

Context

This document has been provided to explain the rationale for creche provision at CAAS, the procedures that we have in place, and the regulations that apply to all those who access the creche service.

It was last reviewed 2nd May 2023, and will be updated whenever required, and reviewed at least every 3 years.

Why does CAAS provide a creche

CAAS provides drop-in support groups and courses for families / carers of ADHD / Autistic young people. We know that accessing support can sometimes feel challenging, and we want to offer space for parent / carers to share their experiences and receive/offer peer support from/to others in their situation, as well as the time to talk to our support workers for signposting and support.

We know that many parents / carers appreciate the opportunity to engage in this support offer fully, without having to multi-task with their caring responsibilities. We also are unable to let children into the Haven, where our support groups happen, due to our health and safety assessments. As such, we offer parents / carers the use of a creche facility during courses and drop-in groups, so that children are appropriately taken care of, whilst their parent / carers access support.

Good practice guidance

'Every Child deserves the best possible start in life and support to fulfil their potential. A child's experience in the early years has a major impact on their future life chance. A secure, safe, and happy childhood is important in its right, and it provides the foundation for children to make the most of their abilities and talents as they grow up. When parents choose to use early years services they want to know that provision will keep their children safe and help them to thrive.'

Early Years Foundation Stage Statutory Framework

- All childcare practitioners must ensure good working relationships with parents from the very first meeting.
- It is vital that all relevant information regarding the child or children's health, medical needs and daily routines are requested and recorded. As well as emergency contact details for the person/ persons with parental responsibility.
- Procedures around welcoming families and a flexible approach to provide an individual induction programme.
- Sufficient time needs to be made available for a member of staff to share with parents the policies, procedures and routines of the crèche. Policies to be shared should include complaints, behaviour management, safeguarding/child protection, first aid and accidents and the lost or uncollected child.
- Children should be allocated a key worker who the family can link with and who will generally be present during the child's periods of attendance.

CAAS complies with this principles by:

- Ensuring that all children that access creche have had completed for them a registration form
- Ensuring that parents / carers are aware of the policies in place whilst the child is in the care of our creche staff
- Ensuring that creche workers introduce themselves to parents / carers and the children themselves, and agree with the parent / carers what information they'd like to have on their child whilst in the care of our creche staff

We do not consider ourselves to be a formal provider of childcare, so do not create individualised plans for the children regarding learning objectives, and we do not allocate key workers, as there are only two members of staff who will be constantly on site during creche. We are also not able to offer support or advise on child development matters (such as weaning, toilet training or dummy wearing) – our remit is to provide a safe, calm, welcoming environment for children to be in whilst their parent accesses our support sessions.

Induction

During the first few times a child is left in creche, they may need support to feel comfortable. A parent / carer is welcome to come into our family room and play with the child and our creche workers initially, to develop the child's confidence in being left alone.

When the parent leaves, it is normal for a child to be tearful initially. Our creche workers will try to distract and comfort, but if we feel a child is too distressed to be left, we will ask the parent /carer to come back and try to settle again.

Please be guided by our creche workers – if the child cannot settle we may ask you to try again another week, rather than continually interrupt the parent / carer in the support group

We ask parents not to come back to the window to see if their child is settling as we find that if the child sees a parent / carer this tends to cause distress. Please trust that our creche workers will come and find you if they need you.

Creche Rules

Once a child has been fully inducted into creche, and the creche worker is happy that the child can be left comfortably, please note the following rules are in place to safety and comfort of our staff and the children being cared for in creche

