



Good Practice Guidance

for childcare facilities that do not require Ofsted registration



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Introduction

Sheffield City Council's Inclusion and Learning Service works in partnership with external organisations to improve outcomes for children. Part of the service supports:

- *Those people interested in setting up a new childcare service (day care or childminding)*
- *Ofsted registered providers*
- *People interested in a career working with children*



The local authority along with its partners actively promotes the safe practice and delivery of provision for all children regardless of whether a provision runs activities that are not required to be registered under Ofsted.

It is important that parents and carers feel reassured that they are leaving their children in good care, and that consideration is given to feedback from parents and how information is shared to meet the needs of individual children.

The environment should be happy and stimulating with sufficient staff, toys and equipment to meet children's care, play and learning needs.





has been taken from the 'Early Years Foundation Stage' May 2008 (this is the framework for the delivery of quality integrated care and education for children from birth - 31st August following their fifth birthday (Copies available via the DCSF, now Department of Education - see Useful Contacts).

This guidance was produced by the Inclusion and Learning Service in partnership with colleagues from the Sheffield Pre School Learning Alliance, Sheffield Out of School Network and the Extended Services Team.

Consideration must be given to the quality of the child's experience even when parents are present. The care you provide should be safe, of good quality and fully inclusive.

This guidance has been produced to offer advice and information regarding the key areas but is only intended to give ideas and is not comprehensive. It intends to underpin a continuous improvement in quality in all settings where children are present, and to prepare and 'guide' those working towards registration of childcare provision with Ofsted.

Some of the information contained within this guidance



Most childcare providers caring for children under eight years of age must register with Ofsted. These are usually pre-schools, out-of-school-clubs, private nurseries, childminders etc.

This means that an individual or group have been approved by Ofsted to provide early learning and care and that they have met specific standards and legal requirements.

Some facilities do not need to be registered with Ofsted e.g. Parent and Toddler Groups because parents or carers remain with their children on the premises.

However groups or individuals who are not required to register can join the Ofsted Voluntary Register which ensures that minimum standards and requirements are met. Eligible parents could also claim the childcare element of Working Tax Credits. For more information about joining the Voluntary Register, please contact Ofsted (see Useful Contacts).

If you are not sure whether you need to register with Ofsted then you must contact them to clarify this otherwise you may be operating illegally (See Useful Contacts).

Sheffield Information Link can also provide you with information and advice about a career in working with children and signpost you to appropriate introductory or post qualification courses to help develop your childcare skills, knowledge or experience.

The aim of registration is:

- *To protect children and ensure that they are safe and well cared for*
- *Promote high quality in the provision of care, learning and development that promotes good outcomes for children*
- *To provide parents with the reassurance that registered providers of childcare have met the requirements of the Early Years Foundation Stage or other Ofsted registers at registration, and on an ongoing basis*

Recommendations: -

All staff and volunteers must undertake an enhanced Criminal Record Bureau (CRB) check and record and store information in line with CRB guidance.

NB: Important changes to Vetting and Barring Scheme introduced June 2010:

Recently, the Government set out its aim to 'review the criminal records and vetting and barring regime'. In order to deliver this promise and carry out the remodelling, some key aspects of the Vetting and Barring Scheme will be halted including the first phase of registration that was due to commence on 26 July 2010. For further information refer to www.isa.gov.org.uk.

Staff records should be kept with personal details, emergency contact numbers and references, and stored securely.

All staff and volunteers must complete Basic Safeguarding training. (see Useful Contacts)

Two members of staff should be present at all times (in the event of an emergency etc). Students should not normally be counted within staffing ratios.

There should be a minimum of:

1 member of staff to every 3 children aged 0-2 years

1 member of staff to every 4 children aged 2-3 years

1 member of staff to every 8 children aged 3-8 years

1 member of staff to every 10 children over 8 years

These ratios are the minimum required, but may need to be increased after consideration of the layout of the premises and any additional needs of the children or staff.

Staff should ideally reflect the diversity of the community where they are located and



consideration should be given as to the availability of both male and female staff, and staff of different ages and abilities.

The person in charge should be suitably qualified and have relevant experience e.g. NVQ Level 3 or equivalent (see CWDC website in Useful Contacts).

Other staff / volunteers / students should have some relevant understanding, knowledge and experience of caring for children of the age that attend the provision.

Experienced or qualified staff should be encouraged to share their knowledge and skills with others to develop good practice within the group.

There should be a staff induction procedure to ensure all staff / volunteers / students are familiar with policies, procedures and their respective responsibilities.

