



Good Practice Guidelines

Crèche Provision

Play Service

Before running your crèche provision you are advised to consider the Good Practice Guidelines below.

Staffing:

- Staff should hold a minimum of a level 2 qualification in early years
- Suitable child to adult ratios are maintained:
 - 0 - 2 years: 1 adult to every 3 children
 - 2 - 3 years: 1 adult to every 4 children
 - 3 + years: 1 adult to every 8 children
- A minimum of two members of staff are present at all times
- All staff have an up-to-date Enhanced CRB check
- All staff are familiar with the Child Protection/Safeguarding policies & procedures and how to implement them to safeguard children from abuse or neglect and are familiar with the possible signs and symptoms of abuse or neglect
- All children receiving childcare are kept safe from harm

Complaints:

- Parents are made aware that they can complain to the setting, Ofsted or to the Early Years Development and Childcare Partnership
- Each complaint is fully investigated and the outcome is fed back to the parent

Premises:

- The premises/space used for childcare is of a sufficient size for the amount of children using the crèche provision
- The premises/space is safe for the provision of childcare
- Children are unable to leave the premises unsupervised
- No one is able to enter the premises without the knowledge of the persons who are caring for the children on the premises
- All necessary measures are taken to minimise any identified risks

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- The equipment used for the purposes of the childcare is safe, suitable, clean and age/stage appropriate
- Staff have access to a well stocked first aid box within the crèche provision
- Staff have access to a phone within the crèche provision
- Fire detection and control equipment is in place
- A temperature should be maintained which ensures the comfort of all children and staff
- There is an adequate place for nappy changing and disposal of nappies: if applicable
- A settling-in period prior to the start date is agreed with parents (generally one session)
- Children's behaviour is managed in a suitable manner and age/stage appropriate
- Reasonable steps are taken to ensure that the needs of each child are met
- Reasonable steps are taken to enable children with SEN to access the provision
- Fresh drinking water is available at all times

Documentation specific to your crèche provision:

- A Child Record Form containing at minimum:
The name, home address and date of birth of each child, The name, home address and contact number of parent's/carer's (Including who has parental responsibility) emergency contact details, Doctor's details, allergies and/or medical needs
- A daily record of the names of the children who are attending the crèche (register)
- A daily record of the names of the staff who are working in the crèche (register)
- An Incident, Accident and medication recording sheet
- Any accidents/incidents involving the children attending the childcare setting, that have occurred on the premises are recorded

Notice Board:

- Certificate of registration is on display (if appropriate)
- Most recent inspection report is on display (if appropriate)
- Requirements for the Ofsted Early Years/Childcare Register is on display
- A valid public liability certificate is on display
- The Relevant Ofsted parents poster
- A Policy availability poster
- Up to date Activity plans are displayed
- Up to date Complaints procedure is on display

- The name of the nominated safeguarding advisors & deputy poster is on display
- The names of the trained First Aiders poster is on display
- Observation prompt poster is on display
- Snack Menu is on display

Around the Building:

- Up to date Emergency Evacuation Procedure poster
- Ealing's Child Protection Policy (Yellow Book)
- "What to do if your worried a child is being abused" Booklet
- Bilingual Welcome Posters
- Positive Images
- Settings Policies and Procedures
- No Smoking Sign
- Up to date Health and Safety Poster
- Children's work/displays
- EYFS Framework Pack

Many of the posters in 'notice board' and 'around the building' are available to download from: http://www.childrenscentres.org.uk/ps_documentation.asp

If you require support with starting up your crèche facility, or are concerned with any aspects of your provision you can contact:

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