



## POLICY DOCUMENT

*Policy title:* **CRÈCHE USERS POLICY**

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### *Document control*

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## Introduction

The purpose of this policy is to clarify the circumstances in which adults can leave their children in the crèche within Barton Hill Settlement.

## The Policy

### Parent/Carer Responsibilities

Once you have been allocated a crèche place and filled out a Children's Centre 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 on the Barton Hill Settlement site.

### Registered Childminders

A parent must fill in the registration form and write and sign consent for the childminder/carers to be responsible for their child while the childminder/carers is participating in training in the Barton Hill 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

Before a close relative, (e.g. the child's grandparent, uncle, aunts, etc.) 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 will 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 and 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 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 parents, 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 Family workers). The friend will remain on site and not leave the Barton Hill Settlement premises.