



Clarendon Primary School and Sure Start Children's Centre

Children 1:6

## Crèche Policy

We aim for any stay at Clarendon Children's Centre to be received as a positive experience for both Adults and Children. In order to protect the safety and welfare of all visitors and staff we ensure that:

- All parents/carers of children attending complete a crèche registration form.
- Parents are made aware they must remain in the grounds of Clarendon School and Children Centre and make crèche staff aware of their location.
- Offer a crèche for less than 2 hours duration.
- There must be a professional person on site who holds a minimum NVQ level 3 appropriate for the care and development of children. All crèche workers will be subject to an enhanced CRB check and safer recruitment recommendations are in place.
- Will aim to meet the needs of care, learning and play using appropriate furniture, equipment and toys.
- Share relevant information with parents to meet the child's needs.
- The minimum staffing ratios are:
  - 1:3 Children under 2 years
  - 1:4 Children age 2 years
  - 1:8 Children aged 3-7 years
- There is a system for registering children showing times of arrival and departure. Parents are asked to sign children in and out to ensure that children are collected by the named person.
- Children will only be released to the name person.
- The premises are safe, secure and suitable for their purpose. Provide adequate space in an appropriate location and are welcoming to children and offer access to the necessary facilities for a range of activities which promote their development.

- Take the child to the toilet with parental permission.
- In the event of a fire parents will meet at the fire assembly point where they will be re-united with their children.
- This policy needs to be read in conjunction with our Health and Hygiene, Safeguarding, Equal Opportunities and Lifting and Handling Policies.

## **A Sure Start Children's Centre**

Sue Burgess Clarendon Children's Centre  
Reviewed and updated June 2010 by Advisory Board