



Happy Days Childminding

Use of crèches

Policy statement: Use of crèches

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.

When using a crèche I will ensure that:

- All the crèche staff are aware of my 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.

I will not use a crèche during my childminding hours unless:

- I have discussed the matter fully with the parents of all the children concerned and I have their written permission.
- I 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.
- I am 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.

I 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 I am looking after is involved in a leisure activity that may not be suitable for the other children.

I will not use a crèche for my own leisure or shopping activities.

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| Childminder's name | |
| Childminder's signature | |
| Date | |
| Name of Parent(s) | |
| Signature of Parent(s) | |
| Date | |

| | |
|---|--|
| Date policy was written | |
| This policy is due for review on the following date | |