



## **Chertsey and Dorking Nursery Schools and Children's Centres**

### **CRECHE POLICY**

This policy is written in accordance with all other centre policies and in particular Health and Safety, Equality, Safeguarding/Child Protection and Special Educational Needs.

We treat all centre users with equal care and respect and take into account their differing ages, abilities, backgrounds and experiences.

#### **Aims**

- To provide a safe, caring, stimulating environment for children from birth to five whilst their parent(s) or carer(s) attend a course or activity at the centre.
- To work within the ethos of the children's centre, meeting the physical, emotional, social and intellectual needs of the children.

#### **Staffing**

All crèches will be led by a person who has a minimum qualification of NVQ level 3 in Early Years and Childcare or, in exceptional circumstances, the equivalent experience, as deemed appropriate by the Headteacher.

The Children's Centre Manager or a specific named member of the team will lead on all matters relating to crèches and will ensure there is a crèche lead and the appropriate number of crèche assistants to maintain the required adult:child ratio at all times.

The crèche lead will plan and set up a range of activities and suitable resources to support each child's all round development. If appropriate, the existing planning from 'Stay and Play' sessions may be used or adapted.

The crèche lead and assistants will work closely with parents and share information in order to meet the needs of the children both individually and as a group.

The parent/carer will be contacted immediately if their child becomes unwell or distressed and any other concerns will be dealt with sensitively and promptly.

#### **Practice**

The premises will be safe, secure and suitable for purpose and will provide an environment which promotes the health and safety of the children and varied opportunities for play.

Where a venue is used away from our centres, a full risk assessment will be undertaken before the room can be designated as suitable for a crèche.

#### **Parents**

Parents will be required to complete and sign an information sheet about their child and return it to the office before the first session. They will need to sign their children in and out each week and only they or a named person designated by them may collect their child.

If parents are unhappy with their child's treatment or experience in the crèche they should initially discuss this with the crèche lead or they can ask to see the Headteacher or member of the Senior Leadership Team – for more details please see the Centre's Complaints Procedure (copies available from the office).

**Approved by the Governing Body: April 2019**

**Review by: April 2021**

Relevant for:-

<b>Centre: Yes</b>	<b>Nursery: No</b>	<b>Parents: Yes</b>
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## Appendix - Crèche procedures

Before the start of the first session the crèche lead must ensure that:

- There is a completed and signed parent information sheet for each child
- The crèche lead checklist is filled in using this information
- All crèche assistants have read it and signed to say they have read it
- To complete a risk assessment of the garden and playroom.

S/he must ensure that the register is collected from and returned to a locked cupboard in the office, and has been fully completed each week.

Also that:

- All crèche assistants are aware of evacuation procedures in the event of an emergency
- Staff are aware that the needs of the child are paramount and that it is no reflection on them if the crèche lead decides to call a parent/carer to deal with a distressed child
- All children are signed in and out with a record of the times each week
- Each parent/carer has provided a named bag with a change of clothing, nappies and comforter if needed and a buggy if their child may need to sleep
- Snacks and drinks will normally be provided by the centre. Parents will be informed if they need to bring their own, but must be reminded that the centre operates a “no nuts policy”
- Whoever welcomes a child at the start of the session establishes whether they are likely to need a sleep or not and if they have brought their own snack or drink, when they are likely to need it on that particular occasion
- The allergy list is checked before snacks or drinks are offered
- All children are accompanied to the toilet by a member of staff
- For nappy changing procedures please see separate sheet
- There is always at least one member of staff in the garden when children are out
- Staff do not walk carrying babies or young children unless it is essential
- All equipment used is returned to the appropriate place at the end of the session and the room is left clean and tidy with the chairs on the tables
- The sandpit is covered at the end of the session and all outdoor equipment is put back in the shed(s)
- All cups and plates are washed up after snack time
- No hot drinks are consumed during the crèche and that as the crèches are only 2 hours long, staff are aware that they are not entitled to a break
- Any worries or concerns are discussed with the senior member of staff as soon as possible.