Staff must be made aware of at least the following:

- *Their individual role/responsibilities (including volunteers and students)*
- *Basic Safeguarding / Child Protection guidance, policy and procedures.*
- *Fire evacuation procedure*
- *Food Hygiene*



Health and Safety

Recommendations: -

An effective registration system for staff, children and visitors should be implemented including accurate details of individual hours of attendance, logging arrival and departure times.

Regular risk assessments and pre-session / end of session checks for safety / hygiene etc should be undertaken.

Fire regulations must be adhered to and exit doors kept shut and free from obstacles.

Ensure records are kept of any accidents occurring on the premises to both children and adults, of any fire drills undertaken and of reports made under RIDDOR regulations (RIDDOR - Reporting Incidents Diseases and Dangerous Occurrences Regulations).

Ensure one member of staff working at each session holds a relevant and up to date First Aid qualification. A basic First Aid kit should be available and kept well stocked.

Adults should not be allowed to wander freely with 'hot' drinks, due to the risk of accidents.

There should be a policy for 'Exclusions' on medical grounds e.g. in case of infectious illness. Signs should be displayed for parents informing them of any current infectious illness, e.g. Chicken Pox.

There should be suitable toilets for both staff and children with regulated hot water for hand washing.

Low-level glass may need to be protected if not made from safety glass.

Ensure regular maintenance of resources/equipment e.g. electrical equipment used by staff/children.

Ensure there are adequate facilities for food preparation and storage. Check with the landlord etc. if the kitchen is registered with Environmental Health.

Ensure there is adequate safe heating, natural light and ventilation.

Radiators should be protected if surface temperature is too hot.

All entrances/exits should be secure, especially if the doors lead out on to roads etc.

It is **highly recommended** that appropriate Public Employers' Liability Insurance is taken out.



Recommendations: -

The person in charge has overall responsibility for deployment of staff / volunteers/ students to keep children safe and well cared for and has a clear overview of the provision.

There are effective policies and procedures that reflect the settings practices and these are shared with staff to enable them to offer a consistent approach. Key policies should also be shared with parents.

All policies and procedures are regularly reviewed and updated as appropriate.

A programme of training is provided for staff throughout their employment. There are regular opportunities for the team to come together to discuss issues and developments.

Written employment contracts should be issued to staff. Safer recruitment practices should be followed (see Useful Contacts).

Registration forms for children, which include name, address,

date of birth, specific needs of individual children, telephone number, emergency contacts, permission for outings, and who has legal parental responsibility.

All records should be stored securely for the recommended length of time and shared on a 'need to know' basis.

There are clear procedures for the management of illness of children and adults who become ill, e.g. contact numbers for local GPs, emergency contact numbers for parents who are not on site.

Clear procedures should also be in place regarding the management of safeguarding (child protection) and concerns about individual children.

There is a clear system for the recording and management of concerns/complaints about the provision from parents or others.

There is a clearly established daily routine which includes time to 'set-up' / 'tidy away'.

Recommendations: -

The environment should be child centred and promote opportunities for children to be independent and creative, to use their imaginations and engage in challenging play.

All children are offered the same opportunities regardless of race, culture, disability, gender, language etc. All children are listened to, valued and respected.

Activities are planned in advance and in accordance with the children's age and ability. They offer a good variety of play opportunities both indoors and outside e.g. physical and quiet activities and a balance of adult and child centred play.

Staff and parents have the opportunity to discuss and plan for the needs of individual children.

If parents are present they are actively encouraged to accept responsibility for their own child's welfare and safety and of others where appropriate.

Adults pass on any specific concerns regarding children's

safety or welfare to the person in charge e.g. child protection/ safeguarding.

Children with additional needs must be appropriately supported to fully participate in the play activities provided.

Children are involved in the running of the activity where appropriate and are consulted on establishing 'ground rules' etc.

Children are encouraged to make choices, and to be involved in decision making e.g. consulted about choice of resources / equipment, snack menu's etc.

There is a clear written policy for Behaviour Management which is discussed and shared with parents and children, and is implemented consistently by all staff, students and volunteers.

Interesting age specific resources are freely accessible and available for children's use. Supervision should be relevant to the ages of children present, enabling them to play safely and take appropriate risks.

Premises

Recommendations: -

All premises used should be suitable for the purpose, age and the number of children attending and should be risk assessed prior to use.

(Please note, there are space requirements within the EYFS, which can act as a guide for the appropriate amount of space for children of differing ages. You may need to limit the number of children attending if space is limited etc).

