



Cheshire East

# **TOGETHER** for Children and Young People

*Together we will make Cheshire East a great place to be young*

## Creche Policy

Start for Life Service

September 2023



## Policy Information Sheet

<b>Service Area</b>	Start for Life, Family Help and the Youth Support Service
<b>Date effective from</b>	September 2023
<b>Responsible Officer</b>	Start for Life Family Hub Leads
<b>Date for Review</b>	September 2025
<b>Status</b> <ul style="list-style-type: none"> <li>• <b>Mandatory (all staff name must adhere to guidance)</b></li> <li>• <b>Optional (Procedures and practice can vary between teams)</b></li> </ul>	Mandatory
<b>Target Audience</b>	Start for Life, Family Help and the Youth Support Service
<b>Related Document(s)</b>	<a href="#">Cheshire East Children's Services Procedures</a>
<b>Superseded Documents</b>	
<b>Date of Approval</b>	March 2024

<b>Type of Document</b>	Policy	X	Standard Operating Procedure		Guideline	
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### Document control

Version no	Type of change	Date	Description of change

If you have any comments or views on this document, please contact us at [childrensdevelopmentandpartnerships@cheshireeast.gov.uk](mailto:childrensdevelopmentandpartnerships@cheshireeast.gov.uk)

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## **1. Purpose**

- 1.1 This policy is intended to provide information and advice about the operation of short-term crèche provision (under 2 hours, with parents onsite) provided by Start for Life Portage Practitioners within Cheshire East to support learning opportunities for parent/carers.
- 1.2 This policy applies to staff, learners and children within Cheshire East.
- 1.3 We are committed to ensuring equality of access to adult learning opportunities provided within family hubs, through the provision of crèches where required. Crèches may be available to support families to access and support learning opportunities where we identify a barrier.
- 1.4 The ongoing requirement for crèche provision to date is unknown as we expand our family hubs service delivery across the borough. At present, due to not operating crèche provision previously we are not registered on the compulsory or voluntary childcare registers. Any creche operation initially whilst we scope out demand will be held on the same site as the parents and will be under 2 hours in duration not meeting compulsory registration requirements. Whilst the requirements of registration are not met, we will ensure the provision meets the statutory EYFS requirements.
- 1.5 Once the demand for crèche provision is scoped out over the next 12 months, we will take a decision about the future of this provision, which is likely to lead to 1 of 3 options:
  1. Determine that crèche provision is not regularly required cease to provide or provide infrequently under this policy.
  2. Determine that crèche provision is regularly required for sessions less than 2 hours per day – register the relevant family hubs on the voluntary childcare register.
  3. Determine that crèche provision is required for 2 hours or more – register the relevant family hubs on the compulsory childcare register.

## **2. Staff**

- 2.1 Staff induction includes training and information on Health and Safety, Early Years, Equality and Diversity. Positive attitudes are encouraged and are at the forefront of decisions relating to children, parents/carers and staff.
- 2.2 We aim to deliver good practice and the aim of our planning and resources is to enable children to progress in all areas of their development and assist those children from age 3 upwards towards early learning goals.
- 2.3 We consider and respond to the children's interests and level of development when planning activities.

### 3. Safeguarding

- 3.1 We have safeguarding policies and follow all procedures advised by [Cheshire East Safeguarding Children's Partnership Board](#).
- 3.2 Within the crèche we follow the welfare requirements set out in the Early Years Foundation Stage Statutory Framework. There is always a minimum of 2 staff in the crèches at all times. The minimum ratios of staff to children will be as set out in the EYFS.
- 3.3 All crèche staff have an enhanced Disclosure and Barring Service check with child barred list and are recruited in line with [Cheshire East Safer Recruitment procedures](#). If a safeguarding concern arises for a child, we will follow our [safeguarding policy and procedure](#).
- 3.4 If an allegation is made against a staff member, the manager or senior on site will be notified and the manager will inform their senior manager or head of service at the earliest opportunity. It will be decided if a referral is needing to be made to the Local Authority Designated Officer (LADO). This is outlined in the [Safeguarding Policy](#).