- Creche is available to any under 8s who are not in school, but children must pre-book into creche first so that we can ensure availability. On eg strike days we may be able to accept primary-school aged children who are well, we'd ask you to bring in an activity for them to do as our toys tend to be for younger children.
- Please do not bring children who are unwell to creche, in order to limit spread of illnesses
- We can only offer a maximum of 4 places in creche, due to space limitations. There will normally be two members of staff in creche, to ensure appropriate ratios, and for safeguarding, but if a member of CAAS has to come to the main room to ask a parent or another member of staff for help, then there may momentarily be only one member of staff in the room. Staff will judge when this is appropriate.
- Our staff cannot change nappies or take the children to the toilet – if there is a need for a nappy change, or toilet break, a member of staff will ask you to come and change your child in the toilets – we can provide a changing mat if needed.
- We may offer a biscuit to the children in creche, provided we have no allergies in the children being looked after, and we have parental permission. We cannot offer any other food, or allow any other food to be consumed in the family room, other than a pre-prepared bottle of milk for under 1s. If your child needs feeding, we will ask you to come back and feed the child in a one2one room if available, or in the communal areas in the building
- Creche staff will not use their mobile phones during creche. If a phone is needed in the family room, one of our office phones will be used.

- We may use screens in the family room, to help calm a child, or to engage them. We will use our judgement to ensure that what is shown is appropriate for the children in the room, but if you have any concerns about use of screens, please come and chat to the creche staff to resolve.

Feedback

If you would like to make any comment on the service provided in Creche, please ask to speak to Therese Glynn, our Director of Services, or email her on adhd@adhdandautism.org.

Policies and Safeguarding

Therese is our safeguarding lead at CAAS, so please direct any safeguarding concerns to her. A full list of policies applicable to our Creche service can be found on our website here:

[Safeguarding Children](#)

[Code of Conduct for Adults working with Children and Young People](#)

[GDPR & Privacy Policy](#)

[Complaints Policy](#)

Please also note the following:

First Aid: Only lifesaving first aid will be provided by our staff. Many of our staff have received first aid training, and all staff know that the first priority in any lifesaving incident is to call 999 for emergency help. For any accidents, the parent will be asked to return to the Family Room to approve and oversee any first aid provision given. Any incidents will be recorded in our accident book, which is to be found under the sink in the family room.

Behaviour Management: Our creche staff will take measures to ensure behaviour is well managed in the creche, for example by removing items that are causing concern and asking children to share kindly and act safely. If we have any concerns about behaviour management in creche we will ask the parent to return to the Family Room to contribute to resolving any behaviour management issues that arise.

Lost Child: All parents must remain on the premises whilst the child is in creche, and provide an emergency contact for us in case of any accident involving the parent themselves.

Child Profile – Creche

Child Name _____ Today's Date _____

Child Date of Birth _____

Parent / Carer Name _____

Parent / Carer Address _____

Parent / Carer Mobile Number _____

Please note : it is a requirement of the service that you are accessible on this mobile number at all times whilst your child is in creche

What is the main language of your child? _____

Does your child have any of the following? (please tick Yes or No and if Yes provide more information)

	Yes	No	Info
Special needs	<input type="checkbox"/>	<input type="checkbox"/>	_____
Epilepsy	<input type="checkbox"/>	<input type="checkbox"/>	_____
Asthma	<input type="checkbox"/>	<input type="checkbox"/>	_____
Allergies	<input type="checkbox"/>	<input type="checkbox"/>	_____
Communication difficulties	<input type="checkbox"/>	<input type="checkbox"/>	_____
Behavioural / Emotional difficulties	<input type="checkbox"/>	<input type="checkbox"/>	_____
Sensory difficulties	<input type="checkbox"/>	<input type="checkbox"/>	_____
Physical difficulties	<input type="checkbox"/>	<input type="checkbox"/>	_____

Does your child need any help with the following?

Feeding	<input type="checkbox"/>	<input type="checkbox"/>	_____
Drinking	<input type="checkbox"/>	<input type="checkbox"/>	_____
Toileting	<input type="checkbox"/>	<input type="checkbox"/>	_____

Please tell us a little about your child – what are their likes and dislikes etc? _____

Please provide emergency contact details for YOU:

Emergency Contact name and relationship to you _____

Emergency Contact telephone number(s) _____

Please sign to confirm that you have read and will comply with our creche policy _____

