

VOLUME B

SUPPORT SERVICES, DAY CARE AND EDUCATIONAL PROVISION FOR YOUNG CHILDREN

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DAY CARE STANDARDS FOR UNDER EIGHTS

The Children and Young Persons Act 2001 is the main legislation on the Isle of Man covering the care of children.

The main purpose of the Act is to promote and safeguard the welfare of children and to that end it gives the Department of Health and Social Security duties relating to care services for children. The Department is committed to promoting the welfare and development of all children and is determined that all child day care services, be they new or established, provide a secure and safe environment for children not least so that parents can have confidence that their children are well looked after.

Schedule 7 of the Children and Young Person Act 2001 requires that providers (technically the registered person in each registered setting) meet the prescribed Day Care Standards for Under Eights under conditions of registration.

About the Day Care Standards for Under Eights

The Standards intend to:

- provide a framework to protect children.
- contribute to providing reassurance for parents about what they can expect from day care.
- ensure that services meet acceptable standards.
- ensure that service providers are aware of the standards their services are expected to meet.
- ensure that services provided are within an established legislative framework.
- ensure that services provided are subject to continuous improvement.

The Standards were written in consultation with the Isle of Man Department of Local Government and the Environment, Fire Safety Office, Health Services and Child Protection Committee and are based on recognised quality standards including the 'National Standards for Under Eights Day Care and Childminding' produced by the Department for Education and Employment in England.

Each Standard describes a required quality outcome and is accompanied by a set of supporting information about how that outcome is to be achieved.

The Standards are matched to the five different types of child day care provision for under eights and a document has been produced for each:

- Childminding
- Full Day Care
- Sessional Day Care
- Crèches
- Out of School Care

The Standards do not override the need for providers to comply with other legislation such as that covering Health and Safety, Food Hygiene, Fire or Planning requirements.

Quality of Care

Child day care provision offers opportunities for children to broaden their experiences and to enhance their social and learning development. There are recognised principles which underpin good practice and high standards within child day care provision. The Day Care Standards for Under Eights have been written having regard to these principles and represent a baseline of quality below which no

DAY CARE STANDARDS FOR UNDER EIGHTS

provider may fall. They are also intended to underpin a continuous improvement in quality of care in all types of child day care provision.

The main recognised factors which influence quality of care are:

- The nature of adult/child interaction
- The nature of the interaction between children/peers
- Size of group and numbers of staff
- Continuity, training and experience of staff
- Recognition of children's developmental needs
- Type of contract/involvement between parent and provider
- Ability to structure and support children's learning
- Elements in programme of activities
- Equality of opportunity policy in employment and service delivery
- Children's involvement in planning and choosing activities and projects
- Elements of imagination, challenge and adventure in activities
- Organisation, display and accessibility of equipment, toys and materials
- Attention to health, safety and type of physical environment

Defining quality of care involves looking at these factors from the point of view of child development as well as the rights or expectations of children, parents and people working with children.

CHILDMINDING

A Childminder is registered to look after one or more children under the age of eight, to whom they are not related, on domestic premises, for reward and for a total of more than two hours in any day.

A person is not required to register as a childminder when looking after a child wholly or mainly in the home of the person so employing her.

A person is not required to register as a childminder if they are the parent, relative or have parental responsibility for the child minded.

If a person is caring for and accommodating a child for a continuous period of 28 days or more (24 hours each day) they will be regarded as a foster carer and the DHSS must be notified.

DEFINITIONS

In this document:

- the words '*registered childminder*' or '*childminder*' refer to the 'Registered Person'.
- an '*assistant*' means a person that assists the Registered Person in the care of the children but does not have sole care of the children at any time.
- '*domestic premises*' means any premises which are wholly or mainly used as a private dwelling.
- '*relative*', in relation to a child, means a grandparent, brother, sister, uncle or aunt of the child (whether of the whole blood or the half blood or by affinity) or a step-parent of the child.
- '*school*', has the same meaning as in the Education Act 2001.
- whenever the word '*parent*' is used in this document it should be taken to mean parent, guardian or carer.
- the '*Department*' refers to the Isle of Man Department of Health and Social Security.

Under the Children and Young Persons Act 2001 (Schedule 7) the registered childminder is responsible for ensuring that the following standards are met.

STANDARD 1.

Suitable Persons

Adults providing day care, looking after children or having unsupervised access to them are suitable to do so. Training and qualification requirements are met.

STANDARD 2.

Child ratios

The required adult:child ratios are met.

STANDARD 3.

Suitable Domestic Premises

The premises are suitable for their purpose. They provide adequate space in an appropriate location, are welcoming to children and offer access to the necessary facilities for a range of activities which promote their development.

STANDARD 4.

Safety

Positive steps are taken to promote safety within the premises and on outings and precautions are taken to prevent accidents. Equipment used is of suitable design and condition and conforms to recognised safety standards.

CHILDMINDING

STANDARD 5. Health and Welfare

The welfare and good health of children is promoted and positive steps are taken to prevent the spread of infection and appropriate measures are implemented when they are ill.

STANDARD 6. Food and Drink

Children are provided with regular drinks and food in adequate quantities for their needs. Food and drink is properly prepared, nutritious and complies with dietary and religious requirements.

STANDARD 7. Care, Learning and Play

Children's individual needs are met. Activities and play opportunities to assist in the development of children's emotional, physical, social and intellectual capabilities are planned and provided.

STANDARD 8. Equal Opportunities

Equality of opportunity and anti-discriminatory practice for all children is actively promoted.

STANDARD 9. Behaviour

Positive, consistent approaches to encouraging behaviour in children which is in the best interest of the children themselves and of others is actively promoted.

STANDARD 10. Working in Partnership with Parents and Carers

Partnership with parents aim to meet the needs of the children, both individually and as a group. Information is shared.

STANDARD 11. Child Protection

The current Isle of Man Child Protection Committee Agency procedures are complied with and all adults looking after children are able to put the procedures into practice.

STANDARD 12. Records, Policies and Procedures

Records, policies and procedures which are required for the efficient and safe management of the provision, and to promote the welfare, care and learning of children are maintained. Records about individual children are shared with the child's parents.

STANDARD 13. Babies and Children under 2

A suitable standard of care is provided taking into account the particular needs of children under the age of two years.

STANDARD 14. Overnight care

A suitable standard of care is provided taking into account the needs of children who are cared for overnight.

Standard 1. Suitable persons (Schedule 7 (2))

Required Quality Outcome:

CHILDMINDING

Adults providing day care, looking after children or having unsupervised access to them are suitable to do so. Training and qualification requirements are met.

Supporting information describing how the above outcome is to be achieved

- 1.1 A childminder will be of a minimum age of eighteen years.
- 1.2 The childminder is to comply with all conditions and requirements of registration, including any which require them and other adults at the premises, caring for or having regular contact with the children, to submit to a checking procedure whereby the information supplied is verified with the relevant sources.
- 1.3 The checking procedure, which includes police checks and health checks, will enable the child care inspector to determine the suitability of those caring for, or having regular contact with, children. If the registered person fails to comply with such a condition the child care inspector may, amongst other things, take this into account in determining their suitability.
- 1.4 The childminder, any assistant and any person over 16 living in the household in which childminding is carried out have not been convicted of an offence or been the subject of an order which disqualifies them from registration under regulations made under the Disqualification for Caring for Children Regulations 2002.
- 1.5 The childminder must inform the Registrations and Inspections Office at the earliest opportunity of any changes or proposed changes. This will include changes to people and their suitability and any other matter which may affect the suitability of any person involved in the care of minded children and/or living on the premises.
- 1.6 The childminder must notify Registrations and Inspections if they intend to employ an assistant to look after the children.
- 1.7 The childminder is accountable for, and supervises the work of, any assistant. The childminder must be satisfied that the assistant is competent in the areas of work undertaken.
- 1.8 The childminder must keep a record of any assistant's details including any references taken up and information about, training and qualifications.
- 1.9 The childminder is responsible for the supervision of any student in training at all times.

Training

- 1.10 The childminder must complete the Childminder's Preparation course, as specified by the Department, within 12 months of registration. This time will be extended only in the case of exceptional circumstances.
- 1.11 The childminder must complete a first aid course which includes training in first aid for infants and young children within 12 months of registration. A current first aid certificate must be maintained.
- 1.12 Childminders and assistants must have the appropriate experience, skills and ability to look after children.
- 1.13 Childminders who provide food as part of their service must attend Basic Food Hygiene training as specified by the Food Safety Unit of the Directorate of Environment, Safety and Health.

Standard 2.

Child Ratios (Schedule 7 (3))

Required Quality Outcome:

CHILDMINDING

The required adult:child ratios are met.

Supporting information describing how the above outcome is to be achieved

2.1 The maximum numbers of children a childminder may be registered to care for at any one time are as follows:

- No more than 3 children under the age of 5 years at any one time
- No more than 6 children between the ages of five and seven at any one time
- No more than six children aged under eight of whom no more than three are under five years of age.

Any care provided for children aged 8–14 must not adversely affect the care provided for children under 8.

2.2 A childminder may apply for authorisation to work, at their own premises, with an assistant or another registered childminder and any proposed increase to the number of children minded would be subject to planning approval.

2.3 If a childminder employs an assistant or works with another childminder, the same adult:child ratios apply for any additional children. It is important to note that the space available for children on the premises may affect the total numbers for which the provision can be registered. (see Standard 3.6 Suitable Domestic Premises)

2.4 Children aged four attending ten early education (school) sessions a week may be classed as children aged five years for the purposes of the adult:child ratio.

2.5 The ratios include the childminder's own children and any others for whom s/he is responsible and who are on the premises.

2.6 Students on training placements are not to be included in the adult:child ratio.

Standard 3. Suitable Domestic Premises (Schedule 7 (2))

Required Quality Outcome:

The premises are suitable for their purpose. They provide adequate space in an appropriate location, are welcoming to children and offer access to the necessary facilities for a range of activities which promote their development.

Supporting information describing how the above outcome is to be achieved

3.1 The premises are made welcoming and friendly to children and parents. They are self contained and maintained in a suitable state of cleanliness, repair and decoration.

3.2 The childminder ensures that they operate within local planning and building control requirements.

3.3 Compliance with Food Hygiene, Health and Safety and Fire Safety regulations is

3.4 If the domestic premises is rented written approval must be obtained from the landlord for the use of the premises for child care.

3.5 There is access to a telephone on the premises.

Indoors

3.6 The following space standards represent minimum play/activity space per child:

CHILDMINDING

Age	Sq. Mtrs
0-2 years	3.7 (40 sq. ft.)
2-7 years	2.3 (25 sq. ft.)

Outside play area is not included in sizing requirements.

- 3.7 Arrangements are made to provide quiet space for rest.
- 3.8 Rooms are maintained at an adequate minimum temperature of 18°C.
- 3.9 There are suitable washing and toilet facilities for the age range being cared for.
- 3.10 The premises are well lit and adequately ventilated.

Outdoor Play

- 3.11 Outdoor play spaces which are part of the premises are safe, secure and suitable for use by the minded children.
- 3.12 If access to outdoor play is not available on the premises then arrangements are to be made for the children to have regular excursions to a local park or playground.

Kitchen

- 3.13 There is provision for the hygienic storage, preparation, cooking and serving of food.

Standard 4.

Safety (Schedule 7 (3))

Required Quality Outcome

Positive steps are taken to promote safety within the premises and on outings and precautions are taken to prevent accidents. Equipment used is of suitable design and condition and conforms to recognised safety standards.

Supporting information describing how the above outcome is to be achieved

General safety

- 4.1 The childminder is responsible for taking steps to ensure that hazards to the children on the premises both inside and outside are minimised.
- 4.2 The registered childminder must comply with the provisions of the Health and Safety at Work etc. Act 1974 and any regulations made thereunder.
- 4.3 There should be adequate arrangements for the control of pets so that the children are not at risk of injury.
- 4.4 The childminder must ensure that the children are not able to gain access to any sharp or hazardous items.
- 4.5 The childminder must ensure that the children are not able to gain access to hazardous or dangerous substances/liquids.
- 4.6 All low level glass is to conform to British/European safety standards or be covered with protective safety film.
- 4.7 Stairs are to be made safe or inaccessible according to the age and stage of development of the children.

CHILDMINDING

4.8 Children must not be exposed to water temperatures above the recommended safe temperature of 43°C.

4.9 The surface temperatures of radiators and pipes which are accessible to the children must not exceed the recommended safe temperature of 43°C.

Equipment

4.10 Toys and equipment on the premises, including equipment for outdoor play are to be in good repair and conform to BS EN safety standards or the Toys (Safety) Regulations (1995) where applicable.

4.11 The childminder is to ensure that sufficient equipment is available for the safety of children attending e.g. high chairs, buggies, safety gates, car seats, travel cots etc.

10.10 The childminder must consult with the parents about the need for any special services and equipment for the safety of the children in their care.

10.11 Appropriate furniture or equipment is to be provided for children to sleep or rest in.

Security

4.14 The premises, including any outside play area, are to be secure and children must not be able to leave the areas unsupervised.

4.15 Children are to be under the direct supervision of the childminder at all times.

4.16 MEASURES MUST BE TAKEN TO ENSURE THAT CHILDREN ARE UNABLE TO GAIN ACCESS TO OPEN WINDOWS.

4.17 ALL EXIT DOORS MUST BE SECURED AGAINST UNSUPERVISED EXIT BY CHILDREN BUT EASILY ACCESSIBLE IN THE CASE OF AN EMERGENCY.

Kitchen

4.18 If children have access to the kitchen, the childminder must ensure that they are not exposed to any hazards.

Gas/Electricity

4.19 Electric sockets in areas accessible to children must be fitted with socket covers.

4.20 Gas, electrical and other appliances and fittings must conform to safety requirements and must not pose a hazard to children.

Fire Safety

4.21 A fire blanket, which conforms to BS EN standards, is to be provided in the kitchen and in a position compliant with manufacturers instructions.

4.22 Smoke alarms, which conform to BS EN standards, are to be provided at every level of the house and are maintained in working condition.

4.23 The childminder must devise and practise an emergency escape plan.

4.24 The childminder must comply with, and keep records of, any recommendations made by the Fire Safety Officer.

CHILDMINDING

4.25 All escape routes must be kept clear at all times and readily accessible in the case of emergency.

4.26 All aspects of fire safety are to be agreed to with the Fire Safety Department of the Isle of Man Fire and Rescue Service.

Outside Areas

4.27 The childminder is to ensure that children can play safely outside.

4.28 Garden perimeters/gates must be secure to prevent children from leaving the areas unsupervised.

4.29 Glass within greenhouses and cold frames must be safety glass or covered in protective safety film or if not must be made inaccessible to the children.

4.30 Ponds, drains, pools and any natural water must be inaccessible to children. Outdoor water activities are to be closely supervised at all times.

4.31 Greenhouses, garages and sheds used for the storage of hazardous items must be inaccessible to children.

4.32 The childminder does not usually keep hazardous indoor and outdoor plants on the premises. However, if these are present, they are to be made inaccessible to children.

Outings and transport

4.33 The childminder must ensure that all places visited are suitable and safe for the children.

4.34 Where public playgrounds are used, the childminder is to ensure that the children do not use faulty equipment.

4.35 The childminder is to ensure the safe control of children whilst out walking.

4.36 Any vehicle used to transport children is to be properly maintained, conform to legal requirements and drivers must have a valid licence and appropriate insurance.

4.37 Written permission is to be obtained from parents for their child to be taken on outdoor trips and/or transported in a vehicle.

4.38 All children are to be restrained in an appropriate car seat or seat belt whilst being transported in a vehicle.

4.39 Children must not be left unattended whilst on an outing or in a vehicle.

4.40 A first aid kit is to be taken on all outings

Standard 5.

Health and Welfare (Schedule 7 (3))

Required Quality Outcome:

The welfare and good health of children is promoted and positive steps are taken to prevent the spread of infection and appropriate measures are implemented when they are ill.

Supporting information describing how the above outcome is to be achieved:

Hygiene and personal care

5.1 The premises and equipment are to be kept clean.

CHILDMINDING

- 5.2 The childminder and any assistant are to implement good hygiene practices in order to prevent the spread of infection.
- 5.3 Each child is to have their own personal items such as bed linen, flannel and hairbrush if they are used (these can be provided by parents or childminders).
- 5.4 Children should be encouraged to learn about personal hygiene through the daily routine.
- 5.5 The childminder is to ensure that children's privacy is respected during personal care routines.

Food Handling

- 5.6 The childminder is to ensure that food is hygienically stored, prepared, cooked and served.
- 5.7 When storing and handling food items the childminder must comply with the Health and Safety requirements as specified by the Food Safety Unit of the Directorate of Environment, Safety and Health.

Medicine

- 5.8 The childminder must not administer any medicine or other treatment to children unless the parent has discussed its use and given prior written permission.
- 5.9 Medicines are not usually to be administered unless they have been prescribed for that child by a doctor.
- 5.10 If medicine is to be administered, the childminder must ensure that:
- medicines are stored in their original containers, clearly labeled and inaccessible to children;
 - if they are caring for a child with a specific condition on a long term basis they must make sure that they have a thorough understanding of the medical condition and the medication (if any) that they are required to administer;
 - written records are kept of medicines administered to children and the parent signs the record to acknowledge the entry;
 - if the administration of any prescribed medication requires technical/medical knowledge then individual training is to be obtained from a qualified health professional. Training must be specific to the individual child concerned.

Sick child

- 5.11 The childminder is to have a policy about the exclusion of children who are ill or infectious which is discussed with parents. This is to include a procedure for contacting parents or another adult designated by the parent if a child becomes ill whilst in the childminder's care.

Any policy on exclusion should be in accordance with the recommendations of the Communicable Disease Report on the Prevention of Human Transmission of Gastrointestinal Infections, infestations and bacterial infestations (Volume 5 review no. 11 13th October 1995)

First Aid

- 5.12 There is to be a suitably equipped first aid box, the contents of which are to be checked frequently and replaced as necessary. This is to be kept in an accessible place out of the reach of children.
- 5.13 A record is to be maintained, signed by the parent, of any accidents.

CHILDMINDING

5.14 The childminder must be aware of the requirements under RIDDOR with regard to the reporting of major incidents.

Animals

5.15 The childminder is to ensure that any animals on the premises do not pose a health risk to children.

Sandpits

5.16 Sandpits are to be protected from contamination and the sand is to be clean.

Smoking

5.17 The childminder must inform the parents if there are smokers in the home.

5.18 The childminder and others in the childminder's home must not smoke in the presence of children.

Standard 6. Food and Drink (Schedule 7 (3))

Required Quality Outcome:

Children are provided with regular drinks and food in adequate quantities for their needs. Food and drink is properly prepared, nutritious and complies with dietary and religious requirements.

Supporting information describing how the above outcome is to be achieved

6.1 An agreement is to be made with parents as to which meals and snacks are to be provided by the childminder and the kinds of food to be provided.

6.2 Fresh drinking water must be made available to children at all times.

6.3 The childminder must request information from parents about any special dietary requirements, preferences and food allergies the child may have. Where these exist, the childminder is to make a record and takes heed of the information provided.

Standard 7. Care, Learning and Play (Schedule 7 (3))

Required Quality Outcome:

Children's individual needs are met. Activities and play opportunities to assist in the development of children's emotional, physical, social and intellectual capabilities are planned and provided.

Supporting information describing how the above outcome is to be achieved:

7.1 The childminder should encourage children to be confident, independent and to develop their self-esteem.

7.2 The childminder is to select resources and provide activities, play opportunities and first-hand experiences, which allow children to build on their natural curiosity as learners, develop their language and mathematical thinking, use their imagination and develop social relationships.

10.12 The childminder is to have sufficient, suitable toys and play materials available for indoor and outdoor play to enable children to develop their emotional, intellectual, social, creative and physical skills. These are to be appropriate for the developmental needs of the children.

CHILDMINDING

10.13 The childminder should be aware that some children may have special educational needs or disabilities and therefore appropriate activities and opportunities must be provided accordingly.

7.5 The childminder should listen to and value what children say, talk with them about what they are doing and have reasonable expectations of what they can achieve.

7.6 The childminder must organise resources so that they are readily accessible to children and support children's play and learning.

7.7 The childminder should encourage children to use their imagination and to ask questions.

10.14 The childminder should encourage children to learn about what is right and wrong.

10.15 Children should be given the opportunity to plan and choose activities.

Standard 8.

Equal Opportunities (Schedule 7 (3))

Required Quality Outcome:

Equality of opportunity and anti-discriminatory practice for all children is actively promoted.

Supporting information describing how the above outcome is to be achieved:

8.1 All children and adults for whom the childminder is providing a service are to be treated with equal concern and the childminder has regard to relevant anti-discriminatory good practice.

8.2 The childminder must ensure that all children have equal access to the appropriate range of activities and facilities available.

Standard 9.

Behaviour (Schedule 7 (3))

Required Quality Outcome:

Positive, consistent approaches to encouraging behaviour in children which is in the best interest of the children themselves and of others is actively promoted.

Supporting information describing how the above outcome is to be achieved

9.1 The childminder agrees the methods s/he will use to manage children's behaviour with parents before the placement commences.

9.2 Under no circumstances must physical punishment be used or practices which frighten or humiliate children.

9.3 The childminder should encourage good behaviour.

9.4 The childminder has consistent expectations about acceptable behaviour.

10.16 The childminder is not to use any form of physical intervention, e.g. holding, unless it is necessary to prevent personal injury to the child, other children or an adult or serious damage to property. Any incident is recorded and the parent informed of the incident on the day.

10.17 The childminder's handling of behaviour is to be developmentally appropriate, respecting individual children's level of understanding and maturity.

CHILDMINDING

Standard 10. Working in Partnership with Parents and Carers (Schedule 7 (3))

Required Quality Outcome:

Partnerships with parents aim to meet the needs of the children, both individually and as a group. Information is shared.

Supporting information describing how the above outcome is to be achieved

10.1 The childminder agrees with parents the expectations of both parties as to the care of the child, activities provided and business arrangements, taking into account any special individual needs.

10.2 The childminder is to seek parents' views about their child's preferences and aptitudes and any other information which is required in order to provide good quality care for the child and takes heed of the information provided.

10.3 Parents are to be fully informed about the childminder's routines and child care practices. They should have opportunities to exchange information about their child on a daily basis. Prompt action is to be taken on any concerns raised and a record of complaints is to be maintained.

10.4 Records of parents and emergency contact details, G.P. contact details and appropriate parent signed consent forms are to be kept.

10.5 Any records kept by the childminder containing information regarding a child is to be shared with that child's parents/guardian.

