

USE OF CRECHES

Use of Crèches

Definition

For the purpose of this policy, a crèche is defined as a form of day care provision which offers occasional care for children for the benefit of the adult (e.g. to undertake study), where the adult remains on the same premises or, where the crèche is off-site, the adult remains always contactable.

Procedure

If using a crèche, we will ensure that:

- All the crèche staff are aware of our relationship to the child.
- Each child has an information sheet detailing their name and emergency contact details and specific information essential to the wellbeing of the child when in the crèche, such as relevant medical details, fears, personal vocabulary etc.
- A child is not left in a crèche for more than two and a half hours at one time.
- A child is not left in a crèche for more than four sessions per month, with a maximum of eight sessions per year.

We will not use a crèche during our childminding hours unless:

- We have discussed the matter fully with the parents of all the children concerned and we have their written permission.
- We have taken into account the stage of development of each child, and their readiness to spend time away from both parent and childminder in a crèche.
- We are satisfied that the staff in the crèche have appropriate qualifications, skills and training and that the crèche is adequately insured and has appropriate health and safety procedures in place.

USE OF CRECHES

We will not use a crèche unless it is for a valid reason; such as training that cannot be done at another time, or because another of the children we are looking after is involved in a leisure activity that may not be suitable for the other children.

We will not use a crèche for our own leisure or shopping activities.

Childminder's name	Lorna Ford
Childminder's signature	
Date	18-6-18
Childminder's name	David Ford
Childminder's signature	
Date	18-6-18

Date policy was written	June 2018
This policy is due for review on the following date	June 2019

This sample policy is provided by the Professional Association for Childcare and Early Years (PACEY) to its childminder, nanny and nursery members as a template only for adaptation to their individual settings or role. PACEY retains copyright in the template, but grants its members a limited licence to view, download, edit and print PACEY's sample policies for use within their own setting or role only. Whilst every effort has been taken to ensure that the information provided is accurate and up to date, PACEY will not be held responsible for any loss, damage or inconvenience caused as a result of any inaccuracy, error or omission. PACEY's sample policies are designed to promote best practice but are not a substitute for professional advice. PACEY members using this sample policy must keep the copyright, trademark or other notices contained in the original material on anything that they download and print and these should not be altered in any way. Materials should not be reproduced or distributed for use outside your own setting or by others without the prior written consent of PACEY.