



SYTHWOOD CHILDREN'S CENTRE

Crèche Policy

This policy is support by the statutory framework for the EYFS

1 The Learning and Development Requirements

1.1 The crèche leader will plan and provide activities and play opportunities to develop children's outcomes across the seven areas of learning:-

Three prime areas:-

- Communication and language
- Physical Development
- Personal, social and emotional development

Four specific areas:-

- Literacy
- Mathematics
- Understanding the world
- Expressive art and design

1.2 The crèche leader will assign each child to a crèche worker who will be that child's key person – this key person will be responsible for collecting information from parents before the crèche and sharing information with parents at the end of the crèche.

2 Assessment

2.1 Crèche workers will observe children in crèches and provide an ongoing assessment as part of the learning and development process. Those observations can be recorded on observation slips, discussed with the crèche leader and added to the child's scrapbook along with photographs and artwork.

3 Safeguarding and Welfare

3.1 Sythwood crèches will be high quality environments which are welcoming, safe and stimulating and where children are able to enjoy learning and grow in confidence.

3.2 All crèche workers are familiar with the safeguarding policies and procedures. The crèche leader had attended a child protection course delivered by Surrey safeguarding Children Board that enables them to identify, understand and respond appropriately to signs of abuse and neglect.

3.3 All crèche workers will have access to the Governments statutory guidance 'Working Together to Safeguard Children'.

3.4 All crèche workers will have an enhanced CRB and will have completed the crèche workers recruitment process which includes:-

Application Form

Interview

References Check

Appointment

Induction – to include roles and responsibilities, emergency evacuation, safeguarding,

Child Protection, Equal Opportunities, Health and Safety Issues.

3.5 All crèche workers must inform the Centre Manager regarding any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment at the setting).

4 Qualifications

4.1 Where possible the crèche will be lead by a level 3 qualified early years practitioner and at least half of the remaining crèche staff will have a level 2 qualification. In the event that the crèche cannot be lead by a level 3 practitioner, a member of the Children’s Centre team with a level 3 qualification will be on site.

4.2 At least one crèche worker will hold a current paediatric first aid certificate.

5 Staff to Child Ratio’s

5.1 As EYFS Statutory Guidance

Child’s Age	Staff : Child Ratio
0 – 2	1 : 3
2 – 3	1 : 4
3 - 7	1 : 8

6 Health

6.1 Sythwood crèches provide an environment which promotes the health of children and takes positive steps to prevent the spread of infection. If children fall ill whilst in a crèche parents will be informed immediately and we will provide appropriate care for the child until the parent arrives.

6.2 Food and Drink – Before a child comes to a crèche, information will be sought from parents regarding any special dietary requirements, preferences and food allergies that the child has. Snacks provided will be healthy and nutritious and fresh drinking water will be available at all times. Food and drink provided by parents/carers will be

clearly labelled with the child's name. There will be no re-heating of hot food by crèche staff.

- 6.3 Accident or Injury – A first aid box will be accessible at all times which contains items appropriate for the hazards in the room. Crèche workers will provide a written record of accidents and injuries including any first aid given, parents will sign a copy of the accident/injury form and given a copy.

7 Managing Behaviour

- 7.1 Crèche workers have access to the behaviour management policy, the crèche leader will be the named practitioner for the management of children's behaviour in crèches.
- 7.2 Where physical intervention has taken place for the purposes of avoiding immediate danger of children crèche workers must keep a record of this and parents must be informed at the end of the crèche.

8 Safety and Suitability of premises, environment and equipment.

- 8.1 Safety – Crèche workers must ensure that furniture, toys and equipment are fit for purpose both indoors and out.
- 8.2 Crèche workers will keep the premises and equipment clean and be aware of and implement the health and safety policy of the setting.
- 8.3 Crèche workers will be aware of the evacuation procedure and keep fire doors free from obstruction.
- 8.4 Crèche workers must only release children into the care of individuals who have been notified to them by parents. They must take all reasonable steps to prevent unauthorised persons entering the crèche.

9 Risk Assessments

- 9.1 The crèche leader will carry out the room risk assessment for each crèche, in the event that the room check has already been carried out an additional check will be made.

10 Equal Opportunities

- 10.1 Crèche workers have read and implemented the equal opportunities policy and procedure to promote the equality of opportunity for children in their case.

11 Information and Records

- 11.1 Children's records including daily sheets and scrap books must be accessible to parents at all time. Confidential information regarding crèche staff and children will be held securely and will only be accessible to those who have the right or professional need to see them.
- 11.2 Crèche providers must record the following information for each child in their care
- a. Full name
 - b. Date of Birth
 - c. Name and address of every parent and or carer who is known to the provider (and information about any other person who has parental responsibility for the child).
 - d. Emergency contact details for parents and or carers.
- 11.3 The following information must be available to parents in the crèche:-
- a. How the EYFS is being delivered and where parents can access more information e.g. The DFE website.
 - b. The range and type of activities and experiences provided for children.
 - c. Details of policies procedures (available on request basis) including the procedure to be followed in the event of a parent and or carer failing to collect a child at the appointed time, or in the event of a child going missing at or away from the setting.
 - d. Staffing in the crèche, the name of their child's key person and their role, a telephone number for parents and or carers to contact in an emergency.

12 Complaints

- 12.1 Crèche workers will be aware of the complaints procedure and refer parents to this where necessary.

Any questions or concerns regarding this policy should be made to the Centre Manager – Kathryn Blackburn, 01483 727900