10.6 The childminder is to liaise with parents to ensure that records contain up to date information which enables appropriate care to be given.

10.7 The childminder must be aware of the need to maintain privacy and confidentiality.

10.8 Children are to be released from the care of the childminder only to individuals named by the parent.

10.9 If a child is identified as a child in need the childminder, normally with parents' permission, gives appropriate information to referring agencies.

10.18 The childminder is to inform parents of any animals living or likely to be on the premises.

Standard 11. Child Protection (Schedule 7 (3))

Required Quality Outcome:

The current Isle of Man Child Protection Committee Agency procedures are complied with and all adults looking after children are able to put the procedures into practice.

Supporting information describing how the above outcome is to be achieved

11.1 The protection of the child is to be the childminder's first priority.

11.2 The childminder must make parents aware of the childminder's responsibilities under the current Isle of Man Child Protection Committee Agency procedures.

11.3 The childminder is responsible for informing parents of any concerns they may have with regard to their child.

11.4 Any concerns are to be recorded and reported according to the procedures, without delay.

CHILDMINDING

11.5 The childminder is to ensure that any concerns are kept confidential to as few people as need to know about them.

Standard 12. Records, Policies and Procedures (Schedule 7 (3)&(8) and Section 98 (3)(d))

Required Quality Outcome:

Records, policies and procedures which are required for the efficient and safe management of the provision, and to promote the welfare, care and learning of children are maintained. Records about individual children are shared with the child's parents.

Supporting information describing how the above outcome is to be achieved

12.1 Under conditions of registration records must be kept of the following:

- any child looked after by the childminder, containing information as required by the Department.
- any person who assists in the care of the minded children.
- any person who lives or is likely at any time to be living at premises where the registered person looks after children.

12.2 The records required to be kept under conditions of registration (in whatever form they are held) must be available for inspection by the child care inspector at all times.

12.3 Records must be kept of any accidents occurring whilst children are in the care of the childminder containing information as recommended by the Department.

12.4 Records must be kept of any medication that the childminder is requested, by a person with parental responsibility, to administer to a child in their care.

12.5 Records relating to individual children are to be retained for a reasonable period of time after the children have left the childminder's care.

12.6 Records should be kept of any child who has become sick and any period of exclusion.

Any childminder holding personal information about individuals on their personal computer must register with the data protection office under the Data Protection Act 2002.

Insurance

12.7 The childminder is to obtain public liability insurance. It is important that childminders are insured against liability for accidents to the children in their care and for any damage that they might do to someone's property.

12.8 If the registered childminder is employing an assistant they must ensure that adequate 'Employers Liability' insurance is obtained.

Certificate

12.9 The certificate of registration issued under the Act shall be kept affixed in a conspicuous place where the person acts as a childminder.

Notification of changes

12.10 The childminder must inform the Registrations and Inspection office at the earliest opportunity of any changes or proposed changes. This will include:

CHILDMINDING

- Changes to premises and provision
- Changes to persons resident and/or employed at the premises
- Any other matter which may affect the suitability of any person involved in the care of minded children and/or living on the premises.

12.11 The childminder must inform the Registrations and Inspections office at the earliest opportunity of:

- An outbreak of an infectious disease which a registered medical person considers sufficiently serious to be notified. See RIDDOR
- A serious injury to or serious illness or death of any child or other person on the premises. See RIDDOR
- Any allegations of serious harm against or abuse of a child by any person looking after children or living, working or employed at the premises. See Child Protection Procedures
- Any serious matter or event which is likely to affect the welfare of any child on the premises.

Standard 13. Babies and Children under 2 (Schedule 7 (3))

Required Quality Outcome

A suitable standard of care is provided taking into account the particular needs of children under the age of two years.

Standard 13 is to be met by childminders caring for children under the age of two years. It is in addition to, and does not override the need to meet Standards 1-12.

Supporting information describing how the above outcome is to be achieved:

13.1 The childminder should be able to demonstrate a sound understanding of the needs of babies and toddlers.

Safety

13.2 Babies and toddlers must be continuously supervised by adults and never left in a room alone.

13.3 Sleeping babies must be frequently checked.

13.4 Toys and equipment must be appropriate for the child's age and care must be taken that babies and toddlers do not have access to toys or other articles which may cause them harm.

Food and drink

13.5 Feeding and nappy changing must take place in accordance with the child's individual needs and not as part of the childminder's routine.

13.6 The method of feeding babies and toddlers must be appropriate according to their age and stage of development.

13.7 There must be adequate provision for the sterilisation of feeding bottles, dummies and utensils and the preparation of baby food.

CHILDMINDING

Care, learning and play

13.8 The childminder spends time interacting with each child in a positive manner.

13.9 Children's individual sleeping routines are to be respected.

Standard 14.

Overnight care (Schedule 7(3))

Required Quality Outcome:

A suitable standard of care is provided taking into account the needs of children who are cared for overnight.

Standard 14 is to be met by childminders caring for children overnight. It is in addition to, and does not override the need to meet Standards 1-12.

If a child is cared for a continuous period of 28 days or more, s/he is regarded as a foster child and the carer must notify the Social Services Department)

Supporting information describing how the above outcome is to be achieved

Organisation

14.1 The adult:child ratios for the childminding registration are to be maintained overnight.

14.2 The child is to be within hearing of the childminder (which may be via a listening device) who has easy access to them during the night.

Physical environment

14.3 Children staying overnight are to each have a suitable bed or cot and clean bedding.

14.4 Children are to have access to adequate toilet and washing facilities. The privacy of children is to be respected and no adult other than the registered childminder is to have access to the child during bath-time or when children are undressing.

Safety

14.5 The sleeping areas must be assessed for any risks to health and safety and appropriate precautions put into place.

14.6 Sleeping areas to be used by children are inspected by the Fire Safety Officer and all recommendations on fire safety and arrangements for safe emergency evacuation are met before any child is looked after overnight.

14.7 Appropriate security arrangements are to be in place in order to protect the premises from unauthorised entry. No-one over the age of 16 who has not been police checked is to stay on the premises overnight when a minded child is present.

Health

14.8 There is to be a good general level of hygiene, decoration and cleanliness in all sleeping areas.

CHILDMINDING

Food and drink

14.9 Suitable meals/feeds/drinks are to be provided. Requirements are to be discussed with parents in advance.

Working with parents

14.10 Parents are to be shown and consulted with about all the arrangements that will be made and are in place for their child to be looked after overnight. There is to be an exchange of information about the routines at home and in the provision and, wherever possible, the parents' routine is to be accommodated.

14.11 The childminder is to request information from parents on the child's sleeping habits and any problems which may arise during the night, i.e. bedwetting, nightmares etc. and should seek to ensure a consistent and sensitive approach.

Records, procedures and policies

14.12 No child is to be received into the provision without emergency contact numbers being provided. If the parents are unavailable to be contacted, another named person must be available to collect the child if necessary and confirmation of their agreement to do so is to be obtained.

FULL DAY CARE

Full day care facilities are those which provide day care for children under eight for a continuous period of four hours or more in any day in premises which are not domestic premises.

Examples are day nurseries, extended day care playgroups, children's centres and some family centres.

If a person provides day care for children under the age of eight for less than six days in any year they do not need to be registered with regard to that provision. However the Department must be notified in writing before the care commences. 'Year' means the year beginning with the day on which the day care is first provided in the premises.

Where a person provides day care for children under the age of eight on different premises, he shall be separately registered with respect to each of those premises.

The following institutions do not have to register their provision of day care services:

- a school (as described in the Isle of Man Education Act 2001);
- self governing schools and independent schools;
- a health service hospital in which a child is a patient;
- registered children's homes, community homes and homes registered under the Nursing and Residential Homes Act 1988.

For the above exemptions to apply, the service must be an integral part of the institution, or be included in the job description of the employee of the institution who is running the service.

DEFINITIONS

- In the following document the words '*registered person*' refer to the person or body who makes application to have overall responsibility for the provision. This may be an individual, a partnership, a company, a statutory body, a charity, a committee or other organisation.
- '*Person in Charge*' means a person who has actual day to day responsibility for the delivery of day care. The person with overall responsibility and the person in charge may be the same person.
- '*Domestic premises*' means any premises which are wholly or mainly used as a private dwelling.
- '*Premises*' refers to premises other than domestic premises as described above which are specified by the registered person to be used for the provision of child day care. Premises are defined as buildings together with their land and outbuildings.
- Premises include vehicles used for the provision of child day care e.g. play buses
- '*School*', has the same meaning as in the Isle of Man Education Act 2001.
- The '*Department*' refers to the Isle of Man Department of Health and Social Security.
- '*Day Care*' means any form of care or supervised activity provided for children during the day (whether or not it is provided on a regular basis).
- Whenever the word '*parent*' is used in this document it should be taken to mean
- parent/guardian/carer.

FULL DAY CARE

Under the Children and Young Persons Act 2001 (Schedule 7) the registered person is responsible for ensuring that the following standards are met.

STANDARD 1.

Suitable Persons

Adults providing day care, looking after children or having unsupervised access to them are suitable to do so. Training and qualification requirements are met.

STANDARD 2.

Child ratios

The required adult:child ratios are met.

STANDARD 3.

Suitable Premises

The premises are suitable for their purpose. They provide adequate space in an appropriate location, are welcoming to children and offer access to the necessary facilities for a range of activities which promote their development.

STANDARD 4.

Safety

Positive steps are taken to promote safety within the premises and on outings, and precautions are taken to prevent accidents. Equipment used is of suitable design and condition and conforms to recognised safety standards.

STANDARD 5.

Health and Welfare

The welfare and good health of children is promoted and positive steps are taken to prevent the spread of infection and appropriate measures are implemented when they are ill.

STANDARD 6.

Food and Drink

Children are provided with regular drinks and food in adequate quantities for their needs. Food and drink is properly prepared, nutritious and complies with dietary and religious requirements.

STANDARD 7

Care, Learning and Play

Children's individual needs are met. Activities and play opportunities to assist in the development of children's emotional, physical, social and intellectual capabilities are planned and provided.

STANDARD 8.

Equal Opportunities

Equality of opportunity and anti-discriminatory practice for all children is actively promoted.

STANDARD 9.

Behaviour

Positive, consistent approaches to encouraging behaviour in children which is in the best interest of the children themselves and of others are actively promoted.

STANDARD 10.

Working in Partnership with Parents and Carers

Partnerships with parents aim to meet the needs of the children, both individually and as a group. Information is shared.

FULL DAY CARE

STANDARD 11.

Child Protection

The current Isle of Man Child Protection Committee Agency procedures are complied with and all adults looking after children are able to put the procedures into practice.

STANDARD 12.

Records, Policies and Procedures

Records, policies and procedures which are required for the efficient and safe management of the provision, and to promote the welfare, care and learning of children are maintained. Records about individual children are shared with the child's parents.

STANDARD 13.

Babies and Children under 2

A suitable standard of care is provided taking into account the particular needs of children under the age of two years.

STANDARD 14.

Overnight care

A suitable standard of care is provided taking into account the needs of children who are cared for overnight.

Standard 1

Suitable persons (Schedule 7 (2))

Required Quality Outcome:

Adults providing day care, looking after children or having unsupervised access to them are suitable to do so. Training and qualification requirements are met.

Supporting information describing how the above outcome is to be achieved:

1.1 The registered person is to comply with all conditions and requirements of registration, including any which require them and other adults at the premises, caring for or having regular contact with the children, to submit to a checking procedure whereby the information supplied is verified with the relevant sources.

1.2 The checking procedure, which includes police checks and health checks, will enable the child care inspector to determine the suitability of those caring for, or having regular contact with children. If the registered person fails to comply with such a condition the child care inspector may, amongst other things, take this into account in determining their suitability.

1.3 The registered person, any person employed or likely to be employed, volunteers and any person over 16 living or likely to be living on the premises in which childcare is carried out must not have been the subject of an order or convicted of an offence which disqualifies them from registration under regulations made under the Disqualification for Caring for Children Regulations 2002.

1.4 The registered person must inform the Registrations and Inspections Office at the earliest opportunity of any changes or proposed changes. This will include changes to people and their suitability and any other matter which may affect the suitability of any person involved in the care of minded children and/or living or working on the premises.

Staffing

1.5 It is the responsibility of the registered person to carry out enquiries to establish the qualifications, experience and overall suitability of the applicant and to apply for work permits where necessary.

FULL DAY CARE

- 1.6 Staff are to be deployed effectively within the premises to ensure the safety, welfare and development of the children.
- 1.7 Written plans for deployment of staff must be available for inspection. They should state where and at what times named staff will be deployed within the provision and the activities planned.
- 1.8 There must be a named deputy person in charge who is able to take charge in the absence of the person in charge.
- 1.9 Suitable arrangements are to be in place to cover emergencies and unexpected staff absences and there should be sufficient suitable staff to cover staff breaks, holidays and sickness.
- 1.10 The registered person must ensure that staffing ratios and qualification requirements are adhered to as stated in the conditions of registration imposed on the facility.
- 1.11 Students in training must be supervised at all times.

Qualifications & training

- 1.12 The registered person must have relevant business management training and or experience.
- 1.13 If the registered person is not the person who will have actual day to day responsibility for the delivery of child day care then a suitable, qualified person in charge must be designated.
- 1.14 The person in charge must have at least a level 3 qualification (or equivalent) appropriate to the post and at least two years experience of working in a day care setting.
- 1.15 A deputy person in charge must hold a suitable level 3 qualification (or equivalent) in child care.
- 1.16 The registered person must ensure that:
- all persons having a supervisory role hold a level 3 qualification (or equivalent) appropriate to the post;
 - at least half of the child care staff on duty at any time hold a relevant child care qualification;
 - where the above cannot be achieved immediately an action plan is produced detailing how they intend to meet this criteria and in what timescale;
 - all staff have induction training on the policies and procedures of the facility;
 - all staff have the appropriate experience, skills and ability to fulfil the requirements of their post.
- 1.17 There must be at least one member of staff on duty on the premises at any time who holds a current appropriate first aid certificate. This also applies when children are taken on outings.
- 1.18 Any training requirements stated under Health and Safety or Food Hygiene legislation must be complied with.
- 1.19 All staff are to be encouraged to undertake continuing professional development.

Standard 2.

Child Ratios (Schedule 7 (3))

Required Quality Outcome:
The required adult:child ratios are met.

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Supporting information describing how the above outcome is to be achieved:

Staffing ratios

- 2.1 The minimum staffing ratios are:
- 1:3 children under two years
 - 1:8 children aged two to four years
 - 1:8 children aged five to seven years

These ratios are to include any children of staff or volunteers. Regular volunteers can be taken into account in the normal staffing ratios but students on short term placements are not.

- 2.2 Any care provided for children aged 8–14 must not adversely affect the care provided for children under 8.
- 2.3 There must be a minimum of two staff on duty at any time, one of whom is to be the designated person in charge.
- 2.4 Where there are more than twenty children in attendance the designated person in charge will be considered supernumerary to the staffing ratios in order that administration and staff management duties may be carried out effectively.
- 2.5 Staffing arrangements are to be designed to meet the needs of individual children. Consideration must be given to the ages, abilities and stages of development of the children and any special needs they may have and additional staff employed for the care of the children as appropriate.
- 2.6 Staffing levels are to be maintained during outings but consideration must be given to the ages and stages of development of the children and additional adults employed to assist as appropriate.
- 2.7 The staff:child ratios relate to staff time available to work directly with children. Therefore additional staff and management resources may be required to undertake duties other than caring for the children such as management tasks, preparation of meals, domestic tasks and maintenance of premises and equipment.
- 2.8 Students on training placements are not to be included in the adult:child ratio.

Standard 3. Suitable Premises

(Schedule 7 (2))

Required Quality Outcome:

The premises are suitable for their purpose. They provide adequate space in an appropriate location, are welcoming to children and offer access to the necessary facilities for a range of activities which promote their development.

Supporting information describing how the above outcome is to be achieved:

- 3.1 The premises are to be made welcoming and friendly to children and parents.
- 3.2 The premises are to be maintained in a suitable state of cleanliness, repair and decoration.
- 3.3 The premises are to be used solely for the purpose of child day care during the hours of operation.
- 3.4 The registered person is to ensure that they operate within local planning and building control requirements.

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- 3.5 Compliance with Food Hygiene, Health and Safety and Fire Safety Regulations is required.
- 3.6 If the premises are rented written approval must be obtained from the landlord for the use of the premises for child day care.
- 3.7 There is to be access to a telephone on the premises.
- 3.8 The physical environment should, as far as is reasonable, be suitable for children with disabilities.

Indoors

3.9 The following space standards represent minimum free floor space for children's play/activities:

Age	Sq. Mtrs
0-2 years	3.7 (40 sq. ft.)
2-4 years	2.3 (25 sq. ft.)
5-7 years	2.3 (25sq. ft.)

Outside play areas, kitchens, toilets/washrooms, corridors and office space are not included when calculating the required space.

- 3.10 The space standards provide minimum space requirements for the whole provision. The registered person is to show how this space will be divided up and used to provide activities for children and how staff will be deployed within it.
- 3.11 Play areas must provide sufficient space for free movement between activity areas.
- 3.12 There must be sufficient numbers of child sized chairs and tables to allow flexible arrangements for groups of children to play and eat together.
- 3.13 The registered person is to ensure that sufficient equipment is available for the needs of the children attending e.g. high chairs, potties, etc.
- 3.14 Provision is to be made (space or partitioned area) for children who wish to relax, play quietly or sleep, equipped with appropriate furniture. This area may be converted from normal play space providing children can rest safely without disturbance.
- 3.15 There must be adequate and suitable storage space as required for the efficient operation of the facility.

Outdoor Play

- 3.16 Outdoor play spaces which are part of the premises are to be safe, secure and suitable for use by the children accommodated.
- 3.17 Where outdoor play space cannot be provided children must be safely escorted to local parks, playgrounds or the equivalent on a regular basis.

Toilet facilities

- 3.18 There must be a minimum of one toilet and one wash hand basin available with hot and cold running water for every eight children over the age of two years.
- 3.19 There must be access to separate toilet facilities for adults.

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Staff facilities

- 3.20 For breaks, staff must have access to an area which is separate from the children.
- 3.21 The registered person must make provision for safe storage of staff's personal belongings.

Kitchen

- 3.22 The kitchen must comply with the provisions of food safety legislation.
- 3.23 There must be provision for the hygienic storage, preparation, cooking and serving of food and drinks as necessary.

Laundry facilities

- 3.24 A separate laundry is to be provided or adequate arrangements made to launder nursery items.
- 3.25 Arrangements are to be made to ensure that an adequate supply of clean bedding, towels, spare clothes etc. is always available.

Standard 4.

Safety (Schedule 7 (3))

Required Quality Outcome:

Positive steps are taken to promote safety within the premises and on outings and precautions are taken to prevent accidents. Equipment used is of suitable design and condition and conforms to recognised safety standards.

Supporting information describing how the above outcome is to be achieved:

General safety

- 4.1 Steps must be taken to ensure that hazards to the children on the premises both inside and outside are minimised.
- 4.2 The registered person is to conduct risk assessments with regard to the premises and activities carried out and implement appropriate action. These assessments must be reviewed if there is a significant change or if the registered person suspects that they are no longer valid.
- 4.3 Staff are to comply with all applicable and current health and safety regulations.
- 4.4 All staff are to have an understanding of health and safety requirements for the environment in which they work.
- 4.5 There must be adequate arrangements for the control of pets/animals so that the children are not at risk of injury.
- 4.6 Children must not be able to gain access to sharp hazardous items.
- 4.7 Children must not be able to gain access to hazardous/dangerous substances/liquids.
- 4.8 All low level glass is to conform to British/European safety standards or be covered with protective safety film.
- 4.9 Stairs are to be made safe or inaccessible according to the age and stage of development of the children.

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- 4.10 Children must not be exposed to water temperatures above the recommended safe temperature of 43°C.
- 4.11 The surface temperatures of radiators and pipes which are accessible to the children must not exceed the recommended safe temperature of 43°C.
- 4.12 Children must not be allowed access to any on site laundry facilities.
- 4.13 The registered person is responsible for implementing precautions to ensure the safety of all persons on the premises.

Equipment

- 4.14 Toys and equipment on the premises, including equipment for outdoor play are to be in good repair and conform to BS EN safety standards or the Toys (Safety) Regulations (1995) where applicable.
- 4.15 The registered person is to ensure that sufficient equipment is available for the safety of the children attending.
- 4.16 Parents must be consulted about the need for any special services and equipment required for the safe care of their child/ren.

Security

- 4.17 The premises, including any outside play area, are to be secure and children must not be able to leave the areas unsupervised.
- 4.18 Children are to be under the direct supervision of the child care staff at all times.
- 4.19 MEASURES MUST BE TAKEN TO ENSURE THAT CHILDREN ARE UNABLE TO GAIN ACCESS TO OPEN WINDOWS.
- 4.20 ALL EXIT DOORS MUST BE SECURED AGAINST UNSUPERVISED EXIT BY CHILDREN BUT EASILY ACCESSIBLE IN THE CASE OF AN EMERGENCY.
- 4.21 THE REGISTERED PERSON MUST ENSURE THAT THE PREMISES HAS SUFFICIENT SECURITY MEASURES TO PREVENT ACCESS BY UNAUTHORISED PERSONS.
- 4.22 THE REGISTERED PERSON IS TO HAVE AN EFFECTIVE SYSTEM FOR MANAGING ACCESS TO THE PREMISES AND MUST ENSURE THAT IT IS USED.

Kitchen

- 4.23 Children must not have access to a kitchen unless it is being used solely for a children's activity.
- 4.24 If children have access to a kitchen area, they must not be exposed to any hazards.

Gas/Electricity

- 4.25 Electric sockets in areas accessible to children are to be fitted with socket covers.
- 4.26 Gas, Electrical and other appliances and fittings must conform to safety requirements and must not pose a hazard to children.

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Fire Safety

- 4.27 The registered person is to ensure that the premises comply with the fire safety and fire equipment maintenance requirements for that premises, as issued by the Fire Safety Department of the Isle of Man Fire and Rescue Service.
- 4.28 There must be a log book detailing the maintenance and testing of the fire alarm system and details of staff instruction and fire drills carried out.
- 4.29 Notices giving instructions on what to do in the case of a fire are to be sited in prominent positions throughout the premises.
- 4.30 Fire drills are to be carried out at least once a term.
- 4.31 All staff must be aware of the fire evacuation procedures.
- 4.32 A fire blanket, which conforms to BS EN standards, is to be provided in the kitchen and in a position compliant with manufacturers instructions.
- 4.33 All escape routes must be kept clear at all times and readily accessible in case of emergencies.