### 4. Confidentiality

- 4.1 Everyone who is responsible for using data about people must follow strict rules called 'data protection principles'. The Data Protection Act 2018 and General Data Protection Regulation apply to personal information in all formats, including electronic and paper-based records. See [Privacy notice \(cheshireeast.gov.uk\)](#).

### 5. Admissions

- 5.1 Crèches may be available for adult learning opportunities where childcare barriers to access are identified. Learners needing a crèche place will be asked to complete an admission form outlining information regarding their child – **see appendix a**. The crèche is open to children from birth to 5 years. Parents/carers must stay on the premises whilst their children are in the crèche. Crèche places are allocated on a first come first served basis within adult to child ratio requirements.
- 5.2 The first session will consist of a 30-minute settling in session where parent/carers will talk to the staff and complete an 'All about me' form, consent form and care plan where appropriate (**see appendices**).

### 6. Special Educational Needs

- 6.1 This section describes the ways we meet the needs of children who require additional support.
- 6.2 It is our aim to recognise the individuality of all children and to enable them to integrate within our learning environment. We are committed to working with parents/carers and outside agencies to assist us in this.

- 6.3 The aim of our planning and resources is to enable children to progress in all areas of their development and assist those children from age 3 upwards towards early learning goals. We consider and respond to the children's interests and level of development when planning activities.
- 6.4 All parents/carers are welcome in the crèche, and we promote regular exchange of information. The sharing of knowledge of each child is essential to us providing a high standard of care. The need for confidentiality is maintained at all times.
- 6.5 Parents/carers are encouraged to come into the crèche on their first visit and will also be asked to complete a form with information relating to their child/children.
- 6.6 We are committed to working with other agencies to ensure we meet the needs of all children.

## **7. Health & Safety**

- 7.1 Ensuring the health and safety of children and staff is paramount. We adhere to Cheshire East Health & Safety policies and procedures and follow the guidelines laid down by Ofsted.
- 7.2 A risk assessment is carried out in each hub prior to a crèche being set up.
- 7.3 All settings have a no smoking policy.
- 7.4 A minimum of one crèche staff will hold a paediatric first aid certificate on the site of crèche delivery.
- 7.5 Parents/carers are made aware of the fire drill, evacuation route and assembly point in their Hub. Each Hub has their own procedures, which staff are trained to follow.
- 7.6 A daily register is kept of all people in the crèche (children and staff) including times of arrival and exit.
- 7.7 In the event of an evacuation the nominated staff member takes the register with them.
- 7.8 Cheshire East has Public Liability insurance to cover the building staff and members of the public.
- 7.9 The crèche environment, equipment and toys are all checked daily before each session and any problems recorded. Any areas of risk are reported, and unsafe articles are removed, repaired or destroyed as appropriate. Toys and equipment are kept clean and renewed as required. All crèche equipment and toys are checked on weekly basis to ensure they are safe for children.

## **8. Supervision**

- 8.1 Dependant on the age and stage of development, children will have a closely supervising adult whilst eating, but at times, to encourage healthy independence, we might move from permanently supervising to children being in earshot of an adult, for instance when children are confidently managing their own toileting.

## **9. Food and Drink**

- 9.1 Drinking water is provided at all times and a small snack will be offered. Cheshire East promotes healthy eating.
- 9.2 Staff to be aware of all allergies when children are registered in the crèche.
- 9.3 Children will be supported and encouraged to be sat down when eating and drinking and also in close proximity to an adult.

