



Good Practice Guidelines

Crèche

Before starting your crèche facility you are advised to complete the following checklist. This will ensure that you are meeting the needs of the childcare and the families who attend your setting.

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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 Childcare Development Officer
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Staff, training & suitability	Completed
All staff members hold a minimum of a level 2 qualification in early years	
Suitable child to adult ratios are maintained at all times: 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 members have an up to date enhanced CRB check	

Safeguarding children	Completed
All staff are familiar with the procedures to implement to safeguard children from abuse or neglect	
All staff are familiar with the possible signs and symptoms of abuse or neglect	
All children receiving childcare are kept safe from harm	

Complaints	Completed
The setting has in place a written procedure for dealing with complaints	
Parents are 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	

Suitability and safety of premises and equipment	Completed
The premises/space used for childcare is of a sufficient size: 0 - 2 years: 3.5m square per child 2 - 3 years: 2.5m square per child 3 - 5 years: 2.3m square per child	
Children are unable to leave the premises unsupervised	
No one can enter the premises without the knowledge of the person who is caring for the children on the premises	
The premises/space is safe for the provision of childcare	
All necessary measures are taken to minimise any identified risks	
The equipment used for the purposes of the childcare is safe, suitable, clean and appropriate	
Staff have access to a well stocked first aid box	
Staff have access to a phone	
Fire detection and control equipment is in place	
There is adequate natural and/or artificial lighting	
A temperature should be maintained which ensures the comfort of all children and staff	
The room has good ventilation	
There is a place for nappy changing and disposal of nappies: if applicable	

How the childcare provision is organised	Completed
A one week settling-in period prior to start date is agreed with parents	
Children's behaviour is managed in a suitable manner	
Reasonable steps are taken to ensure that the needs of each child are met	
Reasonable steps are taken to enable children with disabilities to access the setting	
Children are not treated less favourably than another child	
Fresh drinking water is available at all times	

Records to be kept	Completed
The name, home address and date of birth of each child	
The name, home address and contact number of a parent or carer each child	
Child Record Form	
Complaints Procedure Form	
A weekly record of the names of the children who have attended the childcare	
Any accidents involving the children attending the childcare setting that have occurred on the premises	
The name, address and contact number of the people working on the premises	