Outside Areas

- 4.34 Children are to be adequately supervised when involved in outdoor play activities.
- 4.35 There must be adequate precautions in place to ensure that children are protected from hazards in outdoor play areas.
- 4.36 Garden perimeters/gates must be secure to prevent children from leaving the areas unsupervised.
- 4.37 Glass within greenhouses and cold frames on the premises must be safety glass or covered in protective safety film or if not must be made inaccessible to the children.
- 4.38 Ponds, drains, pools and any natural water are to be inaccessible to children. Outdoor water activities are to be closely supervised at all times.
- 4.39 Greenhouses, garages and sheds used for the storage of hazardous items must be inaccessible to children.
- 4.40 Hazardous indoor and outdoor plants should not be kept on the premises. However, if these are present, they are to be made inaccessible to children.
- 4.41 Large pieces of outdoor play equipment where the fall height is 600mm or greater must be positioned on impact absorbing surfaces.

Outings and transport

- 4.42 Risk assessments should be carried out to assess the suitability of outdoor trips and the safety of places to be visited by the children.
- 4.43 The registered person is to ensure that there are operational procedures for the safe management of any outings provided.
- 4.44 The children must be safely controlled whilst out walking.
- 4.45 Any vehicle used to transport children is to be properly maintained, conform to legal requirements and drivers must have a valid licence for the type of vehicle used and appropriate insurance.

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- 4.46 Written permission is to be obtained from parents for their child to be taken on outdoor trips and/or transported in a vehicle.
- 4.47 All children are to be restrained in an appropriate car seat or seat belt whilst being transported in a vehicle.
- 4.48 Children must not be left unattended whilst on an outing or in a vehicle.
- 4.49 A first aid kit is to be taken on all outings

Standard 5. Health and Welfare (Schedule 7 (3))

Required Quality Outcome:

The welfare and good health of children is promoted and positive steps are taken to prevent the spread of infection and appropriate measures are implemented when they are ill.

Supporting information describing how the above outcome is to be achieved

General

- 5.1 Rooms are to be maintained at an adequate temperature. The recommended minimum room temperature is 18°C.
- 5.2 The premises must be well lit and adequately ventilated.

Hygiene and personal care

- 5.3 The premises and equipment are to be kept clean.
- 5.4 Staff are to be aware of and implement good hygiene practices in order to prevent the spread of infection. Staff are to be informed of and kept up to date with hygiene procedures.
- 5.5 Each child is to have their own personal items such as toothbrushes, flannel and hairbrush if they are used.
- 5.6 Children are to be encouraged to learn about personal hygiene through the daily routine.
- 5.7 Children's privacy must be respected during personal care routines.

Food Handling

- 5.8 Those responsible for preparation and handling of food must be fully aware of and comply with regulations relating to food safety and hygiene.

Medicine

- 5.9 A child must not be administered any medicine or other treatment unless the parent has discussed its use with the person in charge and given prior written permission.
- 5.10 If medicine is to be administered, the registered person must ensure that:
- medicines are stored in their original containers, clearly labeled and inaccessible to children;
 - if they are caring for a child with a specific condition on a long term basis they must make sure that the staff member(s) who have been given the authority to administer the

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medication has a thorough understanding of the medical condition and the medication (if any) that they are required to administer;

- if the administration of any prescribed medication requires technical/medical knowledge then individual training is to be provided (for the staff member(s) who have been given the authority to administer the medication) from a qualified health professional. Training must be specific to the individual child concerned;
- written records are to be kept of medicines administered to children and the parent is to sign the record to acknowledge the entry;
- the person in charge liaises with parents to ensure that records contain up to date information which enables appropriate care to be given.

Sick child

5.11 The advice issued by the Consultant in Public Health with regard to the exclusion of children who are ill or are suffering from an infectious disease should be included in a policy statement and discussed with the parents.

First Aid

5.12 There is to be an adequate supply of suitably equipped first aid boxes, the contents of which are checked frequently and replaced as necessary. These are to be kept in suitable accessible places out of the reach of children.

5.13 The registered person must be aware of the requirements under 'Reporting of Injuries and Diseases and Dangerous Occurrences' (RIDDOR) with regard to the reporting of major incidents.

Animals

5.14 It must be ensured that any animals which may be on the premises do not pose a health risk to children.

Sandpits

5.15 Sandpits are to be protected from contamination and the sand must be clean.

Smoking

5.16 There is to be a no smoking policy.

Standard 6. Food and Drink

(Schedule 7 (3))

Required Quality Outcome:

Children are provided with regular drinks and food in adequate quantities for their needs. Food and drink is properly prepared, nutritious and complies with dietary and religious requirements.

Supporting information describing how the above outcome is to be achieved

6.1 Parents must be informed of the meals and/or snacks which will be provided by the day care facility and the types of food which will be provided.

6.2 If parents provide packed lunches they are to be informed of safe practices with regard to the content and storage of packed food items.

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- 6.3 Fresh drinking water must be made available to children at all times.
- 6.4 Information is to be obtained from parents about any special dietary requirements, preferences and food allergies the child may have. Where these exist, a record is to be made and all staff are to be made aware of and must carry out any special requirements as instructed by the parents and/or a medical advisor.

Standard 7. Care, Learning and Play (Schedule 7 (3))

Required Quality Outcome:

Children's individual needs are met. Activities and play opportunities to assist in the development of children's emotional, physical, social and intellectual capabilities are planned and provided.

Supporting information describing how the above outcome is to be achieved

- 7.1 The staff are to encourage children to be confident, independent and to develop their self-esteem.
- 7.2 The registered person is to ensure that there are sufficient, suitable toys, and play materials available for indoor and outdoor play to enable children to develop their emotional, intellectual, social, creative and physical skills. These are to be appropriate for the developmental needs of the children.
- 7.3 The staff are to select resources and provide activities, play opportunities and first-hand experiences, which allow children to build on their natural curiosity as learners, develop their language and mathematical thinking, use their imagination and develop social relationships.
- 7.4 The staff should be made aware of any child's special educational needs or disabilities and provide appropriate activities and opportunities accordingly.
- 7.5 All child care staff should listen to and value what children say, talk with them about what they are doing and have reasonable expectations of what they can achieve.
- 7.6 Forward plans of activities which aim to enable children to develop their emotional, intellectual, social, creative and physical skills are to be produced.
- 7.7 Children are to be allocated to groups of an appropriate size for the activities being undertaken. When preparing a plan of activities, this is to include opportunities for small groups of children to play together.
- 7.8 All child care staff are to implement the activity plans and assess the value of these plans with regard to the needs of the children as a group and individually and the plans should be adapted as required.
- 7.9 The person in charge is to ensure that children are given the opportunity to interact with child care staff and the staff are to actively seek to build good relationships with the children attending.
- 7.10 Resources are to be organised so that they are readily accessible to children and support children's play and learning and the children should be given opportunities to make choices.
- 7.11 Children are to be given opportunities to be active both indoors and out as well as time to relax.
- 7.12 The staff are to help children to learn about what is right and wrong.

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Standard 8. Equal Opportunities (Schedule 7 (3))

Required Quality Outcome:

Equality of opportunity and anti-discriminatory practice for all children is actively promoted.

Supporting information describing how the above outcome is to be achieved

8.1 All children and adults are to be treated with equal concern and the registered person must have regard to relevant anti-discriminatory good practice.

8.2 The registered person is to promote equal opportunities with regard to employment, training, admission to day care and access to the resources, activities and facilities available.

8.3 All staff and volunteers are to understand and implement the facility's equal opportunities policy which must take account of each child's religious persuasion, racial origin and cultural and linguistic background.

8.4 All children are to be given equal access to the appropriate range of activities and facilities available for their needs.

Standard 9. Behaviour (Schedule 7 (3))

Required Quality Outcome:

Positive, consistent approaches to encouraging behaviour in children which is in the best interest of the children themselves and of others are actively promoted.

Supporting information describing how the above outcome is to be achieved

9.1 Under no circumstances must physical punishment be used or practices which frighten or humiliate children.

9.2 Good behaviour is to be encouraged.

9.3 There are to be consistent expectations about acceptable behaviour.

9.4 The staff's handling of behaviour is to be consistent and developmentally appropriate, respecting each individual child's level of understanding and maturity.

9.5 Any form of physical restraint, e.g. holding, must not be used unless it is necessary to prevent personal injury to the child, other children or an adult, or serious damage to property. Any such incident is to be recorded and the parent informed of the incident on the day.

9.6 The facility's behaviour management policy must be fully understood and followed by all staff and discussed with parents.

Standard 10. Working in Partnership with Parents and Carers (Schedule 7 (3))

Required Quality Outcome:

Partnerships with parents aim to meet the needs of the children, both individually and as a group. Information is shared.

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Supporting information describing how the above outcome is to be achieved

- 10.1 Information is to be given to parents which includes:
- basic written information about the facility e.g. the admissions policy, hours, contact information, staffing, routines etc;
 - details of the facility's policies and procedures;
 - a written complaints procedure which includes the address and telephone number of the Registration and Inspection Office;
 - information about activities provided for children;
 - information regarding the facility's responsibilities under the current Isle of Man Child Protection Committee Agency procedures;
 - information regarding any animals living or likely to be on the premises.
- 10.2 The registered person/person in charge is to agree with the parents the expectations of both parties as to the care of their child/ren taking into account any special individual needs.
- 10.3 There is to be a system in place for the regular exchange of information between parent and staff member/s.
- 10.4 There should be provision made for an area where the registered person and/or staff may talk to parents/ visitors confidentially as necessary.
- 10.5 The person in charge must liaise with parents to ensure that records contain up to date information which enables appropriate care to be given.
- 10.6 Any records kept by the registered person/person in charge containing information regarding a child is to be shared with that child's parents/guardian.
- 10.7 Appropriate and prompt action is to be taken on any concerns raised or complaints made and a record is to be maintained.
- 10.8 The staff are to be aware of the need to maintain privacy and confidentiality.
- 10.9 Children are to be released from the care of the facility only to individuals named by the parent and identified appropriately.
- 10.10 If a child is identified as a child in need the registered person, normally with parents' permission, gives appropriate information to referring agencies.
- 10.11 The building of positive relationships with children and their parents to facilitate a good understanding of individual needs and home circumstances is to be encouraged.

Standard 11. Child Protection

(Schedule 7 (3))

Required Quality Outcome:

The current Isle of Man Child Protection Committee Agency procedures are complied with and all adults looking after children are able to put the procedures into practice.

Supporting information describing how the above outcome is to be achieved

- 11.1 The protection of the child is to be the registered persons first priority.

FULL DAY CARE

11.2 The registered person must ensure that parents are made aware of the day care staff's responsibilities under the current Isle of Man Child Protection Committee Agency procedures prior to their child's admission to day care.

11.3 The registered person, the person(s) in charge and any staff with designated child protection liaison responsibilities must attend a DHSS talk on child protection awareness and must then be responsible for liaison with child protection agencies in any child protection situation.

11.4 The registered person must ensure that:

- all staff are aware of possible signs and symptoms of children at risk;
- all staff are aware of their responsibilities with regard to child protection issues and are able to implement the policies and procedures as stated in the current Isle of Man Child Protection Committee Agency procedures.

11.5 Any concerns are to be recorded and reported according to the procedures, without delay.

11.6 The registered person is to ensure that all staff are aware of their responsibility to keep any concerns confidential to appropriate persons.

Standard 12.

Records, Policies and Procedures (Schedule 7 (3) and Section 98 (3)(d))

Required Quality Outcome:

Records, policies and procedures which are required for the efficient and safe management of the provision, and to promote the welfare, care and learning of children are maintained. Records about individual children are shared with the child's parents.

Supporting information describing how the above outcome is to be achieved

Records

12.1 Under conditions of registration records must be kept of the following:

- any child looked after at the facility containing information as required by the Department;
- any person who assists in the care of the children attending the facility;
- any person who lives or is likely at any time to be living at the premises where the registered person provides day care.

12.2 The records required to be kept under conditions of registration (in whatever form they are held, including records held on computer and associated apparatus) must be available for inspection by the child care inspector at all times.

12.3 Records of parents and emergency contact details, GP contact details and appropriate parent signed consent forms are to be kept.

12.4 Records, containing information as recommended by the Department, must be kept of:

- any accidents and/or incidents;
- any exclusions as a result of an infectious disease;
- any medication that the registered person is requested, by a person with parental responsibility, to administer to a child in their care.

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- 12.5 An accurate system of recording the daily attendance of children and staff is to be implemented.
- 12.6 There must be a written record of the deployment of staff within the facility.
- 12.7 A WRITTEN RECORD IS TO BE KEPT OF ALL VISITORS TO THE PREMISES, OTHER THAN, PARENTS/CARERS DETAILING REASON FOR VISIT, DATES AND TIMES AND SIGNATURE.
- 12.8 A RECORD IS TO BE MAINTAINED OF ANY CONCERNS WITH REGARD TO CHILD PROTECTION ISSUES IN ACCORDANCE WITH THE ISLE OF MAN CHILD PROTECTION COMMITTEE AGENCY PROCEDURES.
- 12.9 A WRITTEN RECORD IS TO BE KEPT OF ANY CONCERNS RAISED OR COMPLAINTS MADE AGAINST THE FACILITY AND ANY ACTION TAKEN.
- 12.10 The above records are to be retained for a reasonable period of time. (A recommended length of time for holding records is five years.)
- 12.11 Under the Data Protection Act 2002 any registered person processing information about individuals by automatic means e.g. on their personal computer or CCTV must notify the Data Protection Office.
- 12.12 Confidential information and all records required under conditions of registration must be kept in a secure area.

Policies and procedures

- 12.13 The registered person is to produce a written policy on confidentiality.
- 12.14 The registered person is to produce a written statement/policy on behaviour management which states the methods used to manage children's behaviour.
- 12.15 There is to be a policy about the exclusion of children who are ill or infectious. The policy should also include a procedure for contacting parents or another adult designated by the parent if a child becomes ill whilst in attendance at the day care facility.
- 12.16 There is to be a policy/written statement regarding the safe arrival and departure of children.
- 12.17 There are to be written procedures to follow in the event of a child being missing and in the event of a parent failing to collect a child.
- 12.18 A complaints procedure is to be written and displayed for parents' information.
- 12.19 The registered person is to have a written policy about provision for special needs which is consistent with current legislation and guidance and includes both special educational needs and disabilities. This policy is to be available to the parents.
- 12.20 The registered person has and periodically reviews a written equal opportunities policy which is consistent with current legislation and guidance.
- 12.21 The registered person must keep a record of each member of staff's induction to and awareness of all of the day care facility's written policies and procedures.
- 12.22 The registered person must comply with all applicable and current legislation with regard to staff employment and the keeping of records and documentation.
- 12.23 All policies/statements are to be appropriate and written in accordance with the requirements of any relevant legislation.

FULL DAY CARE

12.24 Risk assessments are to be written in accordance with the requirements of the Health and Safety at Work etc. Act 1974.

Insurance

12.25 The registered person is to carry adequate insurance cover including employers liability insurance and public liability insurance for the day care provision. The document is to be displayed at the premises.

Certificate

12.26 The certificate of registration issued under the Act shall be kept affixed in a conspicuous place where the registered person provides day care.

Notification of changes

12.27 The registered person must inform the Registrations and Inspection office at the earliest opportunity of any changes or proposed changes. This will include:

- changes to premises and provision;
- changes to persons resident and/or employed at the premises;
- changes to partners, committee members, directors or other people who are to be involved in the management/running/administration of the child day care provision or will have any financial interest in the provision;
- any other matter which may affect the suitability of any person involved in the care of minded children and/or living on the premises.

12.28 The registered person must inform the Registrations and Inspections office at the earliest opportunity of:

- an outbreak of an infectious disease which a registered medical person considers sufficiently serious to be notified (see RIDDOR);
- a serious injury to or serious illness or death of any child or other person on the premises (see RIDDOR);
- any allegations of serious harm against or abuse of a child by any person looking after children or living, working or employed at the premises (see Child Protection Procedures);
- any serious matter or event which is likely to affect the welfare of any child on the premises.

Standard 13. Babies and Children under 2 (Schedule 7 (3))

Required Quality Outcome:

A suitable standard of care is provided taking into account the particular needs of children under the age of two years.

(Standard 13 is to be met by registered persons caring for children under the age of two years. It is in addition to, and does not override the need to meet Standards 1-12.)

FULL DAY CARE

Supporting information describing how the above outcome is to be achieved

Organisation

- 13.1 The person in charge of the provision for under two year olds must hold a relevant level 3 qualification (or equivalent) and have suitable experience of working with children of this age.
- 13.2 At least 50% of the staff caring for under two year olds must hold a relevant child care qualification.
- 13.3 The registered person must ensure that staff caring for under two year olds are competent to do so.
- 13.4 The registered person is to ensure that arrangements for staffing minimise the number of carers for the individual child.
- 13.5 Activities for children under the age of two are to be carried out in groups of no more than twelve.

Physical environment

- 13.6 There are to be separate activity rooms designated for children under two.
- 13.7 The under two year olds must have access to outside play areas separate to the older children.
- 13.8 Nappy changing facilities are to be provided which meet standards as specified by the Directorate of Environment, Safety and Health.
- 13.9 There must be at least one child sized toilet for use by the under two's.
- 13.10 A quiet area is to be provided which enables individual sleep patterns to be facilitated.
- 13.11 Sufficient cots/beds for each child to have an undisturbed rest at any time must be provided in the sleeping area.

Safety

- 13.12 Children under the age of two must be continuously supervised by staff.
- 13.13 Sleeping babies must be frequently checked with monitors used as necessary.
- 13.14 Care must be taken that children under the age of two years do not have access to toys which are inappropriate for their age and stage of development or any other items which may cause them harm.
- 13.15 If children under the age of two are accommodated above the ground floor level of a premises there must be, at all times, a staff ratio of 1:2 children in order to facilitate safe evacuation in the case of an emergency.
- 13.16 Staff must ensure that children under the age of two are restrained in safety harnesses when seated in high or low chairs.

Food and drink

- 13.17 Feeding and nappy changing must take place at times which are in accordance with the child's individual needs and not as part of a nursery routine.

FULL DAY CARE

13.18 Staff should wear a disposable apron whilst changing nappies and ensure that they remove the apron and thoroughly wash their hands before commencing to feed a child.

13.19 The method of feeding children under the age of two must be appropriate according to their age and stage of development.

13.20 There must be adequate provision for the sterilisation of feeding bottles, dummies and utensils.

13.21 There must be a suitable area provided with access to drinking water and facilities for the hygienic preparation of baby's and toddler's feeds which are compliant with the requirements of the Directorate of Environment, Safety and Health.

Care, learning and play

13.22 Activities, toys and equipment must be appropriate for the child's age and level of development and provide varied sensory opportunities and experiences both indoors and outdoors.

13.23 Children under the age of two are to have the opportunity to interact with a consistent staff member at frequent intervals throughout the day.

13.24 Individual sleeping routines are to be respected.

13.25 There is to be clear planning of activities for children under the age of two.

13.26 If it is appropriate for individual development, it may be acceptable for toddlers above the age of eighteen months to have limited contact with the two to three year age group. However there must be a clear induction procedure for such arrangements which is adaptable for the individual child.

13.27 Staff to child ratio of 1:3 for the under two year olds must be maintained when carrying out any induction procedure.

Partnerships with parents

13.28 Parents must give their signed agreement for any arrangements regarding the induction of their child to a two to three year age group.

13.29 There is to be a daily system of exchange of information between parents and staff. This should include information about the child's changing development, care needs and daily routines.

Policies and procedures

13.30 The day care facility's policies and procedures must be adapted to take account of the needs of the under two year olds.

Standard 14.

Overnight care (Schedule 7(3))

Required Quality Outcome:

A suitable standard of care is provided taking into account the needs of children who are cared for overnight.

(Standard 14 is to be met by a registered person providing full day care who wishes to care for children overnight. It is in addition to, and does not override the need to meet Standards 1-12.)

FULL DAY CARE

Supporting information describing how the above outcome is to be achieved

Organisation

14.1 The required staff:child ratios for the day care provision are to be maintained when providing overnight care.

14.2 A minimum of two members of child care staff are to be on the premises of which at least one is awake at all times during the night.

Physical environment

14.3 Children staying overnight must each have a suitable bed or cot and clean bedding, and there is to be adequate heating in the premises.

14.4 Children must have access to adequate toilet and washing facilities. The privacy of children is to be respected during bath-time or when children are undressing.

Safety

14.5 The sleeping areas must be assessed for any risks to health or safety and appropriate precautions put into place.

14.6 Sleeping areas to be used by children are to be inspected by the Fire Safety Officer and all recommendations on fire safety and arrangements for safe emergency evacuation are to be met before any child is looked after overnight.

14.7 Appropriate security arrangements are to be in place in order to protect the premises from unauthorised entry.

14.8 No one over the age of sixteen who has not been police checked is to stay on the day care premises overnight when any child is being looked after.

Health

14.9 There is to be a good general level of hygiene, decoration and cleanliness in all sleeping areas.

Food and drink

14.10 Suitable meals/feeds/drinks are to be provided. Requirements are to be discussed with parents in advance.

Working with parents

14.11 Parents are to be shown and consulted with about all the arrangements that will be made and are in place for their child to be cared for overnight. There is to be an exchange of information about the routines at home and in the provision and, wherever possible, the parents routine should be accommodated.

14.12 Information is to be obtained from parents regarding the child's sleeping habits and any problems which may arise during the night, i.e. bedwetting, nightmares etc. in order to ensure a consistent and sensitive approach.

FULL DAY CARE

Records, procedures and policies

14.13 No child is to be received into the provision without emergency contact numbers being provided. If the parents are unavailable to be contacted, another named person is to be available to collect the child if necessary and confirmation of their agreement to do so is to be obtained.

14.14 A contract, signed by the parent, stating all relevant details regarding the child and their care including the name of the emergency contact and confirmation of their agreement to collect the child during the night if necessary is to be obtained.

CRECHES

The term Crèche is used to describe facilities that provide occasional care for children under eight and are provided on particular premises for more than five days a year. Providers are required to register where the crèche is open for more than two hours a day, even where individual children attend for shorter periods. Some are in permanent premises and provide care for children while parents are engaged in particular activities, e.g. shopping or sport. Others are established on a temporary basis to care for children while their parents are involved in time-limited activities, e.g. a conference or exhibition.

