

Holy Trinity Church Ashby de la Zouch

Policy and Procedures' for Crèche (JAM Club) 2020

Definition of crèche provision

“Crèches are facilities that provide occasional care for children under eight and are provided on particular premises on more than five days a year. Some are in permanent premises and care of children while parents are engaged in particular activities such as training, shopping or sport; others are established on a temporary basis to care of children while parents are involved in a time-limited activity such as a conference.”

National Standards for Crèches 2001 The Child Minding and Day Care Regulations 2001

Childcare providers are expected to have effective safeguarding children policies and procedures in place and implemented. These need to be shared with the staff team and parents of children using or wanting to use the crèche.

Brief description of JAM Club

JAM (Jesus and Me) Club provides care for children over 2 years old to school age whilst their parents/guardians are in the church service on a Sunday morning. The care involves a pre-planned session which involves a time of welcome, singing, prayer, story, craft and snack. Children under 2 years are welcome to join in the JAM Club session or use the facilities in Crèche with their parent/guardian staying with them.

Safeguarding and promoting children's welfare:

- Promoting good health, minimising the risk of spread of infection, and appropriate action if children are ill. Managing children's behaviour appropriately

1. *The following ratio of adults (over 18 years old) to children should be:*

<i>Age of children</i>	<i>Number of adults</i>
<i>0 to 2 years</i>	<i>1 leader to every 3 children</i>
<i>2 to 3 years</i>	<i>1 leader to every 4 children</i>
<i>3 years+</i>	<i>1 leader to every 8 children</i>

2. *If a child is behaving in an excessively inappropriate manner, the parent/guardian will be asked to come into the session and remove the child if necessary.*
3. *If a child becomes unwell or vomits during the session, the child's parent/guardian will be asked to come in to attend to the child. A decision will be made by the parent/guardian and the session leader as to whether the child is to leave or remain in the session.*
4. *Antibacterial wipes will be available to wipe down tables prior to snack and at any other appropriate time.*
5. *Children are encouraged to wash hands prior to snack using antibacterial hand wash.*
6. *Medicines, accident and injury records - children are not admitted with active infections. The helpers of JAM Club will not administer any medications. If a child receives an injury during the session, the child's parent/guardian is notified immediately and an accident form to be completed and then passed on the appropriate person in the church. A stocked First Aid box is available for use at all times.*

- **Managing personal care and toileting needs**

1. *Parents/guardians are asked to take their child to the toilet or change their nappy prior to the JAM Club session.*
2. *If a child needs to use the toilet during the session, they will be taken to the JAM Club door and the parent/guardian will come and take to the toilet.*
3. *If a child needs a nappy change during the session the parent/guardian will be asked to come and change the child's nappy.*

- **It is good practise to encourage healthy snacks and drinks**

1. *Parents/guardians are asked to provide the children's snack. In the event no snack has been brought then the leader can suggest an alternative from the church and gain verbal permission for the child to consume it.*
2. *No nuts to be brought into Crèche at any time due to potential allergic reactions.*
3. *Fresh drinking water is available if required.*

- **Suitable people - all adults looking after children are suitable to do so with appropriate skills and knowledge**

1. *Those leading JAM Club sessions must hold a valid CRB/DBS and have experience of pre-school children. As the designated leader they should not leave the JAM Club session.*
 2. *There should always be at least 2 adults in JAM Club at all times with the children.*
 3. *All JAM Club workers are recruited within Holy Trinity Church Ashby de la Zouch guidelines.*
 4. *All leaders have attended a safeguarding children workshop and all helpers are actively encouraged to attend the workshop. This workshop is updated on a yearly basis.*
- Safeguarding policy - refer to guidance and procedure from Holy Trinity Church Ashby de la Zouch Policy and Procedures for the Safeguarding of children and What to do if you are worried a child is being abused and supporting families if there are concerns.
 - Equality of Opportunity policy - JAM Club respect the individual needs of children and families including those with special needs are met within the JAM Club setting. Also valuing diversity and values and respects all.
 - Suitable premises, environment and equipment - outdoor and indoor spaces, furniture, equipment and toys must be safe and suitable for their purpose
 1. *A health and safety sweep of the room will be done prior to every JAM Club session.*
 2. *There will be a weekly inspection with maintenance as required.*
 - Organisation - planning and organisation is in place to ensure that every child receives an enjoyable and challenging learning experience tailored to their needs
 1. *Topics and themes are decided on a pre-planned rota.*
 2. *The leader of the session is required to ensure all preparation for the session is completed and have the room ready before the children arrive.*
 - Documentation - Records need to be kept for the safe and efficient management of the crèche and to meet the needs of the children.
 1. *Information obtained from parents through an initial registration form before their child is left at JAM Club includes, full name,*

date of birth, dietary needs and any allergies or health requirements, who has parental responsibility for the child with their contact details and collection arrangements.

- 2. Information is also held on each helper including full name, address and contact details.*
- 3. A register needs to be kept for each session*
- 4. Information kept on all children and helpers is kept in a locked filing cabinet in the Vestry. Key holders are the JAM Club co-ordinator, session leaders and church administrator. Once the child or helper no longer attends JAM Club all information kept on them is destroyed.*

- Policy Documentation - records are maintained which include policies and procedures to keep the provision safe and efficient.
 1. Policies and procedures are reviewed every 2 years.
 2. *A folder that contains the policies and procedures will remain in the Vestry for easy access to all helpers and parents.*
 3. *The Helpers Pack provides documentation of JAM Club including a description, Session Schedule, Roles and responsibilities of the helpers, JAM Club policy and procedures and the Holy Trinity Church Ashby de la Zouch Policy and Procedures for the Safeguarding of children.*

- A no smoking policy is in place.

Reviewed and revised January 2020

Next review January 2022