, for them to feel comfortable enough to become involved.
- DONOT stand around, check is the area/room tidy? Throughout the session replace all equipment to relevant areas, keep on top of this.
- Do not leave the room unless completely necessary.
- When changing a child's nappy, this should always be carried out in the crèche room using the changing mats provided (you can bring a changing unit into the creche room, if appropriate), unless depending on the child's age/request, they need to use the changing area in the

toilets, then you must collect a member of staff from the office to accompany you to carry this out.

After nappy change wipe down the mat immediately with the wipes provided then fill in the child request form to state you have carry this out sign & ask another member, whom witnessed this, to sign it to. Dispose of the nappy in the nappy bin in the crèche room (this MUST be emptied at end of every session (see section 'After session ends)

- If taking a child to the toilet, 1 staff is to take the child, there must be 2 staff members left in the crèche room with the children. Again you must collect a member of staff from the office to accompany you to carry this out. DONOT go into the toilet with them , stand outside encourage them NOT to lock the door
- Be involved at all times, be aware of other team members, REMEMBER you are there to support each other, if you see one of our team, you may feel is experiencing difficulties, communicate with one another as you work but REMEMBER we are a confidential service DONOT discuss anything about each other, Signposts, Parent/Carers, Children's behaviour within sessions etc.

After session ends

- All staff to tidy way. DONOT tidy away before session end time. (wait until the children and parent/carers have left, unless at parent run group where they help with the tidying the equipment away.)
- All equipment to be wiped down with the anti-bacterial wipes, use a few sheets at a time.
- All equipment to be put away in the correct named boxes.
- The van driver is there to help you, discuss what works best for staff and van driver.
- When all equipment is wiped down and tidied away, check the area has been left clean, check the toilets and that the nappy bucket & toilet equipment has been collected, Lead to empty nappy bucket in nearest outside bin.
- Evaluation:
This is a very important part of the session, REMEMBER this is a confident space to discuss the session; how it went, any issues etc. If there are any issue, these are to be discuss at this time only, if any difficulties etc. are being experienced, discuss this within your team,

if you feel it is not appropriate to discuss with the team ask your Lead for some time at the end of evaluation or contact Steph to discuss. All paperwork to be put in 'tin box' on van or at crèche in file provided, to be left in a safe place at the venue. DONOT take this home, registration forms hold personal details.

- At the end of the session call Steph on 07825207040 if you need to debrief.
- Thank-you Team for your time, remember you are part of a team support each other & communicate.