If a person provides day care for children under the age of eight for less than six days in any year they do not need to be registered with regard to that provision. However the Department must be notified in writing before the care commences. 'Year' means the year beginning with the day on which the day care is first provided in the premises.

Where a person provides day care for children under the age of eight on different premises, he shall be separately registered with respect to each of those premises.

The following institutions do not have to register their provision of day care services:

- a school (as described in the Isle of Man Education Act 2001)
- self governing schools and independent schools
- a health service hospital in which a child is a patient
- registered children's homes, community homes and homes registered under the Nursing and Residential Homes Act 1988.

For the above exemptions to apply, the service must be an integral part of the institution, or be included in the job description of the employee of the institution who is running the service.

DEFINITIONS

- In the following document the words '*registered person*' refers to the person or body who makes application to have **overall responsibility** for the provision. This may be an individual, a partnership, a company, a statutory body, a charity, a committee or other organisation.
- '*Person in Charge*' means a person who has **actual day to day responsibility** for the delivery of day care. The person with overall responsibility and the person in charge may be the same person.
- *Domestic premises* means any premises which are wholly or mainly used as a private dwelling.
- *Premises* in this document refers to premises other than domestic premises as described above which are specified by the registered person to be used for the provision of child day care. Premises are defined as buildings together with their land and outbuildings.
- Premises include vehicles used for the provision of child day care e.g. play buses.
- '*School*', has the same meaning as in the Isle of Man Education Act 2001.
- The '*Department*' refers to the Isle of Man Department of Health and Social Security.
- Whenever the word '*parent*' is used in this document it should be taken to mean parent/guardian/carer.

CRECHES

- *'Day Care'* means any form of care or supervised activity provided for children during the day (whether or not it is provided on a regular basis).

Under the Children and Young Persons Act 2001 (Schedule 7) the registered person is responsible for ensuring that the following standards are met.

STANDARD 1

Suitable Persons

Adults providing day care, looking after children or having unsupervised access to them are suitable to do so. Training and qualification requirements are met.

STANDARD 2

Child ratios

The required adult:child ratios are met.

STANDARD 3

Suitable Premises

The premises are suitable for their purpose. They provide adequate space in an appropriate location, are welcoming to children and offer access to the necessary facilities for a range of activities which promote their development.

STANDARD 4

Safety

Positive steps are taken to promote safety within the premises and on outings, and precautions are taken to prevent accidents. Equipment used is of suitable design and condition and conforms to recognised safety standards.

STANDARD 5

Health and Welfare

The welfare and good health of children is promoted and positive steps are taken to prevent the spread of infection and appropriate measures are implemented when they are ill.

STANDARD 6

Food and Drink

Children are provided with regular drinks and food in adequate quantities for their needs. Food and drink is properly prepared, nutritious and complies with dietary and religious requirements.

STANDARD 7

Care, Learning and Play

Children's individual needs are met. Activities and play opportunities to assist in the development of children's emotional, physical, social and intellectual capabilities are planned and provided.

STANDARD 8

Equal Opportunities

Equality of opportunity and anti-discriminatory practice for all children is actively promoted.

STANDARD 9

Behaviour

Positive, consistent approaches to encouraging behaviour in children which is in the best interest of the children themselves and of others are actively promoted.

CRECHES

STANDARD 10 Working in Partnership with Parents and Carers

Partnerships with parents aim to meet the needs of the children, both individually and as a group. Information is shared.

STANDARD 11 Child Protection

The current Isle of Man Child Protection Committee Agency procedures are complied with and all adults looking after children are able to put the procedures into practice.

STANDARD 12 Records, Policies and Procedures

Records, policies and procedures which are required for the efficient and safe management of the provision, and to promote the welfare, care and learning of children are maintained. Records about individual children are shared with the child's parents.

STANDARD 13 Babies and Children under 2

A suitable standard of care is provided taking into account the particular needs of children under the age of two years.

Standard 1. Suitable persons (Schedule 7 (2))

Required Quality Outcome:

Adults providing day care, looking after children or having unsupervised access to them are suitable to do so. Training and qualification requirements are met.

Supporting information describing how the above outcome is to be achieved

1.1 The registered person is to comply with all conditions and requirements of registration, including any which require them and other adults at the premises, caring for or having regular contact with the children, to submit to a checking procedure whereby the information supplied is verified with the relevant sources.

1.2 The checking procedure, which includes police checks and health checks, will enable the child care inspector to determine the suitability of those caring for, or having regular contact with children. If the registered person fails to comply with such a condition the child care inspector may, amongst other things, take this into account in determining their suitability.

1.3 The registered person, any person employed or likely to be employed, volunteers and any person over 16 living or likely to be living on the premises in which childcare is carried out must not have been the subject of an order or convicted of an offence which disqualifies them from registration under regulations made under the Disqualification for Caring for Children Regulations 2002.

1.4 The registered person must inform the Registrations and Inspections Office at the earliest opportunity of any changes or proposed changes. This will include changes to people and their suitability and any other matter which may affect the suitability of any person involved in the care of minded children and/or living or working on the premises.

Staffing

1.5 It is the responsibility of the registered person to carry out enquiries to establish the qualifications, experience and overall suitability of the applicant and to apply for work permits where necessary.

CRECHES

- 1.6 Staff are to be deployed effectively within the premises to ensure the safety, welfare and development of the children.
- 1.7 There must be a named deputy person in charge who is able to take charge in the absence of the person in charge.
- 1.8 Suitable arrangements are to be in place to cover emergencies and unexpected staff absences and there should be sufficient suitable staff to cover staff breaks, holidays and sickness.
- 1.9 The registered person must ensure that staffing ratios and qualification requirements are adhered to as stated in the conditions of registration imposed on the facility.
- 1.10 Students in training must be supervised at all times.

Qualifications & training

- 1.11 If the registered person is not the person who will have actual day to day responsibility for the delivery of child day care then a suitable, qualified person in charge must be designated.
- 1.12 The person in charge must have at least a level 3 qualification (or equivalent) appropriate to the post and at least two years experience of working in a day care setting.
- 1.13 A deputy person in charge must hold a suitable level 3 qualification (or equivalent) in child care.
- 1.14 The registered person must ensure that:
- at least half of the child care staff on duty at any time hold a relevant child care qualification;
 - where the above cannot be achieved immediately an action plan is produced detailing how they intend to meet this criteria and in what timescale;
 - all staff have induction training on the policies and procedures of the facility;
 - all staff have the appropriate experience, skills and ability to fulfil the requirements of their post.
- 1.15 There must be at least one member of staff on duty on the premises at any time who holds a current appropriate first aid certificate. This also applies when children are taken on outings.
- 1.16 Any training requirements stated under Health and Safety or Food Hygiene legislation must be complied with.
- 1.17 All staff are to be encouraged to undertake continuing professional development.

Standard 2.

Child Ratios (Schedule 7 (3))

Required Quality Outcome:
The required adult:child ratios are met.

Supporting information describing how the above outcome is to be achieved

Staffing ratios

- 2.1 The **minimum** staffing ratios are:
- 1:3 children under two years
 - 1:8 children aged two to four years
 - 1:8 children aged five to seven years

CRECHES

These ratios are to include any children of staff or volunteers. Regular volunteers can be taken into account in the normal staffing ratios but students on short term placements are not.

- 2.2 Any care provided for children aged 8–14 must not adversely affect the care provided for children under 8.
- 2.3 There must be a minimum of two staff on duty at any time, one of whom is to be the designated person in charge.
- 2.4 Where there are more than twenty children in attendance the designated person in charge will be considered supernumerary to the staffing ratios in order that administration and staff management duties may be carried out effectively.
- 2.5 Staffing arrangements are to be designed to meet the needs of individual children. Consideration must be given to the ages, abilities and stages of development of the children and any special needs they may have and additional staff employed for the care of the children as appropriate.
- 2.6 The staff:child ratios relate to staff time available to work directly with children. Therefore additional staff and management resources may be required to undertake duties other than caring for the children such as management tasks, preparation of meals, domestic tasks and maintenance of premises and equipment.
- 2.7 There must be adequate staff to ensure the security of any group of children which is constantly changing and to give the children the help they need to settle in.
- 2.8 Students on training placements are not to be included in the adult:child ratio.

Standard 3.

Suitable Premises (Schedule 7 (2))

Required Quality Outcome:

The premises are suitable for their purpose. They provide adequate space in an appropriate location, are welcoming to children and offer access to the necessary facilities for a range of activities which promote their development.

Supporting information describing how the above outcome is to be achieved

- 3.1 The premises are to be made welcoming and friendly to children and parents.
- 3.2 The premises are to be maintained in a suitable state of cleanliness, repair and decoration.
- 3.3 The rooms accommodating the children are to be used solely for the purpose of child day care during the hours of operation.
- 3.4 The registered person is to ensure that they operate within local planning and building control requirements.
- 3.5 Compliance with Food Hygiene, Health and Safety and Fire Safety Regulations is required.
- 3.6 If the premises are rented written approval must be obtained from the landlord for the use of the premises for child day care.
- 3.7 There is to be access to a telephone on the premises.
- 3.8 THE PHYSICAL ENVIRONMENT SHOULD, AS FAR AS IS REASONABLE, BE SUITABLE FOR CHILDREN WITH DISABILITIES.

CRECHES

Indoors

3.9 The following space standards represent minimum free floor space for children's play/activities:

Age	Sq. Mtrs
0-2 years	3.7 (40 sq. ft.)
2-4 years	2.3 (25 sq. ft.)
5-7 years	2.3 (25sq. ft.)

Outside play areas, kitchens, toilets/washrooms, corridors and office space are not included when calculating the required space.

3.10 The space standards provide minimum space requirements for the whole provision. The registered person is to show how this space will be divided up and used to provide activities for children and how staff will be deployed within it.

3.11 Play areas must provide sufficient space for free movement between activity areas.

3.12 There must be sufficient numbers of child sized chairs and tables to allow flexible arrangements for groups of children to play and eat together.

3.13 The registered person is to ensure that sufficient equipment is available for the needs of the children attending.

3.14 Provision is to be made (space or partitioned area) for children who wish to relax, play quietly or sleep, equipped with appropriate furniture. This area may be converted from normal play space providing children can rest safely without disturbance.

3.15 There must be adequate and suitable storage space as required for the efficient operation of the facility.

Outdoor Play

3.16 Outdoor play spaces which are part of the premises are to be safe, secure and suitable for use by the children accommodated.

Toilet facilities

3.17 There must be a minimum of one toilet and one wash hand basin available with hot and cold running water for every eight children over the age of two years.

3.18 There should be access to separate toilet facilities for adults.

Staff facilities

3.19 The registered person must make provision for safe storage of staff's personal belongings.

Kitchen

3.20 If there is a kitchen area it must comply with the provisions of food safety legislation.

3.21 The registered person must show how adequate arrangements will be made for the hygienic storage, preparation and provision of food and drinks as required.

CRECHES

Standard 4.

Safety (Schedule 7 (3))

Required Quality Outcome:

Positive steps are taken to promote safety within the premises and on outings and precautions are taken to prevent accidents. Equipment used is of suitable design and condition and conforms to recognised safety standards.

Supporting information describing how the above outcome is to be achieved

General safety

- 4.1 Steps must be taken to ensure that hazards to the children on the premises both inside and outside are minimised.
- 4.2 The registered person is to conduct risk assessments with regard to the premises and activities carried out and implement appropriate action. These assessments must be reviewed if there is a significant change or if the registered person suspects that they are no longer valid.
- 4.3 Staff are to comply with all applicable and current health and safety regulations.
- 4.4 All staff are to have an understanding of health and safety requirements for the environment in which they work.
- 4.5 There must be adequate arrangements for the control of pets/animals so that the children are not at risk of injury.
- 4.6 Children must not be able to gain access to sharp hazardous items.
- 4.7 Children must not be able to gain access to hazardous/dangerous substances/liquids.
- 4.8 All low level glass is to conform to British/European safety standards or be covered with protective safety film.
- 4.9 Stairs are to be made safe or inaccessible according to the age and stage of development of the children.
- 4.10 Children must not be exposed to water temperatures above the recommended safe temperature of 43°C.
- 4.11 The surface temperatures of radiators and pipes which are accessible to the children must not exceed the recommended safe temperature of 43°C.
- 4.12 Children must not be allowed access to any on site laundry facilities.
- 4.13 The registered person is responsible for implementing precautions to ensure the safety of all persons on the premises.

Equipment

- 4.14 Toys and equipment on the premises, including equipment for outdoor play are to be in good repair and conform to BS EN safety standards or the Toys (Safety) Regulations (1995) where applicable.
- 4.15 The registered person is to ensure that sufficient equipment is available for the safety of the children attending.
- 4.16 Parents must be consulted about the need for any special services and equipment required for the safe care of their child/ren.

CRECHES

Security

- 4.17 The premises, including any outside play area, are to be secure and children must not be able to leave the areas unsupervised.
- 4.18 Children are to be under the direct supervision of the child care staff at all times.
- 4.19 MEASURES MUST BE TAKEN TO ENSURE THAT CHILDREN ARE UNABLE TO GAIN ACCESS TO OPEN WINDOWS.
- 4.20 ALL EXIT DOORS MUST BE SECURED AGAINST UNSUPERVISED EXIT BY CHILDREN BUT EASILY ACCESSIBLE IN THE CASE OF AN EMERGENCY.
- 4.21 THE REGISTERED PERSON MUST ENSURE THAT THE PREMISES HAS SUFFICIENT SECURITY MEASURES TO PREVENT ACCESS BY UNAUTHORISED PERSONS.
- 4.22 THE REGISTERED PERSON IS TO HAVE AN EFFECTIVE SYSTEM FOR MANAGING ACCESS TO THE PREMISES AND MUST ENSURE THAT IT IS USED.
- 4.23 IN LARGE VENUES THERE SHOULD BE EASY ACCESS TO SECURITY STAFF IF REQUIRED.

Kitchen

- 4.24 Children must not have access to a kitchen unless it is being used solely for a children's activity.
- 4.25 If children have access to a kitchen area, they must not be exposed to any hazards.

Gas/Electricity

- 4.26 Electric sockets in areas accessible to children are to be fitted with socket covers.
- 4.27 Gas, Electrical and other appliances and fittings must conform to safety requirements and must not pose a hazard to children.

Fire Safety

- 4.28 The registered person is to ensure that the premises comply with the fire safety and fire equipment maintenance requirements for that premises, as issued by the Fire Safety Department of the Isle of Man Fire and Rescue Service.
- 4.29 There must be a log book detailing the maintenance and testing of the fire alarm system and details of staff instruction and fire drills carried out.
- 4.30 Notices giving instructions on what to do in the case of a fire are to be sited in prominent positions throughout the premises.
- 4.31 Fire drills are to be carried out at least once a term.
- 4.32 All staff and parents must be aware of the fire evacuation procedures for the whole building.
- 4.33 A fire blanket, which conforms to BS EN standards, is to be provided in the kitchen and in a position compliant with manufacturers instructions.
- 4.34 All escape routes must be kept clear at all times and readily accessible in case of emergencies.

CRECHES

Outside Areas

- 4.35 Children are to be adequately supervised when involved in outdoor play activities.
- 4.36 There must be adequate precautions in place to ensure that children are protected from hazards in outdoor play areas.
- 4.37 Garden perimeters/gates must be secure to prevent children from leaving the areas unsupervised.
- 4.38 Glass within greenhouses and cold frames on the premises must be safety glass or covered in protective safety film or if not must be made inaccessible to the children.
- 4.39 Ponds, drains, pools and any natural water are to be inaccessible to children. Outdoor water activities are to be closely supervised at all times.
- 4.40 Greenhouses, garages and sheds used for the storage of hazardous items must be inaccessible to children.
- 4.41 Hazardous indoor and outdoor plants should not be kept on the premises. However, if these are present, they are to be made inaccessible to children.
- 4.42 Large pieces of outdoor play equipment where the fall height is 600mm or greater must be positioned on impact absorbing surfaces.

Outings and transport

- 4.43 Risk assessments should be carried out to assess the suitability of outdoor trips and the safety of places to be visited by the children.
- 4.44 The registered person is to ensure that there are operational procedures for the safe management of any outings provided.
- 4.45 The children must be safely controlled whilst out walking.
- 4.46 Any vehicle used to transport children is to be properly maintained, conform to legal requirements and drivers must have a valid licence for the type of vehicle used and appropriate insurance.
- 4.47 Written permission is to be obtained from parents for their child to be taken on outdoor trips and/or transported in a vehicle.
- 4.48 All children are to be restrained in an appropriate car seat or seat belt whilst being transported in a vehicle.
- 4.49 Children must not be left unattended whilst on an outing or in a vehicle.
- 4.50 A first aid kit is to be taken on all outings

Standard 5.

Health and Welfare (Schedule 7 (3))

Required Quality Outcome:

The welfare and good health of children is promoted and positive steps are taken to prevent the spread of infection and appropriate measures are implemented when they are ill.

CRECHES

Supporting information describing how the above outcome is to be achieved

General

- 5.1 Rooms are to be maintained at an adequate temperature. The recommended minimum room temperature is 18°C.
- 5.2 The premises must be well lit and adequately ventilated.

Hygiene and personal care

- 5.3 The premises and equipment are to be kept clean.
- 5.4 Staff are to be aware of and implement good hygiene practices in order to prevent the spread of infection. Staff are to be informed of and kept up to date with hygiene procedures.
- 5.5 Each child is to have their own personal items such as toothbrushes, flannel and hairbrush if they are used.
- 5.6 Children are to be encouraged to learn about personal hygiene through the daily routine.
- 5.7 Children's privacy must be respected during personal care routines.

Food Handling

- 5.8 Those responsible for preparation and handling of food must be fully aware of and comply with regulations relating to food safety and hygiene.

Medicine

- 5.9 A child must not be administered any medicine or other treatment unless the parent has discussed its use with the person in charge and given prior written permission.
- 5.10 If medicine is to be administered, the registered person must ensure that:
- medicines are stored in their original containers, clearly labeled and inaccessible to children;
 - if they are caring for a child with a specific condition on a long term basis they must make sure that the staff member(s) who have been given the authority to administer the medication has a thorough understanding of the medical condition and the medication (if any) that they are required to administer;
 - if the administration of any prescribed medication requires technical/medical knowledge then individual training is to be provided (for the staff member(s) who have been given the authority to administer the medication) from a qualified health professional. Training must be specific to the individual child concerned;
 - written records are to be kept of medicines administered to children and the parent is to sign the record to acknowledge the entry;
 - the person in charge liaises with parents to ensure that records contain up to date information which enables appropriate care to be given.

Sick child

- 5.11 The advice issued by the Consultant in Public Health with regard to the exclusion of children who are ill or are suffering from an infectious disease should be included in a policy statement and discussed with the parents.

CRECHES

First Aid

5.12 There is to be an adequate supply of suitably equipped first aid boxes, the contents of which are checked frequently and replaced as necessary. These are to be kept in suitable accessible places out of the reach of children.

5.13 The registered person must be aware of the requirements under 'Reporting of Injuries and Diseases and Dangerous Occurrences' (RIDDOR) with regard to the reporting of major incidents.

Animals

5.14 It must be ensured that any animals which may be on the premises do not pose a health risk to children.

Sandpits

5.15 Sandpits are to be protected from contamination and the sand must be clean.

Smoking

5.16 There is to be a no smoking policy.

Standard 6. Food and Drink (Schedule 7 (3))

Required Quality Outcome:

Children are provided with regular drinks and food in adequate quantities for their needs. Food and drink is properly prepared, nutritious and complies with dietary and religious requirements.

Supporting information describing how the above outcome is to be achieved

6.1 Parents must be informed of the meals and/or snacks which will be provided by the day care facility and the types of food which will be provided.

6.2 If parents provide packed lunches they are to be informed of safe practices with regard to the content and storage of packed food items.

6.3 Fresh drinking water must be made available to children at all times.

6.4 Information is to be obtained from parents about any special dietary requirements, preferences and food allergies the child may have. Where these exist, a record is to be made and all staff are to be made aware of and must carry out any special requirements as instructed by the parents and/or a medical advisor.

Standard 7. Care, Learning and Play (Schedule 7 (3))

Required Quality Outcome:

Children's individual needs are met. Activities and play opportunities to assist in the development of children's emotional, physical, social and intellectual capabilities are planned and provided.

Supporting information describing how the above outcome is to be achieved

7.1 The registered person is to ensure that there are sufficient, suitable toys and play materials available to provide stimulating activities and play opportunities for the children in all areas of play, learning and development. These are to be appropriate for the ages and individual developmental needs of the children.

CRECHES

- 7.2 The staff are to select resources and provide activities, play opportunities and first-hand experiences, which allow children to build on their natural curiosity as learners.
- 7.3 The staff should be made aware of any child's special educational needs or disabilities and provide appropriate activities and opportunities accordingly.
- 7.4 All child care staff should listen to and value what children say, talk with them about what they are doing and have reasonable expectations of what they can achieve.
- 7.5 Children are to be allocated to groups of an appropriate size for the activities being undertaken. Play activities should give opportunities, for small groups of children to play together.
- 7.6 The person in charge is to ensure that children are given the opportunity to interact with child care staff.
- 7.7 The staff are to offer the children support in the activities they choose.
- 7.8 Resources are to be organised so that they are readily accessible to children and support children's play and learning and the children should be given opportunities to make choices.
- 7.9 Children are to be given opportunities to be active as well as time to rest as needed.
- 7.10 The staff are to help children to learn about what is right and wrong.

Standard 8.

Equal Opportunities (Schedule 7 (3))

Required Quality Outcome:

Equality of opportunity and anti-discriminatory practice for all children is actively promoted.

Supporting information describing how the above outcome is to be achieved

- 8.1 All children and adults are to be treated with equal concern and the registered person must have regard to relevant anti-discriminatory good practice.
- 8.2 The registered person is to promote equal opportunities with regard to employment, training, admission to day care and access to the resources, activities and facilities available.
- 8.3 All staff and volunteers are to understand and implement the facility's equal opportunities policy which must take account of each child's religious persuasion, racial origin and cultural and linguistic background.
- 8.4 All children are to be given equal access to the appropriate range of activities and facilities available for their needs.

Standard 9.

Behaviour (Schedule 7 (3))

Required Quality Outcome:

Positive, consistent approaches to encouraging behaviour in children which is in the best interest of the children themselves and of others are actively promoted.

Supporting information describing how the above outcome is to be achieved:

- 9.1 Under no circumstances must physical punishment be used or practices which frighten or humiliate children.
- 9.2 Good behaviour is to be encouraged.
- 9.3 There are to be consistent expectations about acceptable behaviour.

