

**Mobile Crèche Team**  
**Early Years, Childcare & Play**  
**The Wool Exchange, Hustlergate,**  
**BRADFORD, BD1 1RE**

**Early Years, Childcare & Play**  
**Reception**  
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**Mobile Crèche Coordinator**  
  
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## Mobile Crèche

*"providing childcare when and where you need it"*

# Policies and Procedures

## Contents

Aims/Objectives	3
Admissions Policy	3
Settling In Policy	3
Behaviour Policy	4
Inclusion Policy	4
Play Policy	4
Staffing Policy	5
Equal Opportunities Policy	5
Complaints Policy	5
Health and Safety Policy	6
Child Protection Policy	7
Confidentiality Policy	7
Feedback Policy	7
Insurance Policy	7

## Child Protection Policy

Each child's welfare is the paramount concern of the mobile crèche staff. Any concerns regarding a child attending the crèche will be passed on to the crèche co-ordinator who will decide on what action, if any, is to be taken. Wherever possible a child's parent will be informed of any action to be taken. The only exception to this would be if giving this information is likely to put the child at risk.

## Confidentiality Policy

All information about parents and families is treated as confidential. Any disclosure of confidential information may only be undertaken with the permission of the parents/carers for the purpose of assisting the family, except where it is considered necessary for the protection of the child.

## Feedback Policy

Evaluation forms are given to parents/carers, and the organisation that booked the crèche in order to gain valuable feedback on the service we provide. The crèche team evaluate each session to reflect on their practice.

## Insurance Policy

All the childcare provided by the Mobile Crèche is covered by the Public Liability Insurance of Bradford Council Early Years and Childcare Service. **Only** the mobile crèche staff are insured to look after the children in the crèche.

If the complaint is still not satisfactorily resolved, then contact:  
**Jenny Medley (Central Services Manager)**  
**Tel: 01274 432609**  
**The Wool Exchange, Hustlergate, Bradford, BD1 1RE**

## **Health and Safety Policy**

A healthy snack and juice/water are offered during each crèche session. The venues and equipment to be used have all been risk assessed by the crèche coordinator and adaptations made if necessary. A First Aid box and accident record book is provided if there is not one accessible on the premises.

Completed registration forms for each child at the crèche, with health details and emergency contact numbers, are kept on file at each venue. If a child appears ill, it is at the discretion of the crèche leader in liaison with parent/carer whether they should attend/stay in crèche. If a child has a rash, the leader may be concerned that it could be infectious and/or serious, e.g. impetigo, scabies, meningitis, and may ask the parent/carer to seek medical advice before admitting the child to the crèche. Staff familiarise themselves with the fire procedure before the first crèche at each venue.

Staff prefer parents to undertake nappy changing but at times it is necessary for this to be undertaken by them during the crèche. Protective gloves, aprons and antiseptic wipes (for cleaning the changing mat) are provided but parents are asked to provide spare nappies, nappy sacs and wet wipes, if used.

Privacy and sensitivity are observed for all children when undertaking intimate care.

Our responsibility for each child begins when the parent/carer leaves the child at the crèche and ends when they return to collect them.

The Bradford Early Years, Childcare and Play Mobile Crèche provides temporary childcare in adapted accommodation e.g. church halls, hotel rooms, for children of parents/carers attending one-off events, meetings or short courses. All equipment is transported and stored using suitcases and presented to the children attending the crèche in an exciting and fun way.

## **Aims/ Objectives**

The Mobile Crèche aims to provide children in their care with a safe and stimulating environment where they can learn and develop through play. The staff and equipment provided reflects the diversity of their environment.

## **Admissions Policy**

The Mobile Crèche provision caters for 0-5 year old children (0-12 out of school hours) and welcomes all children into their provision. Parents/carers must be attending the event/course that the crèche is provided for and must complete a crèche registration form for their child.

If full day care is being provided, breaks must be arranged with the organiser. Parents are asked to collect their own children promptly from the crèche provision. Should any child remain in a crèche 30 minutes after finish time and no response from the emergency contact number given on child's registration form had succeeded then social services would be contacted.

## **Settling In Policy**

Staff and parents work co-operatively in settling in each child and offer a free settling in sessions. Unless the child is confident and content to be left, the crèche leader may suggest leaving the child for a shorter time initially and gradually extend the time. (Please see additional document)

## Behaviour Policy

We promote positive behaviour. Any unacceptable behaviour will be dealt with in a positive way. We never smack or shout at a child. The staff explain why the behaviour is unacceptable and/or divert the child's attention to something more appropriate. Restraint of children is only used to prevent injury to themselves or others. Any behaviour management issues will be discussed with the child's parent/carer.

## Inclusion Policy

Children with additional needs are welcomed at the mobile crèche as long as we are able to meet their individual needs. If your child does have any specific needs please let the mobile crèche staff know in advance by including details on the child registration form.

## Play Policy

Staff work together with children, parents and carers, colleagues, other professional and wider communities (if appropriate) in providing play activities/opportunities. Play provision should offer the child opportunities to develop and extend their own understanding of the wider world. Every child is an individual and has the right to be respected and valued as such by the adults who work and play with them. Good quality play provision enables children, affirms their rights and helps them to make choices, to discover their own solutions, to play and develop at their own pace and in their own way. Every child has a right to access a play environment which offers stimulation and provides opportunities for risk taking and challenge and encourages growth in their confidence and self esteem. The crèche team plan and work towards adopting the Early Years Foundation Stage guidance throughout their everyday practice.

## Staffing Policy

Staff to child ratios must be maintained to the following minimum levels:

<b>0 – 2 years</b>	<b>1 to 3</b>
<b>2 – 3 years</b>	<b>1 to 4</b>
<b>3 - 5 years</b>	<b>1 to 8</b>

The crèche staff undergo a Criminal Records Bureau check and work to the OfSTED National Standards.

## Equal Opportunities Policy

The Mobile Crèche provision treats each person as an individual regardless of age, race, religious beliefs, disability, gender or sexual orientation. We aim to reflect the diversity of the communities we serve with our staffing and provision and deal with any unacceptable incidents we encounter during our work with positive actions.

Play provision should always promote equality of opportunity and anti-discriminatory practice

## Complaints Policy

Any concerns or complaints that arise whilst using the Mobile Crèche should be referred to the leader in charge at the venue. If the issue is not resolved then contact::

**The Mobile Crèche Coordinator, - Sarah Campbell**

**Tel: (01274) 435082/(07748) 105797 or**

**[sarah.campbell@bradford.gov.uk](mailto:sarah.campbell@bradford.gov.uk)**

You may be asked to put your complaint in writing and if so, the outcome of her investigation into the issue will be put in writing to you.