



## PROCEDURE DOCUMENT

*Procedure title:*        **CRECHE USERS' PROCEDURE**

*Last reviewed:*        April 2012

### *Document control*

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<i>Approved by Management/Staff Liaison Group:</i>	09/05/12
<i>Approved by Senior Management Team:</i>	10/05/12
<i>Ratified by Settlement Board of Trustees:</i>	28/05/12
<i>Next review of this document:</i>	Apr 2013

# BARTON HILL SETTLEMENT

## CRECHE USERS' PROCEDURE

The purpose of this procedure is to clarify the circumstances in which adults can leave their children in the crèche.

### Parents and Guardians/Legal carers

Once you have been allocated a place and filled in the registration form, a settling in period will be arranged with the crèche staff, where possible, to suit all concerned. Once the child is settled, they can then be left and the parent can then participate in any activities available by the Settlement or across the Barton Hill Partnership.

### Registered Childminder

A parent must fill in the registration form and sign a consent form allowing the childminder/carer to be responsible for their child while the childminder/carer is participating in training or volunteering in the Settlement.

This is because it is important for parents to feel comfortable about the experiences that their child will be involved in. It is also significant that the childminder is being paid to look after the child by the parent, and the childminder is then passing on that caring responsibility to the crèche workers. The parent has the right to feel comfortable that the childminder is engaging in training which will further develop their skills/knowledge.

### Close relatives

(e.g. the child's grandparent, uncle, aunts etc.) Before a close relative can leave a child in the crèche, a registration form must be filled in and written consent obtained from the parent/legal guardian. In exceptional circumstances, where this is not possible, the family worker must check with the Family Centre Manager to agree the situation. Once all the necessary information has been obtained, the relative can settle the child in the crèche and, following this, join in Settlement activities or training opportunities.

This is because it is important to provide stability between child, relative and parent. The fact that the relative is looking after the child suggests they are being supportive of the parent, and therefore of the child.

### Friends

In an emergency, as a one-off and depending on availability of places, a child may be brought to the crèche by a friend of one of the child's parent, if consent (written or verbal) has been given to the Family Centre by the parent. The child must already be attending the Family Centre, and be happy and content in the surroundings (in the opinion of the Family Workers).

This is because, if the child knows the setting, it would provide them with a sense of security if the parents need support when emergencies arise.