CRECHES

9.4 The staff's handling of behaviour is to be consistent and developmentally appropriate, respecting each individual child's level of understanding and maturity.

9.5 Any form of physical restraint, e.g. holding, must not be used unless it is necessary to prevent personal injury to the child, other children or an adult or serious damage to property. Any such incident is to be recorded and the parent informed of the incident on the day.

9.6 The facility's behaviour management policy must be fully understood and followed by all staff and discussed with parents.

Standard 10. Working in Partnership with Parents and Carers (Schedule 7 (3))

Required Quality Outcome:

Partnerships with parents aim to meet the needs of the children, both individually and as a group. Information is shared.

Supporting information describing how the above outcome is to be achieved

10.1 Information is to be given to parents which includes:

- basic written information about the facility e.g. the admissions policy, hours, contact information, staffing, routines etc.;
- details of the facility's policies and procedures;
- a written complaints procedure which includes the address and telephone number of the Registration and Inspection Office;
- information about activities provided for children;
- information regarding the facility's responsibilities under the current Isle of Man Child Protection Committee Agency procedures;
- information regarding any animals living or likely to be on the premises.

10.2 The registered person/person in charge is to agree with the parents the expectations of both parties as to the care of their child/ren taking into account any special individual needs.

10.3 There is to be a system in place for the regular exchange of information between parent and staff member/s.

10.4 There should be provision made for an area where the registered person and/or staff may talk to parents/ visitors confidentially as necessary.

10.5 The person in charge must liaise with parents to ensure that records contain up to date information which enables appropriate care to be given.

10.6 Any records kept by the registered person/person in charge containing information regarding a child is to be shared with that child's parents/guardian.

10.7 Appropriate and prompt action is to be taken on any concerns raised or complaints made and a record is to be maintained.

10.8 The staff are to be aware of the need to maintain privacy and confidentiality.

10.9 Children are to be released from the care of the facility only to individuals named by the parent and identified appropriately.

CRECHES

10.10 If a child is identified as a child in need the registered person, normally with parents' permission, gives appropriate information to referring agencies.

10.11 The building of positive relationships with children and their parents to facilitate a good understanding of individual needs and home circumstances is to be encouraged.

Standard 11. Child Protection (Schedule 7 (3))

Required Quality Outcome:

The current Isle of Man Child Protection Committee Agency procedures are complied with and all adults looking after children are able to put the procedures into practice.

Supporting information describing how the above outcome is to be achieved

11.1 The protection of the child is to be the registered persons first priority.

11.2 The registered person must ensure that parents are made aware of the day care staff's responsibilities under the current Isle of Man Child Protection Committee Agency procedures prior to their child's admission to day care.

11.3 The registered person, the person(s) in charge and any staff with designated child protection liaison responsibilities must attend a DHSS talk on child protection awareness and must then be responsible for liaison with child protection agencies in any child protection situation.

11.4 The registered person must ensure that:

- all staff are aware of possible signs and symptoms of children at risk;
- all staff are aware of their responsibilities with regard to child protection issues and are able to implement the policies and procedures as stated in the current Isle of Man Child Protection Committee Agency procedures.

11.5 Any concerns are to be recorded and reported according to the procedures, without delay.

11.6 The registered person is to ensure that all staff are aware of their responsibility to keep any concerns confidential to appropriate persons.

Standard 12. Records, Policies and Procedures (Schedule 7 (3) and Section 98 (3)(d))

Required Quality Outcome:

Records, policies and procedures which are required for the efficient and safe management of the provision, and to promote the welfare, care and learning of children are maintained. Records about individual children are shared with the child's parents.

Supporting information describing how the above outcome is to be achieved

Records

12.1 Under conditions of registration records must be kept of the following:

- any child looked after at the facility containing information as required by the Department;
- any person who assists in the care of the children attending the facility;
- any person who lives or is likely at any time to be living at the premises where the registered person provides day care.

CRECHES

- 12.2 The records required to be kept under conditions of registration (in whatever form they are held, including records held on computer and associated apparatus) must be available for inspection by the child care inspector at all times.
- 12.3 Records of parents and emergency contact details, GP contact details and appropriate parent signed consent forms are to be kept.
- 12.4 Records, containing information as recommended by the Department, must be kept of:
- any accidents and/or incidents;
 - any exclusions as a result of an infectious disease;
 - any medication that the registered person is requested, by a person with parental responsibility, to administer to a child in their care.
- 12.5 An accurate system of recording the daily attendance of children and staff is to be implemented. The children's register must indicate times of arrival and departure.
- 12.6 A written record is to be kept of all visitors to the premises, other than parents/carers, detailing reason for visit, dates and times and signature.
- 12.7 A RECORD IS TO BE MAINTAINED OF ANY CONCERNS WITH REGARD TO CHILD PROTECTION ISSUES IN ACCORDANCE WITH THE ISLE OF MAN CHILD PROTECTION COMMITTEE AGENCY PROCEDURES.
- 12.8 A WRITTEN RECORD IS TO BE KEPT OF ANY CONCERNS RAISED OR COMPLAINTS MADE AGAINST THE FACILITY AND ANY ACTION TAKEN.
- 12.9 The above records are to be retained for a reasonable period of time. (A recommended length of time for holding records is five years.)
- 12.10 Under the Data Protection Act 2002 any registered person processing information about individuals by automatic means e.g. on their personal computer or CCTV must notify the Data Protection Office.
- 12.11 Confidential information and all records required under conditions of registration must be kept in a secure area.

Policies and procedures

- 12.12 The registered person is to produce a written policy on confidentiality.
- 12.13 The registered person is to produce a written statement/policy on behaviour management which states the methods used to manage children's behaviour.
- 12.14 There is to be a policy about the exclusion of children who are ill or infectious. The policy should also include a procedure for contacting parents or another adult designated by the parent if a child becomes ill whilst in attendance at the crèche.
- 12.15 There is to be a policy/written statement regarding the safe arrival and departure of children.
- 12.16 There are to be written procedures to follow in the event of a child being missing and in the event of a parent failing to collect a child.
- 12.17 A complaints procedure is to be written and displayed for parents' information.
- 12.18 The registered person is to have a written policy about provision for special needs which is consistent with current legislation and guidance and includes both special educational needs and disabilities. This policy is to be available to the parents.

CRECHES

12.19 The registered person has and periodically reviews a written equal opportunities policy which is consistent with current legislation and guidance.

12.20 The registered person must keep a record of each member of staff's induction to and awareness of all of the day care facility's written policies and procedures.

12.21 The registered person must comply with all applicable and current legislation with regard to staff employment and the keeping of records and documentation.

12.22 All policies/statements are to be appropriate and written in accordance with the requirements of any relevant legislation.

12.23 Risk assessments are to be written in accordance with the requirements of the Health and Safety at Work etc. Act 1974.

Insurance

12.24 The registered person is to carry adequate insurance cover including employers liability insurance and public liability insurance for the day care provision. The document is to be displayed at the premises.

Certificate

12.25 The certificate of registration issued under the Act shall be kept affixed in a conspicuous place where the registered person provides day care.

Notification of changes

12.26 The registered person must inform the Registrations and Inspection office at the earliest opportunity of any changes or proposed changes. This will include:

- changes to premises and provision;
- changes to persons resident and/or employed at the premises;
- changes to partners, committee members, directors or other people who are to be involved in the management/running/administration of the child day care provision or will have any financial interest in the provision;
- any other matter which may affect the suitability of any person involved in the care of minded children and/or living on the premises.

12.27 The registered person must inform the Registrations and Inspections office at the earliest opportunity of:

- an outbreak of an infectious disease which a registered medical person considers sufficiently serious to be notified (see RIDDOR);
- a serious injury to or serious illness or death of any child or other person on the premises (see RIDDOR);
- any allegations of serious harm against or abuse of a child by any person looking after children or living, working or employed at the premises (see Child Protection Procedures);
- any serious matter or event which is likely to affect the welfare of any child on the premises.

Standard 13. Babies and Children under 2 (Schedule 7 (3))

Required Quality Outcome:

CRECHES

A suitable standard of care is provided taking into account the particular needs of children under the age of two years.

(Standard 13 is to be met by registered persons caring for children under the age of two years. It is in addition to, and does not override the need to meet Standards 1-12.)

Supporting information describing how the above outcome is to be achieved:

Organisation

- 13.1 The person in charge of the provision for under two year olds must hold a relevant level 3 qualification (or equivalent) and have suitable experience of working with children of this age.
- 13.2 At least 50% of the staff caring for children under the age of two must hold a relevant child care qualification.
- 13.3 The registered person must ensure that staff caring for children under the age of two are competent to do so.
- 13.4 The registered person is to ensure that children under the age of two have the opportunity to interact with a consistent adult at frequent intervals.
- 13.5 Activities for children under the age of two are to be carried out in groups of no more than twelve.

Physical environment

- 13.6 There is to be separated area/s designated for children under the age of two.
- 13.7 If there is an outside area the under two year olds are to use it at separate times from the older children or have a separated area.
- 13.8 Nappy changing facilities are to be provided which meet standards as specified by the Directorate of Environment, Safety and Health.
- 13.9 There must be at least one child sized toilet for use by the under twos.
- 13.10 A quiet area is to be provided which enables individual sleep patterns to be facilitated.
- 13.11 Cots or other appropriate furniture are to be available for children to rest or sleep.

Safety

- 13.12 Children under the age of two must be continuously supervised by staff.
- 13.13 Sleeping babies must be frequently checked with monitors used as necessary.
- 13.14 Care must be taken that children under the age of two do not have access to toys which are inappropriate for their age and stage of development or any other items which may cause them harm.
- 13.15 If children under the age of two are accommodated above the ground floor level of a premises there must be, at all times, a staff ratio of 1:2 children in order to facilitate safe evacuation in the case of an emergency.
- 13.16 Staff must ensure that children under the age of two are restrained in safety harnesses when seated in high or low chairs.

CRECHES

Food and drink

13.17 Feeding and nappy changing must take place at times which are in accordance with the child's individual needs and not as part of a nursery routine.

13.18 Staff should wear a disposable apron whilst changing nappies and ensure that they remove the apron and thoroughly wash their hands before commencing to feed a child.

13.19 The method of feeding children under the age of two must be appropriate according to their age and stage of development.

13.20 There must be adequate provision for the sterilisation of feeding bottles, dummies and utensils.

13.21 There must be a suitable area provided with access to drinking water and facilities for the hygienic preparation of baby's and toddler's feeds which are compliant with the requirements of the Directorate of Environment, Safety and Health.

Care, learning and play

13.22 Activities, toys and equipment must be appropriate for the child's age and level of development and provide varied sensory opportunities and experiences.

13.23 Individual sleeping routines are to be respected.

13.24 There is to be clear planning of activities for children under the age of two.

Partnerships with parents

13.27 There is to be a daily system of exchange of information between parents and staff. This should include information about the child's changing development, care needs and daily routines.

Policies and procedures

13.28 The day care facility's policies and procedures must be adapted to take account of the needs of the under two year olds.

SESSIONAL DAY CARE

Sessional day care facilities are those which provide day care for children under eight for a session which lasts no more than four hours in premises which are not domestic premises. If more than one session is provided in any one day there must be a break between sessions with no children in the care of the provider. Individual children must not attend more than one session in a day. These facilities usually offer care for children between the ages of two to five and are often accommodated in shared premises. e.g. playgroups.

If a person provides day care for children under the age of eight for less than six days in any year they do not need to be registered with regard to that provision. However the Department must be notified in writing before the care commences. 'Year' means the year beginning with the day on which the day care is first provided in the premises.

Where a person provides day care for children under the age of eight on different premises, he shall be separately registered with respect to each of those premises.

The following institutions do not have to register their provision of day care services:

- a school (as described in the Isle of Man Education Act 2001);
- self governing schools and independent schools;
- a health service hospital in which a child is a patient;
- registered children's homes, community homes and homes registered under the Nursing and Residential Homes Act 1988.

For the above exemptions to apply, the service must be an integral part of the institution, or be included in the job description of the employee of the institution who is running the service.

DEFINITIONS

- In the following document the words '*registered person*' refers to the person or body who makes application to have **overall responsibility** for the provision. This may be an individual, a partnership, a company, a statutory body, a charity, a committee or other organisation.
- '*Person in Charge*' means a person who has **actual day to day responsibility** for the delivery of day care. The person with overall responsibility and the person in charge may be the same person.
- '*Domestic premises*' means any premises which are wholly or mainly used as a private dwelling.
- '*Premises*' in this document refers to premises other than domestic premises as described above which are specified by the registered person to be used for the provision of child day care. Premises are defined as buildings together with their land and outbuildings.
- Premises include vehicles used for the provision of child day care e.g. play buses.
- '*School*', has the same meaning as in the Isle of Man Education Act 2001.
- The '*Department*' refers to the Isle of Man Department of Health and Social Security.
- '*Day Care*' means any form of care or supervised activity provided for children during the day (whether or not it is provided on a regular basis).

SESSIONAL DAY CARE

- Whenever the word *'parent'* is used in this document it should be taken to mean
- parent/guardian/carer.

Under the Children and Young Persons Act 2001 (Schedule 7) the registered person is responsible for ensuring that the following standards are met.

STANDARD 1

Suitable Persons

Adults providing day care, looking after children or having unsupervised access to them are suitable to do so. Training and qualification requirements are met.

STANDARD 2

Child ratios

The required adult:child ratios are met.

STANDARD 3

Suitable Premises

The premises are suitable for their purpose. They provide adequate space in an appropriate location, are welcoming to children and offer access to the necessary facilities for a range of activities which promote their development.

STANDARD 4

Safety

Positive steps are taken to promote safety within the premises and on outings, and precautions are taken to prevent accidents. Equipment used is of suitable design and condition and conforms to recognised safety standards.

STANDARD 5

Health and Welfare

The welfare and good health of children is promoted and positive steps are taken to prevent the spread of infection and appropriate measures are implemented when they are ill.

STANDARD 6

Food and Drink

Children are provided with regular drinks and food in adequate quantities for their needs. Food and drink is properly prepared, nutritious and complies with dietary and religious requirements.

STANDARD 7

Care, Learning and Play

Children's individual needs are met. Activities and play opportunities to assist in the development of children's emotional, physical, social and intellectual capabilities are planned and provided.

STANDARD 8

Equal Opportunities

Equality of opportunity and anti-discriminatory practice for all children is actively promoted.

STANDARD 9

Behaviour

Positive, consistent approaches to encouraging behaviour in children which is in the best interest of the children themselves and of others are actively promoted.

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STANDARD 10 Working in Partnership with Parents and Carers

Partnerships with parents aim to meet the needs of the children, both individually and as a group. Information is shared.

STANDARD 11 Child Protection

The current Isle of Man Child Protection Committee Agency procedures are complied with and all adults looking after children are able to put the procedures into practice.

STANDARD 12 Records, Policies and Procedures

Records, policies and procedures which are required for the efficient and safe management of the provision, and to promote the welfare, care and learning of children are maintained. Records about individual children are shared with the child's parents.

STANDARD 13 Babies and Children under 2

Any provision for Babies and Children under two years operated on a sessional basis must comply with the Day Care Standards for Under Eights (Full Day Care).

Standard 1. Suitable persons (Schedule 7 (2))

Required Quality Outcome:

Adults providing day care, looking after children or having unsupervised access to them are suitable to do so. Training and qualification requirements are met.

Supporting information describing how the above outcome is to be achieved

1.1 The registered person is to comply with all conditions and requirements of registration, including any which require them and other adults at the premises, caring for or having regular contact with the children, to submit to a checking procedure whereby the information supplied is verified with the relevant sources.

1.2 The checking procedure, which includes police checks and health checks, will enable the child care inspector to determine the suitability of those caring for, or having regular contact with children. If the registered person fails to comply with such a condition the child care inspector may, amongst other things, take this into account in determining their suitability.

1.3 The registered person, any person employed or likely to be employed, volunteers and any person over 16 living or likely to be living on the premises in which childcare is carried out must not have been the subject of an order or convicted of an offence which disqualifies them from registration under regulations made under the Disqualification for Caring for Children Regulations 2002.

1.4 The registered person must inform the Registrations and Inspections Office at the earliest opportunity of any changes or proposed changes. This will include changes to people and their suitability and any other matter which may affect the suitability of any person involved in the care of minded children and/or living or working on the premises.

Staffing

1.5 It is the responsibility of the registered person to carry out enquiries to establish the qualifications, experience and overall suitability of the applicant and to apply for work permits where necessary.

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- 1.6 Staff are to be deployed effectively within the premises to ensure the safety, welfare and development of the children.
- 1.7 There must be a named deputy person in charge who is able to take charge in the absence of the person in charge.
- 1.8 Suitable arrangements are to be in place to cover emergencies and unexpected staff absences and there should be sufficient suitable staff to cover staff breaks, holidays and sickness.
- 1.9 The registered person must ensure that staffing ratios and qualification requirements are adhered to as stated in the conditions of registration imposed on the facility.
- 1.10 Students in training must be supervised at all times.

Qualifications & training

- 1.11 If the registered person is not the person who will have actual day to day responsibility for the delivery of child day care then a suitable, qualified person in charge must be designated.
- 1.12 The person in charge must have at least a level 3 qualification (or equivalent) appropriate to the post and at least two years experience of working in a day care setting.
- 1.13 The registered person must ensure that:
- the deputy person in charge is suitably qualified and experienced;
 - at least half of the child care staff on duty at any time hold a relevant child care qualification;
 - where the above cannot be achieved immediately an action plan is produced detailing how they intend to meet this criteria and in what timescale;
 - all staff have induction training on the policies and procedures of the facility;
 - all staff have the appropriate experience, skills and ability to fulfil the requirements of their post.
- 1.14 There must be at least one member of staff on duty on the premises at any time who holds a current appropriate first aid certificate. This also applies when children are taken on outings.
- 1.15 Any training requirements stated under Health and Safety or Food Hygiene legislation must be complied with.
- 1.16 All staff are to be encouraged to undertake continuing professional development.

Standard 2

Child Ratios (Schedule 7 (3))

Required Quality Outcome:
The required adult:child ratios are met.

Supporting information describing how the above outcome is to be achieved

Staffing ratios

- 2.1 The **minimum** staffing ratios are:
- 1:8 children aged two to four years
 - 1:8 children aged five to seven years

These ratios are to include any children of staff or volunteers. Regular volunteers can be taken into account in the normal staffing ratios but students on short term placements are not.

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- 2.3 Any care provided for children aged 8–14 must not adversely affect the care provided for children under 8.
- 2.4 There must be a minimum of two staff on duty at any time, one of whom is to be the designated person in charge.
- 2.5 Where there are more than twenty children in attendance the designated person in charge will be considered supernumerary to the staffing ratios in order that administration and staff management duties may be carried out effectively.
- 2.6 Staffing arrangements are to be designed to meet the needs of individual children. Consideration must be given to the ages, abilities and stages of development of the children and any special needs they may have and additional staff employed for the care of the children as appropriate.
- 2.7 Staffing levels are to be maintained during outings but consideration must be given to the ages and stages of development of the children and additional adults employed to assist as appropriate.
- 2.8 The staff:child ratios relate to staff time available to work directly with children. Therefore additional staff and management resources may be required to undertake duties other than caring for the children such as management tasks, preparation of meals, domestic tasks and maintenance of premises and equipment.
- 2.9 Students on training placements are not to be included in the adult:child ratio.

Standard 3

Suitable Premises (Schedule 7 (2))

Required Quality Outcome:

The premises are suitable for their purpose. They provide adequate space in an appropriate location, are welcoming to children and offer access to the necessary facilities for a range of activities which promote their development.

Supporting information describing how the above outcome is to be achieved

- 3.1 The premises are to be made welcoming and friendly to children and parents.
- 3.2 The premises are to be maintained in a suitable state of cleanliness, repair and decoration.
- 3.3 The rooms accommodating the children are to be used solely for the purpose of child day care during the hours of operation.
- 3.4 The registered person is to ensure that they operate within local planning and building control requirements.
- 3.5 Compliance with Food Hygiene, Health and Safety and Fire Safety Regulations is required.
- 3.6 If the premises are rented written approval must be obtained from the landlord for the use of the premises for child day care.
- 3.7 There is to be access to a telephone on the premises.
- 3.8 THE PHYSICAL ENVIRONMENT SHOULD, AS FAR AS IS REASONABLE, BE SUITABLE FOR CHILDREN WITH DISABILITIES.

Indoors

- 3.9 The following space standards represent minimum free floor space for children's play/activities:

SESSIONAL DAY CARE

Age	Sq. Mtrs
2-4 years	2.3 (25 sq. ft.)
5-7 years	2.3 (25 sq. ft.)

Outside play areas, kitchens, toilets/washrooms, corridors and office space are not included when calculating the required space.

3.10 The space standards provide minimum space requirements for the whole provision. The registered person is to show how this space will be divided up and used to provide activities for children and how staff will be deployed within it.

3.11 Play areas must provide sufficient space for free movement between activity areas.

3.12 There must be sufficient numbers of child sized chairs and tables to allow flexible arrangements for groups of children to play and eat together.

3.13 The registered person is to ensure that sufficient equipment is available for the needs of the children attending.

3.14 Provision is to be made (space or partitioned area) for children who wish to relax, play quietly or sleep, equipped with appropriate furniture. This area may be converted from normal play space providing children can rest safely without disturbance.

3.15 There must be adequate and suitable storage space as required for the efficient operation of the facility.

Outdoor Play

3.16 Outdoor play spaces which are part of the premises are to be safe, secure and suitable for use by the children accommodated.

Toilet facilities

3.17 There must be a minimum of one toilet and one wash hand basin available with hot and cold running water for every eight children over the age of two years.

3.18 On play buses, a toilet and wash hand basin are to be provided.

Staff facilities

3.19 The registered person must make provision for safe storage of staff's personal belongings.

Kitchen

3.20 If there is a kitchen it must comply with the provisions of food safety legislation.

3.21 The registered person must show how adequate arrangements will be made for the hygienic storage, preparation and provision of food and drinks as required.

Standard 4

Safety (Schedule 7 (3))

Required Quality Outcome:

Positive steps are taken to promote safety within the premises and on outings and precautions are taken to prevent accidents. Equipment used is of suitable design and condition and conforms to recognised safety standards.