Ideally there should be 1 toilet and sink for every 10 children over 2 years of age. If operating

outside e.g. play schemes, ensure suitable toilets are available nearby.

Premises must conform to Fire Safety and Environmental Health regulations (see Useful Contact Numbers).

Consideration must be given to access to the premises for adults and children in line with the Disability Discrimination Act requirements and also for people with buggies and pushchairs. (You may need to speak to the landlord/owner of the premises in relation to this).

Arrange with the landlord / owner of the premises which rooms / areas can be used - ideally have a written contract which is agreed and signed by both sides.

Check and agree who is responsible for maintenance, security, cleaning etc - including fire alarms.

Check and agree who is responsible for providing cleaning materials, toilet paper, soap etc. and where they will be safely stored.

Check outdoor play space is safe, secure and free from hazards and is appropriate for the ages and number of children using it. Separate outdoor play space may be needed for younger or less mobile children.

Consider and agree the boundaries of areas to be used by children e.g. which areas / rooms are available for physical play / quiet play etc. Visual markers such as cones,

markings or tape can be used to define areas. This is especially useful for outdoor areas.

A fully working phone should be available. Cleaning materials and sensitive records should be stored in a lockable cupboard.

There should be suitable, adequate storage for both small and large equipment.



Recommendations: -

Ensure new parents or carers are made to feel welcome.

Encourage parents to help settle in their child whenever possible.

Provide a brief Information Leaflet / Welcome Booklet for parents about the provision detailing opening / closing times, contact details etc. It is good practice to use a written contract with parents, particularly if the child attends without parents.

Parents should be consulted on admission about their child's individual play, care and learning needs / allergies etc. Details about children should be regularly updated with parents.

Prior written parental consent should be secured for:

- *Outings*
- *Medicines*
- *Emergency medical treatment*
- *Photographs etc.*

In addition, written parental consent may be needed for other occasional activities such as face painting, animals visiting the provision etc.

Parents should be given opportunities to feedback their views and comments regarding the provision and about their children e.g. Questionnaires, Suggestion Box etc.

Consideration should be given as to how parents can be provided with opportunities to become involved with the provision if they wish to do so e.g. fundraising, representation on the management committee, volunteering etc.



Parents should be made aware of the responsibilities of the provision e.g. Child Protection / Safeguarding and of how any concerns about their child will be managed e.g. contacting other professionals for advice and support.

The concerns and complaints procedures should be made available to parents / carers.

A parents Notice Board advertising special events, closures, infectious illnesses etc should be considered.



Useful Contact Numbers

Children's Hospital	0114 271 7000
Citizens Advice Bureau (CAB) Pitsmoor	0114 275 5356
Citizens Advice Bureau (CAB) Sharrow	0114 258 3322
Criminal Records Bureau (CRB)	0870 909 0822
Children's Workforce Development Council (CWDC) (www.cwdcouncil.org.uk)	0113 244 6311
Environmental Health	0114 273 4415
Inclusion & Learning Service Community Based Childcare Team (Childminders and Nannies and people wanting to set up new childcare provision)	0114 250 6762/6718
Independent Safeguarding Authority (ISA) (www.isa.gov.org.uk)	6300 123 1111
Sheaf Training (NVQ Programme)	0114 242 2090
Sheffield College	0114 260 2600
National Day Nurseries Association	0870 774 4244
NSPCC Child Protection Help Line	0808 800 5000
Ofsted Early Years Help Line (www.ofsted.gov.uk)	0300 123 1231
Safeguarding Children Advisory Service (safeguardingchildrenadvice@sheffield.gov.uk)	0114 205 3535
Sheffield Information Link (information for parents, childcare providers, people interested in setting up new services for children/working with children) - www.sheffinfoolink.org.uk	0114 275 6699
Sheffield Community Enterprise Development Unit (SCEDU)	0114 281 2222
Sheffield Out of School Network (OSN)	0114 249 4941
Sheffield Pre-School Learning Alliance (PLA)	0114 273 1007
Sheffield Social Care Services & Child Protection Referrals	0114 273 4855
South Yorkshire Fire Service	0114 272 7202
South Yorkshire Police	0114 220 2020

For copies of the Early Years Foundation Stage contact 0845 60 222 60 and quote ref: 00261-2008PCK-EN DCSF Department of Children School and Families (DCSF) now Department of Education or visit www.teachernet.gov.uk

NB This information was correct at the time of printing but may be subject to change.

This document can be supplied in alternative formats,
please contact:

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www.sheffield.gov.uk