## **10. Accident/Incident reporting**

- 10.1 Parents/carers give written permission for the staff to administer basic first aid at admission. If necessary, the parent/carer will be asked to return to the crèche to be with their child.
- 10.2 If medical assistance is required, this will be sought, and the parent/carer notified immediately.
- 10.3 All incidents and accidents are recorded on the accident and incident form.
- 10.4 All incidents and accidents are recorded on our electronic accident reporting system called PRIME.
- 10.5 Parents/carers are advised that a child who is unwell should be kept away from the crèche and to follow the guidelines of the GP as to when the child is well enough to return. Should a child become unwell in the crèche the parent/carer will be immediately contacted to take their child home and this would be recorded in the Incident book.
- 10.6 See <https://www.gov.uk/guidance/notifiable-diseases-and-causative-organisms-how-to-report>

## **11. Medication**

- 11.1 We will ask you about any medical history and medications for your child during the admissions process.
- 11.2 If your child has any prescribed emergency medications that are notified to us (such as asthma inhalers or EPI pens etc) we will develop a care plan with you

to ensure staff are aware of the signs of symptoms that indicate your child may need immediate rescue medication.

- 11.3 You will be required to confirm that you have bought your child's medication with you each time you drop them off and that you will not be leaving the premises. Failure to bring along emergency medication will result in the crèche place being withdrawn for that session.
- 11.4 If emergency medication is required, the parent/carer will be asked to return into the crèche to administer this. This will be noted in your child's care plan along with what constitutes a significant emergency that requires immediate medical attention.
- 11.5 As the crèche sessions are under 2 hours the administration of non-emergency medication should not be required. If medication is needed, a risk assessment and care plan will be completed.

## **12. Behaviour**

- 12.1 All staff set a good example, and praise and encourage good behaviour.
- 12.2 Staff apply routines and rules consistently, helping children to understand what is expected of them and helping them have a sense of responsibility.
- 12.3 Where a child's behaviour is a reflection of that child's development level, all the staff team will be made aware of this and the information from the child's parent/carer will be considered when planning appropriate strategies to encourage acceptable behaviour.
- 12.4 We recognise behaviour as a form of communication and all strategies used are positive to support children's wellbeing and independence.
- 12.5 We never use any form of physical punishment however there are occasions where we might have to physically intervene to prevent the child from harming themselves or others.
- 12.6 Physical intervention may mean standing in front of a child to block them, picking them up out of a place of harm to a place of safety etc. All physical intervention will be with the minimum force and minimum time required to restore safety, and as a last resort.
- 12.7 All incidents of physical intervention will be recorded on the accident and incident form and read and signed by the parent/carer, we will also use the opportunity for discussing positive strategies we could use next time to distract in advance of physical intervention being required. Once completed the form is then loaded onto our electronic accident/incident reporting system called PRIME.



### **13. Lost Child**

- 13.1 Risk assessments will be completed, which will include assessing the security within the building to ensure the doors close and the rooms are safe.
- 13.2 If a child is missing, we will immediately search the internal and external area and inform the emergency services, manager or senior on site and the parent/carer.

### **14. Personal Care**

- 14.1 All crèche sessions will be under 2 hours so routinely children will not have their nappy changed unless the need arises. Parents must provide nappies and wipes with their child and also a change of clothes and appropriate clothing for the weather.
- 14.2 Changing facilities are available and the door will be propped open. Staff will wear PPE – aprons and gloves.
- 14.3 If a child refuses to have their nappy changed, we will try and encourage the child to allow us to change them, however if they still refuse, we will notify the parent.
- 14.4 If parents are potty training their child, we will support this also by sticking to your routine. If a child has an accident, we will clean them up and change them where needed and ensure they are comfortable.

### **15. Complaints**

- 15.1 Any concerns from parents/carers are dealt with promptly in an informal and confidential manner with crèche staff. If the concern cannot be resolved, Cheshire East complaints procedure will be followed.

# Appendices

## Pages 11 – 16 include:

- Creche Consent Form
- 'All about me' Form
- Care Plan
- Creche Fire Procedures
- Creche Risk Assessment