SESSIONAL DAY CARE

Supporting information describing how the above outcome is to be achieved

General safety

- 4.1 Steps must be taken to ensure that hazards to the children on the premises both inside and outside are minimised.
- 4.2 The registered person is to conduct risk assessments with regard to the premises and activities carried out and implement appropriate action. These assessments must be reviewed if there is a significant change or if the registered person suspects that they are no longer valid.
- 4.3 Staff are to comply with all applicable and current health and safety regulations.
- 4.4 All staff are to have an understanding of health and safety requirements for the environment in which they work.
- 4.5 There must be adequate arrangements for the control of pets/animals so that the children are not at risk of injury.
- 4.6 Children must not be able to gain access to sharp hazardous items.
- 4.7 Children must not be able to gain access to hazardous/dangerous substances/liquids.
- 4.8 All low level glass is to conform to British/European safety standards or be covered with protective safety film.
- 4.9 Stairs are to be made safe or inaccessible according to the age and stage of development of the children.
- 4.10 Children must not be exposed to water temperatures above the recommended safe temperature of 43°C.
- 4.11 The surface temperatures of radiators and pipes which are accessible to the children must not exceed the recommended safe temperature of 43°C.
- 4.12 Children must not be allowed access to any on site laundry facilities.
- 4.13 The registered person is responsible for implementing precautions to ensure the safety of all persons on the premises.

Equipment

- 4.14 Toys and equipment on the premises, including equipment for outdoor play are to be in good repair and conform to BS EN safety standards or the Toys (Safety) Regulations (1995) where applicable.
- 4.15 The registered person is to ensure that sufficient equipment is available for the safety of the children attending.
- 4.16 Parents must be consulted about the need for any special services and equipment required for the safe care of their child/ren.

Security

- 4.17 The premises, including any outside play area, are to be secure and children must not be able to leave the areas unsupervised.
- 4.18 Children are to be under the direct supervision of the child care staff at all times.

SESSIONAL DAY CARE

4.19 MEASURES MUST BE TAKEN TO ENSURE THAT CHILDREN ARE UNABLE TO GAIN ACCESS TO OPEN WINDOWS.

4.20 ALL EXIT DOORS MUST BE SECURED AGAINST UNSUPERVISED EXIT BY CHILDREN BUT EASILY ACCESSIBLE IN THE CASE OF AN EMERGENCY.

4.21 THE REGISTERED PERSON MUST ENSURE THAT THE PREMISES HAS SUFFICIENT SECURITY MEASURES TO PREVENT ACCESS BY UNAUTHORISED PERSONS.

4.22 THE REGISTERED PERSON IS TO HAVE AN EFFECTIVE SYSTEM FOR MANAGING ACCESS TO THE PREMISES AND MUST ENSURE THAT IT IS USED.

Kitchen

4.23 Children must not have access to a kitchen unless it is being used solely for a children's activity.

4.24 If children have access to a kitchen area, they must not be exposed to any hazards.

Gas/Electricity

4.25 Electric sockets in areas accessible to children are to be fitted with socket covers.

4.26 Gas, Electrical and other appliances and fittings must conform to safety requirements and must not pose a hazard to children.

Fire Safety

4.27 The registered person is to ensure that the premises comply with the fire safety and fire equipment maintenance requirements for that premises, as issued by the Fire Safety Department of the Isle of Man Fire and Rescue Service.

4.28 There must be a log book detailing the maintenance and testing of the fire alarm system and details of staff instruction and fire drills carried out.

4.29 Notices giving instructions on what to do in the case of a fire are to be sited in prominent positions throughout the premises.

4.30 Fire drills are to be carried out at least once a term.

4.31 All staff and parents must be aware of the fire evacuation procedures for the whole building.

4.32 A fire blanket, which conforms to BS EN standards, is to be provided in the kitchen and in a position compliant with manufacturers instructions.

4.33 All escape routes must be kept clear at all times and readily accessible in case of emergencies.

Outside Areas

4.34 Children are to be adequately supervised when involved in outdoor play activities.

4.35 There must be adequate precautions in place to ensure that children are protected from hazards in outdoor play areas.

4.36 Garden perimeters/gates must be secure to prevent children from leaving the areas unsupervised.

4.37 Glass within greenhouses and cold frames on the premises must be safety glass or covered in protective safety film or if not must be made inaccessible to the children.

SESSIONAL DAY CARE

4.38 Ponds, drains, pools and any natural water are to be inaccessible to children. Outdoor water activities are to be closely supervised at all times.

4.39 Greenhouses, garages and sheds used for the storage of hazardous items must be inaccessible to children.

4.40 Hazardous indoor and outdoor plants should not be kept on the premises. However, if these are present, they are to be made inaccessible to children.

4.41 Large pieces of outdoor play equipment where the fall height is 600mm or greater must be positioned on impact absorbing surfaces.

Outings and transport

4.42 Risk assessments should be carried out to assess the suitability of outdoor trips and the safety of places to be visited by the children.

4.43 The registered person is to ensure that there are operational procedures for the safe management of any outings provided.

4.44 The children must be safely controlled whilst out walking.

4.45 Any vehicle used to transport children is to be properly maintained, conform to legal requirements and drivers must have a valid licence for the type of vehicle used and appropriate insurance.

4.46 Written permission is to be obtained from parents for their child to be taken on outdoor trips and/or transported in a vehicle.

4.47 All children are to be restrained in an appropriate car seat or seat belt whilst being transported in a vehicle.

4.48 Children must not be left unattended whilst on an outing or in a vehicle.

4.49 A first aid kit is to be taken on all outings

Standard 5

Health and Welfare (Schedule 7 (3))

Required Quality Outcome:

The welfare and good health of children is promoted and positive steps are taken to prevent the spread of infection and appropriate measures are implemented when they are ill.

Supporting information describing how the above outcome is to be achieved

General

5.1 Rooms are to be maintained at an adequate temperature. The recommended minimum room temperature is 18°C.

5.2 The premises must be well lit and adequately ventilated.

Hygiene and personal care

5.3 The premises and equipment are to be kept clean.

5.4 Staff are to be aware of and implement good hygiene practices in order to prevent the spread of infection. Staff are to be informed of and kept up to date with hygiene procedures.

SESSIONAL DAY CARE

5.5 Each child is to have their own personal items such as toothbrushes, flannel and hairbrush if they are used.

5.6 Children are to be encouraged to learn about personal hygiene through the daily routine.

5.7 Children's privacy must be respected during personal care routines.

Food Handling

5.8 Those responsible for preparation and handling of food must be fully aware of and comply with regulations relating to food safety and hygiene.

Medicine

5.9 A child must not be administered any medicine or other treatment unless the parent has discussed its use with the person in charge and given prior written permission.

5.10 If medicine is to be administered, the registered person must ensure that:

- medicines are stored in their original containers, clearly labeled and inaccessible to children;
- if they are caring for a child with a specific condition on a long term basis they must make sure that the staff member(s) who have been given the authority to administer the medication has a thorough understanding of the medical condition and the medication (if any) that they are required to administer;
- if the administration of any prescribed medication requires technical/medical knowledge then individual training is to be provided (for the staff member(s) who have been given the authority to administer the medication) from a qualified health professional. Training must be specific to the individual child concerned;
- written records are to be kept of medicines administered to children and the parent is to sign the record to acknowledge the entry;
- the person in charge liaises with parents to ensure that records contain up to date information which enables appropriate care to be given.

Sick child

5.11 The advice issued by the Consultant in Public Health with regard to the exclusion of children who are ill or are suffering from an infectious disease should be included in a policy statement and discussed with the parents.

First Aid

5.12 There is to be an adequate supply of suitably equipped first aid boxes, the contents of which are checked frequently and replaced as necessary. These are to be kept in suitable accessible places out of the reach of children.

5.13 The registered person must be aware of the requirements under 'Reporting of Injuries and Diseases and Dangerous Occurrences' (RIDDOR) with regard to the reporting of major incidents.

Animals

5.14 It must be ensured that any animals which may be on the premises do not pose a health risk to children.

SESSIONAL DAY CARE

Sandpits

5.15 Sandpits are to be protected from contamination and the sand must be clean.

Smoking

5.16 There is to be a no smoking policy.

Standard 6

Food and Drink (Schedule 7 (3))

Required Quality Outcome:

Children are provided with regular drinks and food in adequate quantities for their needs. Food and drink is properly prepared, nutritious and complies with dietary and religious requirements.

Supporting information describing how the above outcome is to be achieved

6.1 Parents must be informed of the snacks which are to be provided by the day care facility.

6.2 If parents provide packed lunches they are to be informed of safe practices with regard to the content and storage of packed food items.

6.3 Fresh drinking water must be made available to children at all times.

6.4 Information is to be obtained from parents about any special dietary requirements, preferences and food allergies the child may have. Where these exist, a record is to be made and all staff are to be made aware of and must carry out any special requirements as instructed by the parents and/or a medical advisor.

Standard 7

Care, Learning and Play (Schedule 7 (3))

Required Quality Outcome:

Children's individual needs are met. Activities and play opportunities to assist in the development of children's emotional, physical, social and intellectual capabilities are planned and provided.

Supporting information describing how the above outcome is to be achieved

7.1 The staff are to encourage children to be confident, independent and to develop their self-esteem.

7.2 The registered person is to ensure that there are sufficient, suitable toys and play materials available for indoor and outdoor play to enable children to develop their emotional, intellectual, social, creative and physical skills. These are to be appropriate for the developmental needs of the children

7.3 The staff are to select resources and provide activities, play opportunities and first-hand experiences, which allow children to build on their natural curiosity as learners, develop their language and mathematical thinking, use their imagination and develop social relationships.

7.4 The staff should be made aware of any child's special educational needs or disabilities and provide appropriate activities and opportunities accordingly.

7.5 All child care staff should listen to and value what children say, talk with them about what they are doing and have reasonable expectations of what they can achieve.

7.6 Forward plans of activities which aim to enable children to develop their emotional, intellectual, social, creative and physical skills are to be produced.

SESSIONAL DAY CARE

- 7.7 Children are to be allocated to groups of an appropriate size for the activities being undertaken. When preparing a plan of activities, this is to include opportunities for small groups of children to play together.
- 7.8 All child care staff are to implement the activity plans and assess the value of these plans with regard to the needs of the children as a group and individually and the plans should be adapted as required.
- 7.9 The person in charge is to ensure that children are given the opportunity to interact with child care staff and the staff are to actively seek to build good relationships with the children attending.
- 7.10 Resources are to be organised so that they are readily accessible to children and support children's play and learning and the children should be given opportunities to make choices.
- 7.11 Children are to be given opportunities to be active as well as time to relax.
- 7.12 The staff are to help children to learn about what is right and wrong.

Standard 8

Equal Opportunities (Schedule 7 (3))

Required Quality Outcome:

Equality of opportunity and anti-discriminatory practice for all children is actively promoted.

Supporting information describing how the above outcome is to be achieved

- 8.1 All children and adults are to be treated with equal concern and the registered person must have regard to relevant anti-discriminatory good practice.
- 8.2 The registered person is to promote equal opportunities with regard to employment, training, admission to day care and access to the resources, activities and facilities available.
- 8.3 All staff and volunteers are to understand and implement the facility's equal opportunities policy which must take account of each child's religious persuasion, racial origin and cultural and linguistic background.
- 8.4 All children are to be given equal access to the appropriate range of activities and facilities available for their needs.

Standard 9

Behaviour (Schedule 7 (3))

Required Quality Outcome:

Positive, consistent approaches to encouraging behaviour in children which is in the best interest of the children themselves and of others are actively promoted.

Supporting information describing how the above outcome is to be achieved

- 9.1 Under no circumstances must physical punishment be used or practices which frighten or humiliate children.
- 9.2 Good behaviour is to be encouraged.
- 9.3 There are to be consistent expectations about acceptable behaviour.
- 9.4 The staff's handling of behaviour is to be consistent and developmentally appropriate, respecting each individual child's level of understanding and maturity.

SESSIONAL DAY CARE

9.5 Any form of physical restraint, e.g. holding, must not be used unless it is necessary to prevent personal injury to the child, other children or an adult or serious damage to property. Any such incident is to be recorded and the parent informed of the incident on the day.

9.6 The facility's behaviour management policy must be fully understood and followed by all staff and discussed with parents.

Standard 10. Working in Partnership with Parents and Carers (Schedule 7 (3))

Required Quality Outcome:

Partnerships with parents aim to meet the needs of the children, both individually and as a group. Information is shared.

Supporting information describing how the above outcome is to be achieved

10.1 Information is to be given to parents which includes:

- basic written information about the facility e.g. the admissions policy, hours, contact information, staffing, routines etc.;
- details of the facility's policies and procedures;
- a written complaints procedure which includes the address and telephone number of the Registration and Inspection Office;
- information about activities provided for children;
- information regarding the facility's responsibilities under the current Isle of Man Child Protection Committee Agency procedures;
- information regarding any animals living or likely to be on the premises.

10.2 The registered person/person in charge is to agree with the parents the expectations of both parties as to the care of their child/ren taking into account any special individual needs.

10.3 There is to be a system in place for the regular exchange of information between parent and staff member/s.

10.4 There should be provision made for an area where the registered person and/or staff may talk to parents/ visitors confidentially as necessary.

10.5 The person in charge must liaise with parents to ensure that records contain up to date information which enables appropriate care to be given.

10.6 Any records kept by the registered person/person in charge containing information regarding a child is to be shared with that child's parents/guardian.

10.7 Appropriate and prompt action is to be taken on any concerns raised or complaints made and a record is to be maintained.

10.8 The staff are to be aware of the need to maintain privacy and confidentiality.

10.9 Children are to be released from the care of the facility only to individuals named by the parent and identified appropriately.

10.10 If a child is identified as a child in need the registered person, normally with parents' permission, gives appropriate information to referring agencies.

SESSIONAL DAY CARE

10.11 The building of positive relationships with children and their parents to facilitate a good understanding of individual needs and home circumstances is to be encouraged.

Standard 11

Child Protection (Schedule 7 (3))

Required Quality Outcome:

The current Isle of Man Child Protection Committee Agency procedures are complied with and all adults looking after children are able to put the procedures into practice.

Supporting information describing how the above outcome is to be achieved

11.1 The protection of the child is to be the registered persons first priority.

11.2 The registered person must ensure that parents are made aware of the day care staff's responsibilities under the current Isle of Man Child Protection Committee Agency procedures prior to their child's admission to day care.

11.3 The registered person, the person(s) in charge and any staff with designated child protection liaison responsibilities must attend a DHSS talk on child protection awareness and must then be responsible for liaison with child protection agencies in any child protection situation.

11.4 The registered person must ensure that:

- all staff are aware of possible signs and symptoms of children at risk;
- all staff are aware of their responsibilities with regard to child protection issues and are able to implement the policies and procedures as stated in the current Isle of Man Child Protection Committee Agency procedures.

11.5 Any concerns are to be recorded and reported according to the procedures, without delay.

11.6 The registered person is to ensure that all staff are aware of their responsibility to keep any concerns confidential to appropriate persons.

Standard 12

Records, Policies and Procedures (Schedule 7 (3) and Section 98 (3)(d))

Required Quality Outcome:

Records, policies and procedures which are required for the efficient and safe management of the provision, and to promote the welfare, care and learning of children are maintained. Records about individual children are shared with the child's parents.

Supporting information describing how the above outcome is to be achieved

Records

12.1 Under conditions of registration records must be kept of the following:

- any child looked after at the facility containing information as required by the Department;
- any person who assists in the care of the children attending the facility;
- any person who lives or is likely at any time to be living at the premises where the registered person provides day care.

SESSIONAL DAY CARE

- 12.2 The records required to be kept under conditions of registration (in whatever form they are held, including records held on computer and associated apparatus) must be available for inspection by the child care inspector at all times.
- 12.3 Records of parents and emergency contact details, GP contact details and appropriate parent signed consent forms are to be kept.
- 12.4 Records, containing information as recommended by the Department, must be kept of:
- any accidents and/or incidents;
 - any exclusions as a result of an infectious disease;
 - any medication that the registered person is requested, by a person with parental responsibility, to administer to a child in their care.
- 12.5 There is to be a system for registering children and staff attendance on a sessional basis, showing times of arrival and departures.
- 12.6 A written record is to be kept of all visitors to the premises, other than parents/carers, detailing reason for visit, dates and times and signature.
- 12.7 A record is to be maintained of any concerns with regard to child protection issues in accordance with the Isle of Man child protection committee agency procedures.
- 12.8 A written record is to be kept of any concerns raised or complaints made against the facility and any action taken.
- 12.9 The above records are to be retained for a reasonable period of time. (A recommended length of time for holding records is five years.)
- 12.10 Under the Data Protection Act 2002 any registered person processing information about individuals by automatic means e.g. on their personal computer or CCTV must notify the Data Protection Office.
- 12.11 Confidential information and all records required under conditions of registration must be kept in a secure area.

Policies and procedures

- 12.12 The registered person is to have a written policy on confidentiality.
- 12.13 The registered person is to have a written statement/policy on behaviour management which states the methods used to manage children's behaviour.
- 12.14 There is to be a policy about the exclusion of children who are ill or infectious. The policy should also include a procedure for contacting parents or another adult designated by the parent if a child becomes ill whilst in attendance at the day care facility.
- 12.15 There is to be a policy/written statement regarding the safe arrival and departure of children.
- 12.16 There are to be written procedures to follow in the event of a child being missing and in the event of a parent failing to collect a child.
- 12.17 A complaints procedure is to be written and displayed for parents information.
- 12.18 The registered person is to have a written policy about provision for special needs which is consistent with current legislation and guidance and includes both special educational needs and disabilities. This policy is to be available to the parents.

SESSIONAL DAY CARE

12.19 The registered person has and periodically reviews a written equal opportunities policy which is consistent with current legislation and guidance.

12.20 The registered person must keep a record of each member of staff's induction to and awareness of all of the day care facility's written policies and procedures.

12.21 The registered person must comply with all applicable and current legislation with regard to staff employment and the keeping of records and documentation.

12.22 All policies/statements are to be appropriate and written in accordance with the requirements of any relevant legislation.

12.23 Risk assessments are to be written in accordance with the requirements of the Health and Safety at Work etc. Act 1974.

Insurance

12.24 The registered person is to carry adequate insurance cover including employers liability insurance and public liability insurance for the day care provision. The document is to be displayed at the premises.

Certificate

12.25 The certificate of registration issued under the Act shall be kept affixed in a conspicuous place where the registered person provides day care.

Notification of changes

12.26 The registered person must inform the Registrations and Inspection office at the earliest opportunity of any changes or proposed changes. This will include:

- changes to premises and provision;
- changes to persons resident and/or employed at the premises;
- changes to partners, committee members, directors or other people who are to be involved in the management/running/administration of the child day care provision or will have any financial interest in the provision;
- Any other matter which may affect the suitability of any person involved in the care of minded children and/or living on the premises.

12.27 The registered person must inform the Registrations and Inspections office at the earliest opportunity of:

- an outbreak of an infectious disease which a registered medical person considers sufficiently serious to be notified (see RIDDOR);
- a serious injury to or serious illness or death of any child or other person on the premises (see RIDDOR);
- any allegations of serious harm against or abuse of a child by any person looking after children or living, working or employed at the premises (see Child Protection Procedures);
- any serious matter or event which is likely to affect the welfare of any child on the premises.

OUT OF SCHOOL CARE

Facilities that provide day care or supervised activity for children under eight, in the absence of their parents, during one or more of the following periods; before school, after school or during the school holidays. The total care provided is for more than 2 hours in any day in premises which are not domestic premises. This form of care can include children from three years old and children over eight may use it.

Examples are holiday play schemes, before/after school clubs, summer camps, open access schemes.

If a person provides day care for children under the age of eight for less than six days in any year they do not need to be registered with regard to that provision. However the Department must be notified in writing before the care commences. 'Year' means the year beginning with the day on which the day care is first provided in the premises.

Where a person provides day care for children under the age of eight on different premises, he shall be separately registered with respect to each of those premises.

The following institutions do not have to register their provision of day care services:

- a school (as described in the Isle of Man Education Act 2001);
- self governing schools and independent schools;
- a health service hospital in which a child is a patient;
- registered children's homes, community homes and homes registered under the Nursing and Residential Homes Act 1988.

For the above exemptions to apply, the service must be an integral part of the institution, or be included in the job description of the employee of the institution who is running the service.

DEFINITIONS

- In the following document the words '*registered person*' refers to the person or body who makes application to have **overall responsibility** for the provision. This may be an individual, a partnership, a statutory body, a company, a charity, a committee or other organisation.
- '*Person in Charge*' means a person who has **actual day to day responsibility** for the delivery of day care. The person with overall responsibility and the person in charge may be the same person.
- '*Domestic premises*' means any premises which are wholly or mainly used as a private dwelling.
- '*Premises*' in this document refers to premises other than domestic premises as described above which are specified by the registered person to be used for the provision of child day care. Premises are defined as buildings together with their land and outbuildings.
- Premises include vehicles used for the provision of child day care e.g. play buses
- '*School*', has the same meaning as in the Isle of Man Education Act 2001.
- The '*Department*' refers to the Isle of Man Department of Health and Social Security.
- '*Day Care*' means any form of care or supervised activity provided for children during the day (whether or not it is provided on a regular basis).

OUT OF SCHOOL CARE

- Whenever the word '*parent*' is used in this document it should be taken to mean parent/guardian/carer.

Under the Children and Young Persons Act 2001 (Schedule 7) the registered person is responsible for ensuring that the following standards are met.

STANDARD 1 **Suitable Persons**

Adults providing day care, looking after children or having unsupervised access to them are suitable to do so. Training and qualification requirements are met.

STANDARD 2 **Child ratios**

The required adult:child ratios are met.

STANDARD 3 **Suitable Premises**

The premises are suitable for their purpose. They provide adequate space in an appropriate location, are welcoming to children and offer access to the necessary facilities for a range of activities which promote their development.

STANDARD 4 **Safety**

Positive steps are taken to promote safety within the premises and on outings, and precautions are taken to prevent accidents. Equipment used is of suitable design and condition and conforms to recognised safety standards.

STANDARD 5 **Health and Welfare**

The welfare and good health of children is promoted and positive steps are taken to prevent the spread of infection and appropriate measures are implemented when they are ill.

STANDARD 6 **Food and Drink**

Children are provided with regular drinks and food in adequate quantities for their needs. Food and drink is properly prepared, nutritious and complies with dietary and religious requirements.

STANDARD 7 **Care, Learning and Play**

Children's individual needs are met. Activities and play opportunities to assist in the development of children's emotional, physical, social and intellectual capabilities are planned and provided.

STANDARD 8 **Equal Opportunities**

Equality of opportunity and anti-discriminatory practice for all children is actively promoted.

STANDARD 9 **Behaviour**

Positive, consistent approaches to encouraging behaviour in children which is in the best interest of the children themselves and of others are actively promoted.

