



## Rickmansworth Children's Centre

### Creche provider policy (November 2010)

This policy represents the agreed principles for crèche providers working within the Children's Centre.

The staff of the Children's Centre; the Children's Centre Advisory Body and the Governors of the Lead Agency, Shepherd Primary School, have agreed this policy. This policy should be read in conjunction with the Child Protection Policy.

#### **Aims and Objectives of this policy**

The Children's Centre aims to ensure that all children are safe and secure within the setting. The objectives of this policy include:

- Ensuring all crèche workers have an enhanced CRB check and that this has been seen and verified by Children's Centre staff
- All crèche workers making them-selves known to Children's Centre staff on arrival at the Children's Centre building.
- The appropriate number of staff are available for the number of children being cared for

The crèche provider will have in place a settling in procedure, which will be conveyed to all parents leaving children in their care. A copy will also be made available to the Children's Centre.

The crèche provider will have a registration procedure for all parents. This will be in addition to the register held by the Children's Centre. A copy of these registers is to be given to the Children's Centre at the end of each session.