## Creche Consent Form

Child's Name:		
Child's DOB:		
Parent/carers Name		
Parent's contact number		
I give permission for the staff to support my child's personal care as detailed in all about me section.	<b>Yes</b>	<b>No</b>
I give permission for images of my child to be used within the family hub on displays and within their developmental journals?	<b>Yes</b>	<b>No</b>
I give my permission for images of my child to be used in family hubs marketing such as newsletters and social media posts?	<b>Yes</b>	<b>No</b>
I give permission for my child to have drinks or snacks whilst attending the Creche in line with the information provided below in regard to allergies, intolerances or other dietary requirements.	<b>Yes</b>	<b>No</b>
Does your child have any allergies? <b>If yes, please complete care plan</b>	<b>Yes</b>	<b>No</b>
Does your child have any intolerance, food preferences or dietary requirements <b>If yes complete Care plan</b>	<b>Yes</b>	<b>No</b>
Does your child have any medical conditions we should be aware of? <b>If yes complete Care plan</b>	<b>Yes</b>	<b>No</b>
I give permission for the staff trained in First Aid on site to provide first aid treatment if needed	<b>Yes</b>	<b>No</b>

Parent/Carer's Name: .....

Parent/Carer's Signature.....

Date: .....



## All about me

My name is :
I like to be called:
I am ..... Years old
My birthday is
The people who are important to me are
You can contact them on
I will need you to support me with
My favourite toy is
I am really good at
I will need you to help me

Completed by \_\_\_\_\_



**Care Plan**

My name is \_\_\_\_\_

I am \_\_\_\_\_ years old

**How to support my personal care – (Nappy changing, Toilet Training etc)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Details of my medical needs**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**My known Allergies**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**My Intolerance, food preferences and dietary requirements**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I need this medication.**

Name of medication:	
Expiry date	
Frequency	
Direction of use	

**Name:** \_\_\_\_\_

**Signed :** \_\_\_\_\_

**Date:** \_\_\_\_\_

**CRECHE FIRE PROCEDURES**  
**DURING ESTABLISHMENT HOURS**

**1. WHAT TO DO IF YOU DETECT A FIRE**

Sound the nearest **fire alarm**  
Leave the building via the nearest **fire exit**  
Do not stop to collect personal items

**2. EVACUATION PROCEDURES**

All rooms display **Fire Evacuation Notices** which show the way to the nearest fire exit

Follow green evacuation signs to the **nearest exit**

**Parents will exit through their nearest exit**

Family Hub staff will assist with the evacuation of **the children in the Creche.**

**Family Hub staff will assist with the evacuation of disabled visitors**

Meet at the nearest **assembly point** - located:

- At ..... (GREEN ASSEMBLY POINT SIGN)

A **Fire Marshall** will meet you at the assembly point

You will be told when/if it is safe to return to the building

**3. PROCEDURES FOR STAFF WITH SPECIAL RESPONSIBILITIES**

**Fire Marshalls** have the following responsibilities:

To **call the Fire Brigade** (if not automatically called)

To ensure (as far as possible) the **safe evacuation** of everyone from the building

To wait at assembly points with all registers/signing in books and **check names**

To **brief the emergency services** with details of:

- Location of fire
- Location of hazards
- Anyone missing/unaccounted for

# CHESHIRE EAST COUNCIL

## CRECHE RISK ASSESSMENT

<b>Directorate:</b>		<b>Section:</b>		<b>Name of Assessor</b>	<b>Signature</b>	<b>Date</b>
<b>Assessment of risk for:</b>						

<i>No.</i>	<i>Potential Hazard</i>	Groups of People at Risk	Existing Control Measures	<i>Risk Priority</i>	Additional Controls Required to Minimise Risk
1					
2					
3					
4					
5					
6					
7					

Risk Priority:	<b>High:</b> Accident likely with possibility of serious injury or loss <b>Medium:</b> Possibility of accident occurring causing minor injury or loss <b>Low:</b> Accident unlikely with control measures in place
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## CHESHIRE EAST COUNCIL

### RISK ASSESSMENT CONTINUED – FOLLOW UP ACTIONS

<b>Directorate:</b>		<b>Section:</b>		<b>Name of Manager</b>	<b>Signature</b>	<b>Date</b>
<b>Assessment of risk for:</b>						
No.	Potential Hazard	Action to be Taken	By Whom	Target Completion Date	Action Completed (Signed & Dated)	

<b>Assessment Review Date:</b>	
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