OUT OF SCHOOL CARE

STANDARD 10 Working in Partnership with Parents and Carers

Partnerships with parents aim to meet the needs of the children, both individually and as a group. Information is shared.

STANDARD 11 Child Protection

The current Isle of Man Child Protection Committee Agency procedures are complied with and all adults looking after children are able to put the procedures into practice.

STANDARD 12 Records, Policies and Procedures

Records, policies and procedures which are required for the efficient and safe management of the provision, and to promote the welfare, care and learning of children are maintained. Records about individual children are shared with the child's parents.

STANDARD 13 Babies and Children under 2

This standard is not applicable to out of school care.

STANDARD 14 Overnight care

A suitable standard of care is provided taking into account the needs of children who are cared for overnight.

OUT OF SCHOOL CARE

Standard 1

Suitable persons (Schedule 7 (2))

Required Quality Outcome:

Adults providing day care, looking after children or having unsupervised access to them are suitable to do so. Training and qualification requirements are met.

Supporting information describing how the above outcome is to be achieved

1.1 The registered person is to comply with all conditions and requirements of registration, including any which require them and other adults at the premises, caring for or having regular contact with the children, to submit to a checking procedure whereby the information supplied is verified with the relevant sources.

1.2 The checking procedure, which includes police checks and health checks, will enable the child care inspector to determine the suitability of those caring for, or having regular contact with children. If the registered person fails to comply with such a condition the child care inspector may, amongst other things, take this into account in determining their suitability.

1.3 The registered person, any person employed or likely to be employed, volunteers and any person over 16 living or likely to be living on the premises in which childcare is carried out must not have been the subject of an order or convicted of an offence which disqualifies them from registration under regulations made under the Disqualification for Caring for Children Regulations 2002.

1.4 The registered person must inform the Registrations and Inspections Office at the earliest opportunity of any changes or proposed changes. This will include changes to people and their suitability and any other matter which may affect the suitability of any person involved in the care of minded children and/or living or working on the premises.

Staffing

1.5 It is the responsibility of the registered person to carry out enquiries to establish the qualifications, experience and overall suitability of the applicant and to apply for work permits where necessary.

1.6 Staff are to be deployed effectively within the premises to ensure the safety, welfare and development of the children.

1.7 Written plans for deployment of staff must be available for inspection. They should state where and at what times named staff will be deployed within the provision and the activities planned.

1.8 There must be a named deputy person in charge who is able to take charge in the absence of the person in charge.

1.9 Suitable arrangements are to be in place to cover emergencies and unexpected staff absences and there should be sufficient suitable staff to cover staff breaks, holidays and sickness.

1.10 The registered person must ensure that staffing ratios and qualification requirements are adhered to as stated in the conditions of registration imposed on the facility.

1.11 Students in training must be supervised at all times.

Qualifications & training

1.12 If the registered person is not the person who will have actual day to day responsibility for the delivery of child day care then a suitable, qualified person in charge must be designated.

OUT OF SCHOOL CARE

- 1.13 The person in charge must have at least a level 3 qualification (or equivalent) appropriate to the post and at least two years experience of working in a day care setting.
- 1.14 A deputy person in charge must hold a suitable level 3 qualification (or equivalent) in child care.
- 1.15 The registered person must ensure that:
- all persons having a supervisory role hold a level 3 qualification (or equivalent) appropriate to the post;
 - at least half of the child care staff on duty at any time hold a relevant child care qualification;
 - where the above cannot be achieved immediately an action plan is produced detailing how they intend to meet this criteria and in what timescale;
 - all staff have induction training on the policies and procedures of the facility;
 - all staff have the appropriate experience, skills and ability to fulfill the requirements of their post;
 - staff with responsibility for supervising a specialist sporting or adventure activity must possess the competencies, qualifications and experience required to discharge the responsibility.
- 1.16 There must be at least one member of staff on duty on the premises at any time who holds a current appropriate first aid certificate. This also applies when children are taken on outings.
- 1.17 Any training requirements stated under Health and Safety or Food Hygiene legislation must be complied with.
- 1.18 Staff are to be encouraged to undertake continuing professional development.

Standard 2

Child Ratios (Schedule 7 (3))

Required Quality Outcome:
The required adult:child ratios are met.

Supporting information describing how the above outcome is to be achieved

Staffing ratios

- 2.1 The minimum staffing ratio is 1:8 children aged three to seven years

This ratio is to include any children of staff or volunteers. Regular volunteers can be taken into account in the normal staffing ratios but students on short term placements are not.

- 2.3 Any care provided for children aged 8–14 must not adversely affect the care provided for children under 8.
- 2.4 There must be a minimum of two staff on duty at any time, one of whom is to be the designated person in charge.
- 2.5 Staffing arrangements are to be designed to meet the needs of individual children. Consideration must be given to the ages and abilities of the children and any special needs they may have and additional staff employed for the care of the children as appropriate.
- 2.6 If staff members are to escort children to and/or from school the registered person must ensure that required staffing levels are maintained.

OUT OF SCHOOL CARE

2.7 Staffing levels are to be maintained during outings and/or specialist sporting and adventure activities but consideration must be given to the ages and abilities of the children and additional adults employed to assist as appropriate.

2.8 The staff:child ratios relate to staff time available to work directly with children. Therefore additional staff and management resources may be required to undertake duties other than caring for the children such as management tasks, preparation of meals, domestic tasks and maintenance of premises and equipment.

2.9 Students on training placements are not to be included in the adult:child ratio.

Standard 3

Suitable Premises (Schedule 7 (2))

Required Quality Outcome:

The premises are suitable for their purpose. They provide adequate space in an appropriate location, are welcoming to children and offer access to the necessary facilities for a range of activities which promote their development.

Supporting information describing how the above outcome is to be achieved

3.1 The premises are to be made welcoming and friendly to children and parents.

3.2 The premises are to be maintained in a suitable state of cleanliness, repair and decoration.

3.3 The rooms used for out of school care are to be for the sole use of the facility during the hours of operation.

3.4 The registered person is to ensure that they operate within local planning and building control requirements.

3.5 Compliance with Food Hygiene, Health and Safety and Fire Safety Regulations is required.

3.6 If the premises are rented written approval must be obtained from the landlord for the use of the premises for child day care.

3.7 There is to be access to a telephone on the premises.

3.8 THE PHYSICAL ENVIRONMENT SHOULD, AS FAR AS IS REASONABLE, BE SUITABLE FOR CHILDREN WITH DISABILITIES.

3.9 Where school age children are attending the facility at the same time as pre-school children they are to be accommodated in separate activity rooms.

Indoors

3.10 The following space standards represent minimum free floor space for children's play/activities:

Age	Sq. Mtrs
3-7 years	2.3 (25 sq. ft.)

Outside play areas, kitchens, toilets/washrooms, corridors and office space are not included when calculating the required space.

3.11 The space standards provide minimum space requirements for the whole provision. The registered person is to show how this space will be divided up and used to provide activities for children and how staff will be deployed within it.

OUT OF SCHOOL CARE

3.12 Play areas must provide sufficient space for free movement between activity areas. There are to be separate areas for different activities.

3.13 There must be sufficient numbers of chairs and tables to allow flexible arrangements for groups of children to play and eat together.

3.14 The registered person is to ensure that sufficient equipment is available for the needs of the children attending.

3.15 Provision is to be made (space or partitioned area) for children who wish to relax, play quietly, equipped with appropriate furniture. This area may be converted from normal play space providing children can rest safely without disturbance.

3.16 There must be adequate and suitable storage space as required for the efficient operation of the facility.

Outdoor Play

3.17 Outdoor play spaces which are part of the premises are to be safe, secure and suitable for use by the children accommodated.

Toilet facilities

3.18 There must be a minimum of one toilet and one wash hand basin available with hot and cold running water for every eight children.

3.19 There should be access to separate toilet facilities for adults.

Staff facilities

3.20 For breaks, staff must have access to an area which is separate from the children.

3.21 The registered person must make provision for safe storage of staff's personal belongings.

Kitchen

3.22 If there is a kitchen it must comply with the provisions of food safety legislation.

3.23 The registered person must show how adequate arrangements will be made for the hygienic storage, preparation and provision of food and drinks as required.

Standard 4

Safety (Schedule 7 (3))

Required Quality Outcome:

Positive steps are taken to promote safety within the premises and on outings and precautions are taken to prevent accidents. Equipment used is of suitable design and condition and conforms to recognised safety standards.

Supporting information describing how the above outcome is to be achieved

General safety

4.1 Steps must be taken to ensure that hazards to the children on the premises both inside and outside are minimised.

OUT OF SCHOOL CARE

- 4.2 The registered person is to conduct risk assessments with regard to the premises and activities carried out and implement appropriate action. These assessments must be reviewed if there is a significant change or if the registered person suspects that they are no longer valid.
- 4.3 Staff are to comply with all applicable and current health and safety regulations.
- 4.4 All staff are to have an understanding of health and safety requirements for the environment in which they work.
- 4.5 There must be adequate arrangements for the control of pets/animals so that the children are not at risk of injury.
- 4.6 Children must not be able to gain access to sharp hazardous items.
- 4.7 Children must not be able to gain access to hazardous/dangerous substances/liquids.
- 4.8 All low level glass is to conform to British/European safety standards or be covered with protective safety film.
- 4.9 Stairs are to be made safe or inaccessible according to abilities of the children.
- 4.10 Children must not be exposed to water temperatures above the recommended safe temperature of 43°C.
- 4.11 The surface temperatures of radiators and pipes which are accessible to the children must not exceed the recommended safe temperature of 43°C.
- 4.12 Children must not be allowed access to any on site laundry facilities.
- 4.13 The registered person is responsible for implementing precautions to ensure the safety of all persons on the premises.
- 4.14 The registered person is to ensure that satisfactory arrangements are made for suitable persons to escort children to and/or from school if they are attending a before or after school club.

Equipment

- 4.15 Toys and equipment on the premises, including equipment for outdoor play are to be in good repair and conform to BS EN safety standards or the Toys (Safety) Regulations (1995) where applicable.
- 4.16 The registered person must ensure that there is sufficient safety equipment suitable for the needs of every child taking part in an activity.
- 4.17 Parents must be consulted about the need for any special services and equipment required for the safe care of their child/ren.
- 4.18 THERE IS ADEQUATE EQUIPMENT FOR OUTDOOR AND SPORTING ACTIVITIES WHERE APPLICABLE.
- 4.19 POTENTIALLY HAZARDOUS EQUIPMENT IS TO BE SECURELY STORED.

Security

- 4.20 The premises, including any outside play area, are to be secure and children must not be able to leave the areas unsupervised.
- 4.21 Children are to be under the direct supervision of the child care staff at all times.

OUT OF SCHOOL CARE

4.22 MEASURES MUST BE TAKEN TO ENSURE THAT CHILDREN ARE UNABLE TO GAIN ACCESS TO OPEN WINDOWS.

4.23 ALL EXIT DOORS MUST BE SECURED AGAINST UNSUPERVISED EXIT BY CHILDREN BUT EASILY ACCESSIBLE IN THE CASE OF AN EMERGENCY.

4.24 THE REGISTERED PERSON MUST ENSURE THAT THE PREMISES HAS SUFFICIENT SECURITY MEASURES TO PREVENT ACCESS BY UNAUTHORISED PERSONS.

4.25 The registered person is to have an effective system for managing access to the premises and must ensure that it is used.

Kitchen

4.26 Children must not have access to a kitchen unless it is being used solely for a children's activity.

4.27 If children have access to a kitchen area, they must not be exposed to any hazards.

Gas/Electricity

4.28 Gas, electrical and other appliances and fittings must conform to safety requirements and must not pose a hazard to children.

Fire Safety

4.29 The registered person is to ensure that the premises comply with the fire safety and fire equipment maintenance requirements for that premises, as issued by the Fire Safety Department of the Isle of Man Fire and Rescue Service.

4.30 There must be a log book detailing the maintenance and testing of the fire alarm system and details of staff instruction and fire drills carried out.

4.31 Notices giving instructions on what to do in the case of a fire are to be sited in prominent positions throughout the premises.

4.32 Fire drills are to be carried out periodically, including all new groups of children and new members of staff.

4.33 All staff and parents must be aware of the fire evacuation procedures for the whole building.

4.34 A fire blanket, which conforms to BS EN standards, is to be provided in the kitchen and in a position compliant with manufacturers instructions.

4.35 All escape routes must be kept clear at all times and readily accessible in case of emergencies.

Outside Areas

4.36 Children are to be adequately supervised when involved in outdoor play activities.

4.37 There must be adequate precautions in place to ensure that children are protected from hazards in outdoor play areas.

4.38 Garden perimeters/gates must be secure to prevent children from leaving the areas unsupervised.

4.39 Glass within greenhouses and cold frames on the premises must be safety glass or covered in protective safety film or if not must be made inaccessible to the children.

OUT OF SCHOOL CARE

4.40 Ponds, drains, pools and any natural water are to be inaccessible to children. Outdoor water activities are to be closely supervised at all times.

4.41 Greenhouses, garages and sheds used for the storage of hazardous items must be inaccessible to children.

4.42 Hazardous indoor and outdoor plants should not be kept on the premises. However, if these are present, they are to be made inaccessible to children.

4.43 Large pieces of outdoor play equipment where the fall height is 600mm or greater must be positioned on impact absorbing surfaces.

4.44 Fixed climbing frames and other large equipment must conform to BS EN standards where applicable and are to be securely anchored to the ground.

Water sport activities

4.45 During water sports, adequate lifesaving equipment and buoyancy aids are to be provided.

4.46 All water activities are to be thoroughly supervised, maintaining appropriate ratios of staff to children at all times.

4.47 When children are taking part in a water sport activity a qualified lifeguard must be present.

4.48 Child care staff must retain responsibility for the children even if the activity is a taught swimming lesson or a lifeguard is present.

Outings and transport

4.49 Risk assessments should be carried out to assess the suitability of outdoor trips and the safety of places to be visited by the children.

4.50 The registered person is to ensure that there are operational procedures for the safe management of any outings provided.

4.51 The children must be safely controlled whilst out walking.

4.52 Any vehicle used to transport children is to be properly maintained, conform to legal requirements and drivers must have a valid licence for the type of vehicle used and appropriate insurance.

4.53 Written permission is to be obtained from parents for their child to be taken on outdoor trips and/or transported in a vehicle.

4.54 All children are to be appropriately restrained whilst being transported in a vehicle.

4.55 Children must not be left unattended whilst on an outing or in a vehicle.

4.56 A first aid kit is to be taken on all outings

Standard 5

Health and Welfare (Schedule 7 (3))

Required Quality Outcome:

The welfare and good health of children is promoted and positive steps are taken to prevent the spread of infection and appropriate measures are implemented when they are ill.

OUT OF SCHOOL CARE

Supporting information describing how the above outcome is to be achieved

General

- 5.1 Rooms are to be maintained at an adequate temperature. The recommended minimum room temperature is 18°C.
- 5.2 The premises must be well lit and adequately ventilated.

Hygiene and personal care

- 5.3 The premises and equipment are to be kept clean.
- 5.4 Staff are to be aware of and implement good hygiene practices in order to prevent the spread of infection. Staff are to be informed of and kept up to date with hygiene procedures.
- 5.5 Each child is to have their own personal items such as toothbrushes, flannel and hairbrush if they are used.
- 5.6 Children are to be encouraged to learn about personal hygiene through routine practices.
- 5.7 Children's privacy must be respected during personal care routines.

Food Handling

- 5.8 Those responsible for preparation and handling of food must be fully aware of and comply with regulations relating to food safety and hygiene.

Medicine

- 5.9 A child must not be administered any medicine or other treatment unless the parent has discussed its use with the person in charge and given prior written permission.
- 5.10 If medicine is to be administered, the registered person must ensure that:
- medicines are stored in their original containers, clearly labeled and inaccessible to children;
 - if they are caring for a child with a specific condition on a long term basis they must make sure that the staff member(s) who have been given the authority to administer the medication has a thorough understanding of the medical condition and the medication (if any) that they are required to administer;
 - if the administration of any prescribed medication requires technical/medical knowledge then individual training is to be provided (for the staff member(s) who have been given the authority to administer the medication) from a qualified health professional. Training must be specific to the individual child concerned;
 - written records are to be kept of medicines administered to children and the parent is to sign the record to acknowledge the entry;
 - the person in charge liaises with parents to ensure that records contain up to date information which enables appropriate care to be given.

Sick child

- 5.11 The advice issued by the Consultant in Public Health with regard to the exclusion of children who are ill or are suffering from an infectious disease should be included in a policy statement and discussed with the parents.

OUT OF SCHOOL CARE

First Aid

5.12 There is to be an adequate supply of suitably equipped first aid boxes, the contents of which are checked frequently and replaced as necessary. These are to be kept in suitable accessible places out of the reach of children.

5.13 The registered person must be aware of the requirements under 'Reporting of Injuries and Diseases and Dangerous Occurrences' (RIDDOR) with regard to the reporting of major incidents.

Animals

5.14 It must be ensured that any animals which may be on the premises do not pose a health risk to children.

Sandpits

5.15 Sandpits are to be protected from contamination and the sand must be clean.

Smoking

5.16 There is to be a no smoking policy.

Standard 6

Food and Drink (Schedule 7 (3))

Required Quality Outcome:

Children are provided with regular drinks and food in adequate quantities for their needs. Food and drink is properly prepared, nutritious and complies with dietary and religious requirements.

Supporting information describing how the above outcome is to be achieved

6.1 Parents must be informed of the meals and/or snacks which will be provided by the day care facility and the types of food which will be provided.

6.2 If parents provide packed lunches they are to be informed of safe practices with regard to the content and storage of packed food items.

6.3 Fresh drinking water must be made available to children at all times.

6.4 Information is to be obtained from parents about any special dietary requirements, preferences and food allergies the child may have. Where these exist, a record is to be made and all staff are to be made aware of and must carry out any special requirements as instructed by the parents and/or a medical advisor.

Standard 7

Care, Learning and Play (Schedule 7 (3))

Required Quality Outcome:

Children's individual needs are met. Activities and play opportunities to assist in the development of children's emotional, physical, social and intellectual capabilities are planned and provided.

Supporting information describing how the above outcome is to be achieved

7.1 The staff are to encourage children to be confident, independent and to develop their self-esteem.

OUT OF SCHOOL CARE

- 7.2 The registered person is to ensure that there are sufficient, suitable toys, equipment and resources available which are appropriate to the ages, interests and developmental needs of the children attending.
- 7.3 The staff are to select resources, plan and provide activities, play opportunities and first-hand experiences, which allow children to build on their natural curiosity as learners, develop their language and mathematical thinking, use their imagination and develop social relationships.
- 7.4 The staff should be made aware of any child's special educational needs or disabilities and provide appropriate activities and opportunities accordingly.
- 7.5 All child care staff should listen to and value what children say, talk with them about what they are doing and have reasonable expectations of what they can achieve.
- 7.6 Plans of activities are to be produced.
- 7.7 In all types of provision children are to be allocated to groups of an appropriate size for the activities being undertaken. When preparing a programme of activities and play opportunities, these are to include opportunities for small groups of children to play together.
- 7.8 Child care staff are to assess the value of the activity plans with regard to the needs of the children as a group and individually and the plans should be adapted as required.
- 7.9 The person in charge is to ensure that children are given the opportunity to interact with child care staff and the staff are to actively seek to build good relationships with the children attending.
- 7.10 Resources are to be organised so that they are readily accessible to children and support children's play and learning and the children should be given opportunities to make choices.
- 7.11 Children are to be given opportunities to be active as well as time to relax.
- 7.12 The staff are to help children to learn about what is right and wrong.

Standard 8

Equal Opportunities (Schedule 7 (3))

Required Quality Outcome:

Equality of opportunity and anti-discriminatory practice for all children is actively promoted.

Supporting information describing how the above outcome is to be achieved

- 8.1 All children and adults are to be treated with equal concern and the registered person must have regard to relevant anti-discriminatory good practice.
- 8.2 The registered person is to promote equal opportunities with regard to employment, training, admission to day care and access to the resources, activities and facilities available.
- 8.3 All staff and volunteers are to understand and implement the facility's equal opportunities policy which must take account of each child's religious persuasion, racial origin and cultural and linguistic background.
- 8.4 All children are to be given equal access to the appropriate range of activities and facilities available for their needs.

Standard 9

Behaviour (Schedule 7 (3))

Required Quality Outcome:

OUT OF SCHOOL CARE

Positive, consistent approaches to encouraging behaviour in children which is in the best interest of the children themselves and of others are actively promoted.

Supporting information describing how the above outcome is to be achieved

- 9.1 Under no circumstances must physical punishment be used or practices which frighten or humiliate children.
- 9.2 Good behaviour is to be encouraged.
- 9.3 There are to be consistent expectations about acceptable behaviour.
- 9.4 The staff's handling of behaviour is to be consistent and developmentally appropriate, respecting each individual child's level of understanding and maturity.
- 9.5 Any form of physical restraint, e.g. holding, must not be used unless it is necessary to prevent personal injury to the child, other children or an adult or serious damage to property. Any such incident is to be recorded and the parent informed of the incident on the day.
- 9.6 The facility's behaviour management policy must be fully understood and followed by all staff and discussed with parents.
- 9.7 The registered person and staff are to be alert to instances of bullying and children are to be encouraged to report such incidents.

Standard 10. Working in Partnership with Parents and Carers (Schedule 7 (3))

Required Quality Outcome:

Partnerships with parents aim to meet the needs of the children, both individually and as a group. Information is shared.

Supporting information describing how the above outcome is to be achieved

- 10.1 Information is to be given to parents which includes:
- basic written information about the facility e.g. the admissions policy, hours, contact information, staffing, routines etc.;
 - details of the facility's policies and procedures;
 - a written complaints procedure which includes the address and telephone number of the Registration and Inspection Office;
 - information about activities provided for children;
 - information regarding the facility's responsibilities under the current Isle of Man Child Protection Committee Agency procedures;
 - information regarding any animals living or likely to be on the premises.
- 10.2 The registered person/person in charge is to agree with the parents the expectations of both parties as to the care of their child/ren taking into account any special individual needs.
- 10.3 There is to be a system in place for the regular exchange of information between parent and staff member/s.

OUT OF SCHOOL CARE

10.4 There should be provision made for an area where the registered person and/or staff may talk to parents/ visitors confidentially as necessary.

10.5 The person in charge must liaise with parents to ensure that records contain up to date information which enables appropriate care to be given.

10.6 Any records kept by the registered person/person in charge containing information regarding a child is to be shared with that child's parents/guardian.

