

**Main/Registered Office: Signposts, 58 Regent Road, Morecambe, LA3 1TE**

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

**Pamela Beswick - Project Director**

Community  
Legal Service



Help Point

**Also:-**

Preston Office: (01772) 734888 Carnforth Office: (01524) 732807

### Mobile Crèche - 'Working in Partnership with Parents' Policy

Signposts recognises the value in working in partnership with parents, to meet the needs of the children.

We give information to parents about the mobile crèche 'Travelling Tots'. We explain how we operate the crèches; our admissions policy; contact information; about the staff and the organisation.

We have Policies and Procedures which all the mobile crèche staff adhere to and we update them constantly to respond to changes in the Ofsted National Standards.

We have a written Complaints Procedure which has an easy to follow guide, in case you find things aren't quite right and would like us to know and deal with them for you.

We have information about what we provide in our crèche sessions and how we give your child lots of opportunities to learn and develop through play. The crèche team design and plan sessions to allow your child time to explore and question; for inquisitive minds and busy hands.

- We have information on the Registration and the Collection system for our crèche.
  - Signposts values the work of Volunteers and unqualified staff who may want to work in childcare. All Volunteers, qualified and unqualified staff will be given an enhanced Criminal Records Bureau check and an Induction programme. They will always work under the guidance and supervision of qualified members of staff.
  - Parents / Carers are the ones who know their children best and we value that information. We would like you to share that information with us, as well as any views or concerns you may have. Likewise, we will keep you informed of any significant events; achievements; problems / issues we may have and this way, we should be able to sort things out and make the crèche session enjoyable for all.
  - All our staff adhere to the Signposts Confidentiality Policy; Health and Safety Policy; Child Protection Policy and Equal Opportunities Policy and attend regular meetings and training opportunities to re-visit the policies and receive updated information.
  - Parents have access to all written records about their children.
- \* (Please apply in writing to the Signposts Project Director, 58 Regent Rd., Morecambe LA3 1TE)*
- We have an Admissions Signing - In sheet. Using the completed Registration Form, we will have details of who will be collecting the child and a named password. This will ensure that the child is only released from the care of the provision when this information has been given.
  - If a child is identified as a Child in Need (Section 17 of the Children Act 1989) the registered person, usually with the parents' permission, gives appropriate information to referring agencies.

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**Company Limited by Guarantee: 5990592**  
**Registered in England and Wales**



Children's Fund



North Lancashire  
Primary Care Trust



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