10.7 Appropriate and prompt action is to be taken on any concerns raised or complaints made and a record is to be maintained.

10.8 The staff are to be aware of the need to maintain privacy and confidentiality.

10.9 Children are to be released from the care of the facility only to individuals named by the parent and identified appropriately.

10.10 If a child is identified as a child in need the registered person, normally with parents' permission, gives appropriate information to referring agencies.

10.11 The building of positive relationships with children and their parents to facilitate a good understanding of individual needs and home circumstances is to be encouraged.

10.12 Arrangements must be made with parents about the arrival and departure of children to and from the provision, including making sure that children are collected by the right person.

Standard 11

Child Protection (Schedule 7 (3))

Required Quality Outcome:

The current Isle of Man Child Protection Committee Agency procedures are complied with and all adults looking after children are able to put the procedures into practice.

Supporting information describing how the above outcome is to be achieved

11.1 The protection of the child is to be the registered persons first priority.

11.2 The registered person must ensure that parents are made aware of the day care staff's responsibilities under the current Isle of Man Child Protection Committee Agency procedures prior to their child's admission to day care.

11.3 The registered person, the person(s) in charge and any staff with designated child protection liaison responsibilities must attend a DHSS talk on child protection awareness and must then be responsible for liaison with child protection agencies in any child protection situation.

11.4 The registered person must ensure that:

- all staff are aware of possible signs and symptoms of children at risk;
- all staff are aware of their responsibilities with regard to child protection issues and are able to implement the policies and procedures as stated in the current Isle of Man Child Protection Committee Agency procedures.

11.5 Any concerns are to be recorded and reported according to the procedures, without delay.

11.6 The registered person is to ensure that all staff are aware of their responsibility to keep any concerns confidential to appropriate persons.

OUT OF SCHOOL CARE

Standard 12

Records, Policies and Procedures (Schedule 7 (3) and Section 98 (3)(d))

Required Quality Outcome:

Records, policies and procedures which are required for the efficient and safe management of the provision, and to promote the welfare, care and learning of children are maintained. Records about individual children are shared with the child's parents.

Supporting information describing how the above outcome is to be achieved

Records

12.1 Under conditions of registration records must be kept of the following:

- any child looked after at the facility containing information as required by the Department;
- any person who assists in the care of the children attending the facility;
- any person who lives or is likely at any time to be living at the premises where the registered person provides day care.

12.2 The records required to be kept under conditions of registration (in whatever form they are held, including records held on computer and associated apparatus) must be available for inspection by the child care inspector at all times.

12.3 Records of parents and emergency contact details, GP contact details and appropriate parent signed consent forms are to be kept.

12.4 Records, containing information as recommended by the Department, must be kept of:

- any accidents and/or incidents;
- any exclusions as a result of an infectious disease;
- any medication that the registered person is requested, by a person with parental responsibility, to administer to a child in their care.

12.5 An accurate system of recording the daily attendance of children and staff is to be implemented showing times of arrival and departure.

12.6 There must be a written record of the deployment of staff within the facility.

12.7 A WRITTEN RECORD IS TO BE KEPT OF ALL VISITORS TO THE PREMISES, OTHER THAN PARENTS/CARERS, DETAILING REASON FOR VISIT, DATES AND TIMES AND SIGNATURE.

12.8 A RECORD IS TO BE MAINTAINED OF ANY CONCERNS WITH REGARD TO CHILD PROTECTION ISSUES IN ACCORDANCE WITH THE ISLE OF MAN CHILD PROTECTION COMMITTEE AGENCY PROCEDURES.

12.9 A written record is to be kept of any concerns raised or complaints made against the facility and any action taken.

12.10 The above records are to be retained for a reasonable period of time. (A recommended length of time for holding records is five years.)

12.11 Under the Data Protection Act 2002 any registered person processing information about individuals by automatic means e.g. on their personal computer or CCTV must notify the Data Protection Office.

OUT OF SCHOOL CARE

12.12 Confidential information and all records required under conditions of registration must be kept in a secure area.

Policies and procedures

12.13 The registered person is to produce a written policy on confidentiality.

12.14 The registered person is to produce a written statement/policy on behaviour management, including bullying, which states the methods used to manage children's behaviour.

12.15 There is to be a policy about the exclusion of children who are ill or infectious. The policy should also include a procedure for contacting parents or another adult designated by the parent if a child becomes ill whilst in attendance at the day care facility.

12.16 There is to be a policy/written statement regarding the safe arrival and departure of children.

12.17 There are to be written procedures to follow in the event of a child being missing and in the event of a parent failing to collect a child.

12.18 A complaints procedure is to be written and displayed for parents information.

12.19 The registered person is to have a written policy about provision for special needs which is consistent with current legislation and guidance and includes both special educational needs and disabilities. This policy is to be available to the parents.

12.20 The registered person has and periodically reviews a written equal opportunities policy which is consistent with current legislation and guidance.

12.21 The registered person must keep a record of each member of staff's induction to and awareness of all of the day care facility's written policies and procedures.

12.22 The registered person must comply with all applicable and current legislation with regard to staff employment and the keeping of records and documentation.

12.23 All policies/statements are to be appropriate and written in accordance with the requirements of any relevant legislation.

12.24 Risk assessments are to be written in accordance with the requirements of the Health and Safety at Work etc. Act 1974.

Specialist sporting or adventure activities

12.25 The registered person is to maintain written operating procedures for each specialist activity programme they offer, which are appropriate to the site and the level at which activities are undertaken. Operating procedures will define the competencies, qualifications and/or experience required of staff undertaking different levels of responsibility. The procedures are to be consistent with health and safety executive guidelines where appropriate.

Insurance

12.26 The registered person is to carry adequate insurance cover including employers liability insurance and public liability insurance for the day care provision. The document is to be displayed at the premises.

Certificate

12.27 The certificate of registration issued under the Act shall be kept affixed in a conspicuous place where the registered person provides day care.

OUT OF SCHOOL CARE

Notification of changes

12.28 The registered person must inform the Registrations and Inspection office at the earliest opportunity of any changes or proposed changes. This will include:

- changes to premises and provision;
- changes to persons resident and/or employed at the premises;
- changes to partners, committee members, directors or other people who are to be involved in the management/running/administration of the child day care provision or will have any financial interest in the provision;
- any other matter which may affect the suitability of any person involved in the care of minded children and/or living on the premises.

12.29 The registered person must inform the Registrations and Inspections office at the earliest opportunity of:

- an outbreak of an infectious disease which a registered medical person considers sufficiently serious to be notified (see RIDDOR);
- a serious injury to or serious illness or death of any child or other person on the premises (see RIDDOR);
- any allegations of serious harm against or abuse of a child by any person looking after children or living, working or employed at the premises (see Child Protection Procedures);
- any serious matter or event which is likely to affect the welfare of any child on the premises.

Standard 13

Babies and Children under 2

This standard is not applicable to out of school care.

Standard 14

Overnight care (Schedule 7(3))

Required Quality Outcome:

A suitable standard of care is provided taking into account the needs of children who are cared for overnight.

Standard 14 is to be met by a registered person providing full day care who wishes to care for children overnight. It is in addition to, and does not override the need to meet Standards 1-12

Supporting information describing how the above outcome is to be achieved

Organisation

14.1 The required staff:child ratios for the day care provision are to be maintained when providing overnight care.

14.2 A minimum of two members of child care staff are to be on the premises of which at least one is awake at all times during the night.

Physical environment

14.3 Children staying overnight must each have a suitable bed and clean bedding, and there is to be adequate heating in the premises.

OUT OF SCHOOL CARE

14.4 Children must have access to adequate toilet and washing facilities. The privacy of children is to be respected during bath-time or when children are undressing.

Safety

14.5 The sleeping areas must be assessed for any risks to health or safety and appropriate precautions put into place.

14.6 Sleeping areas to be used by children are to be inspected by the Fire Safety Officer and all recommendations on fire safety and arrangements for safe emergency evacuation are to be met before any child is looked after overnight.

14.7 Appropriate security arrangements are to be in place in order to protect the premises from unauthorised entry.

14.8 No one over the age of sixteen who has not been police checked is to stay on the day care premises overnight when any child is being looked after.

Health

14.9 There is to be a good general level of hygiene, decoration and cleanliness in all sleeping areas.

Food and drink

14.10 Suitable meals/feeds/drinks are to be provided. Requirements are to be discussed with parents in advance.

Working with parents

14.11 Parents are to be shown and consulted with about all the arrangements that will be made and are in place for their child to be cared for overnight. There is to be an exchange of information about the routines at home and in the provision and, wherever possible, the parents' routine should be accommodated.

14.12 Information is to be obtained from parents regarding the child's sleeping habits and any problems which may arise during the night, i.e. bedwetting, nightmares etc. in order to ensure a consistent and sensitive approach.

Records, procedures and policies

14.13 No child is to be received into the provision without emergency contact numbers being provided. If the parents are unavailable to be contacted, another named person is to be available to collect the child if necessary and confirmation of their agreement to do so is to be obtained.

14.14 A contract, signed by the parent, stating all relevant details regarding the child and their care including the name of the emergency contact and confirmation of their agreement to collect the child during the night if necessary is to be obtained.

VOLUME B

**SUPPORT SERVICES, DAY CARE AND EDUCATIONAL PROVISION
FOR YOUNG CHILDREN**

ANNEX 2

TYPES OF DAY CARE SERVICES

1. Day Nurseries

Day nurseries look after under fives for the length of the adult working day. They may be run by social services departments, voluntary organisations, private companies or individuals as a business, community groups as a co-operative enterprise, employers in the public or private sectors including local authorities and health authorities and Government Departments for their workforce, or any of these bodies on a partnership basis. Children will attend part-time or full-time depending on their and their parents' needs.

2. Playgroups

Playgroups provide sessional care for children aged between two and five. though some may prefer to take children at 2¹/₂. They aim to provide learning experiences through structured play opportunities in groups. Playgroup sessions last for no longer than 4 hours.

3. Extended day playgroups

These provide care for children for more than 4 hours a day and many will be used by working parents on the same basis as a day nursery.

4. Crèches

This term is commonly used to describe two different facilities: a day nursery managed by or on behalf of an employer for the children of his employees; or a facility attached to a shopping centre or shop or leisure centre where children are left by their parents for short spells of time. Both types are like day nurseries.

5. Private Nursery Schools

These institutions vary considerably in character but all offer educational and day care facilities. They will be open for the length of the school day during term time.

6. Nursery Units of Independent Schools

These are integral parts of an independent school and provide for early access to the school. Children usually attend part-time.

7. Nursery Schools and Classes

Nursery schools are establishments with their own legal identity. Nursery classes or units are integral parts of primary schools. Both kinds of provision are open during the normal school day but the great majority of children attend part-time, commonly five mornings or five afternoons a week.

8. Reception Classes in Primary Schools

A large number of primary schools admit children to reception classes before they are five. Most are four-year-olds admitted at the start of the school year or the term in which they reach five. The great majority attend full-time.

9. Combined Nursery Centres

These centres could combine educational and day care facilities and would be managed jointly by education and social services departments. If following the U.K. blueprint they would take children from 18 months to the age of five, and some who are younger. They may offer a range of support services to parents.

10. Childminders

Childminders look after children aged under five and school age children outside school hours and in the holidays in domestic premises, usually the childminder's own home. They offer this service all the year round for the full adult working day. Parents and childminders negotiate the terms and conditions.

11. Carers in the child's home

Some parents employ a nanny or mother's help or au pair to look after the child or children in the home. This is a private arrangement, like childminding, with both parties agreeing about terms and conditions.

12. Out of School Clubs

These offer to care for the school age child in the absence of the parents or carers from the end of the school day until the parent can collect the child and also sometimes before school starts. They are not open access. They may be run by the local authority, voluntary or community group or private company. Children will be escorted to the club by a responsible person and not allowed to leave until collected by the parent or person who has parental responsibility or who is looking after the child.

13. Holiday Schemes

These look after children of school age during the school holidays and operate like out of school clubs.

14. Supervised Activities

This term covers specific activities provided for school age children out of school hours and in the holidays. They will not purport to care for the child because the parents are not available. Leisure centres may offer supervised activities for children who will be instructed in a particular skill or sport or pastime. The arrangements for bringing and collecting the children will vary and there may or may not be a limit on numbers.

15. Adventure Playgrounds

These provide open access play facilities for children of all ages, but they are normally attended by children of school age. They will have some fixed equipment and there will be some supervision. Some voluntary groups have developed adventure playgrounds specially for children with disabilities. Most will place no limit on numbers and will not require formal arrangements for bringing and collecting the children. They will be open all day in the holidays and at half term.

16. Other Play Opportunities

These include play sessions in playgrounds, local parks or community centres. Some libraries organise play sessions on an irregular basis and voluntary bodies or community or special interest groups will put on organised events during the school holidays. District Councils, Police Departments

and other bodies also organise activities for school age children. Many will be open access, but some will place a limit on numbers.

VOLUME B

**SUPPORT SERVICES, DAY CARE AND EDUCATIONAL PROVISION
FOR YOUNG CHILDREN**

**ANNEX 3: NOTES ON PLANNING, FIRE SAFETY, FOOD HYGIENE,
AND HEALTH AND SAFETY**

PLANNING PROCEDURES

Legislation

Primary legislation is the Town and Country Planning Act 1990. Section 55 defines 'development' where a planning application must be made as 'the carrying out of building, engineering, mining, or other operations in, on, over or under land, or the making of any material change in the use of any buildings or other land'.

Subordinate legislation is in the Town and Country Planning (Use Classes) Order 1987. This groups into classes those uses of land which, from the planning point of view, have similar implications for local amenity. The effect is to exclude from the definition of development, and hence from planning control, changes of use where the existing and proposed uses fall into the same class.

Planning Requirements

Where construction of new buildings or a material change of use of an existing building is involved, a planning application to the local planning authority is required. It should be noted that there are two situations where proposals in some cases may not have to be made the subject of a planning application.

- • *Domestic Premises* Planning permission may not be needed for day care facilities on a modest scale on existing residential property (ie providing the character and use of the building remain essentially residential). Internal alterations or installation of toilet or washroom facilities do not need planning permission.
- • *Non-Domestic Premises* The planning system is concerned with the primary use of buildings or land. Ancillary uses are not subject to planning control. Many employers may in this way be able to set aside part of their premises for a day nursery for the children of their employees without having to make a planning application.

The provisions in The Use Classes Order give some flexibility. Where buildings listed below are used for the following purposes, changing their use to a day nursery or other day care service, is not material and therefore planning permission is not required:

- i. Provision of any medical or health service other than premises attached to the residence of the consultant or practitioner;
- ii. a day centre;
- iii. provision of education;
- iv. for sale of works of art;
- v. as a museum;
- vi. as a public library or reading room;
- vii. as a public or exhibition hall;
- viii. for or in connection with public worship or religious instruction.

Formal Determination of Need for Planning Permission

It is possible to obtain a formal determination of the need for planning permission by applying to the local planning authority for a ruling ([a section 64 Determination](#)). No forms are needed and no fee is payable. The planning authority should be written to and given a description of the proposed development and its location. A determination can only be given if development has not already begun.

Leaflets

The following are considered useful:

- Appendix II to Assessing the Case and Setting up a Nursery: A Managers Guide (Office of the Minister for the Civil Service - OMCS);
- A Step by Step Guide to Planning Permission for Small Businesses (free from local planning authorities).

FIRE SAFETY REQUIREMENTS

Legislation

The two main Acts on fire safety are:

- The Fire Services Act 1947;
- The Fire Precautions Act 1971 as amended by the Fire Safety and Safety of Places of Sport Act 1987.

The [Fire Services Act 1947](#) requires fire authorities to give advice on fire safety when requested. This advice is available free of charge to any person or regulatory authority who requests it. Fire officers will inspect premises at the request of social services departments to advise on their suitability for the purposes of childminding or day care. Social services departments should encourage day care providers and childminders to approach their local fire brigade for advice on fire safety.

[The Fire Precautions Act 1971](#) covers fire precautions in occupied premises and is administered by fire authorities. Under this Act certain premises require a fire certificate, which will specify fire precautions such as:

- the means of escape;
- fire fighting equipment;
- means of warning in the event of fire etc.

The fire brigade has to ensure that any statutory requirements made under the [Fire Precautions Act](#) are complied with.

[The Fire Precautions Act](#) does not apply to single private dwellings. In such domestic premises (or other premises not requiring a fire certificate) fire authorities will advise on whether fire safety standards are adequate for the planned use.

Training for Day Care Providers

It is a [general requirement attached to fire certificates](#) that all people who work in buildings for which a fire certificate is required shall be given instruction and training to ensure that they understand the fire precautions and action to be taken in the event of fire. The training should include people on regular duties or shift duties working outside normal working hours, including part-time staff, cleaners etc.

These arrangements must take account of the special needs of anyone likely to be on the premises, for example anyone with a physical handicap.

In non-certificated premises much depends on the fire safety awareness and initiative of local management. Sensible fire precautions and good housekeeping practices will reduce the possibility of having a fire and needing to evacuate the building. All staff should receive instruction on how to raise the alarm if they discover a fire, on the action to take on being alerted to a fire and in the practical use of the portable fire fighting equipment provided.

Fire Safety Guidance for Childminders

The local fire brigade may be contacted for specific advice. Many brigades are also able to provide suitable locally produced fire safety literature.

Particular care is needed over:

- means of escape;
- heating and fire guards;
- electrical safety;
- storage of flammable materials.

General Fire Safety

A smoke alarm should be fitted in domestic premises used for childminding.

A child should not be able to gain unsupervised access to a kitchen.

FOOD HYGIENE

Main Legislation

The Food Safety Act 1990

This Act includes powers to issue Improvement Notices and Emergency Prohibition Notices.

Improvement Notices, for example, may be served where the Enforcement Officer has reasonable grounds for believing that the proprietor of a food business is not complying with, say, a requirement of the Food Hygiene (General) Regulations 1970 [as amended].

The Food Hygiene (General) Regulations 1970

These Regulations apply to any business in which any person engages in the handling of food. In the main, the requirements cover:

- a. the prohibition of carrying on a food business in any premises which is insanitary or its condition is such that food is exposed to the risk of contamination;
- b. the cleanliness of articles and equipment which are likely to come into contact with food;
- c. protecting food from the risk of contamination;
- d. the personal cleanliness of food handlers, including their clothing and the action to be taken if they suffer from or are carriers of infections likely to cause food borne diseases;
- e. the construction of the food premises. including the requirements for a wholesome water supply, suitable washing up facilities, hand basins, lighting, ventilation, sanitary conveniences and accommodation for clothing;

- f. the cleanliness and repair of food rooms and the prevention of any risk of infestation by pests;
- g. the proper disposal of waste material.

The Food Hygiene (Amendment) Regulations 1990

These Regulations introduce temperature controls for certain foods, require that relevant foods be kept below 8°C or above 63°C and from 1 April 1993, require some foods to be kept below 5°C.

The enforcing authority for the above legislation is the Environmental Health Officer who can give advice.

Training

Although the Environmental Health Officer is an invaluable source of advice, this Officer is invariably only at an establishment for a relatively short time and consequently not all conditions and practices on which advice may be given would be apparent to the Officer. The need to produce safe food of good quality rests with the establishment. It is therefore prudent for all food handlers to be trained in basic food hygiene - the Government is considering making it a legal requirement for food handlers to be so trained. The Environmental Health Officer may be able to provide this service or give advice on where such training may be obtained.

Further Information

Further information may be obtained from:

HSC HYGIENE, 2nd Edition, HMSO, 1988, ISBN 0-11-321095-7 (to be republished).

FOOD HANDLERS GUIDE - CLEAN FOOD, 2nd Edition, HMSO, 1990, ISBN 0-11-321264X.

THE GUIDELINES ON THE FOOD HYGIENE (AMENDMENT) REGULATIONS, HMSO, 1990, ISBN 0-11-321369-7.

YOUR GUIDE TO THE FOOD HYGIENE (GENERAL) REGULATIONS, 1970 free from Department of Health, Room 604, Eileen House, Newington Causeway, London, SE1 6EF.

HEALTH AND SAFETY REQUIREMENTS

Legislation

The Health and Safety at Work etc Act 1974

This Act lays down the essential health and safety responsibilities for employers, employees and the self-employed. Its main aim is to secure the health, safety and welfare of persons at work and to protect third parties against risks to their health and safety arising from the work activities of others.

The following are statutory regulations made under the Act:

a. *The Electricity at Work Regulations 1989*

These regulations require all electrical equipment and systems to be safe to use, properly installed and maintained and worked on by competent persons.

b. *The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985*

All fatal and major injuries which occur to any person as a result of work activity must be reported to the enforcing authority, which depends on the type of work activity. Similarly all injuries to employees which result in their being off work for more than three days must be reported as above. Certain diseases and dangerous occurrences must also be reported.

c. *The Health and Safety (Information for Employees) Regulations 1989*

Every employer is required to display an official poster or provide leaflets for employees which set out basic information on health and safety law in an easily understandable form.

Health and Safety Requirements

a. *Domestic Premises* The Health and Safety at Work Act does not apply to 'domestic premises'. Therefore it is not relevant in the case of childminders applying for registration.

b. *Non-domestic Premises* Persons in charge of non-domestic premises, which they make available for use by those not in their employment, have duties to take such steps as are reasonable to ensure that there are no risks to health and safety. These duties extend to the premises themselves, any connected premises, such as corridors, stairs and storage premises, the ways into and out of the premises and any machinery, equipment and substances in the premises (section 4, Health and Safety at Work Act.).

c. *Duties of Employers* Employers have general duties towards their employees and others, not in their employment, who might be affected by their activities. These are broadly expressed as being to ensure that:

- i. equipment is safe and without risk to health;
- ii. premises are safe and properly maintained and the working environment is safe and healthy;
- iii. adequate information, training and supervision is given to ensure health and safety;
- iv. any materials are properly handled, stored and carried so as to prevent risk.

Training

Training in health and safety matters should be sufficient to ensure that employees know how to ensure their own safety and that of any children they are caring for. The same standards are expected of the self-employed.

Further Information

Further information is available from any Health and Safety Executive office from whom the following leaflets are available.

Health and Safety at Work etc. Act:

The Act Outlined (HSC2)

Advice to Employees (HSC5)

Reporting an Injury or Dangerous Occurrence (HSCII Rev)

Guidance for Small Businesses on Electricity at Work (IND(G)89(1))

A Guide to the Health and Safety at Work etc Act 1974 (LI). from HMSO and Government Bookshops gives more detailed information.