



Llywodraeth Cynulliad Cymru
Welsh Assembly Government

NATIONAL MINIMUM STANDARDS FOR FULL DAY CARE

WELSH ASSEMBLY GOVERNMENT

A statement of national minimum standards applicable to providers of full day care, made by the Minister for Health and Social Services of the Welsh Assembly Government under the powers conferred by section 79 C of the Children Act 1989

Signed,



**Minister for Health and Social Services
Welsh Assembly Government**

21 March 2002

The statement is applicable to providers of day care (as defined by section 79A of the Children Act 1989) from 1st April 2002.

The statement is accompanied, for explanatory purposes only, by an introduction.

INTRODUCTION NATIONAL MINIMUM STANDARDS FOR PROVIDERS OF FULL DAY CARE

- 1. This document sets out National Minimum standards for providers of full day care issued by the Welsh Assembly Government under section 79C of the Children Act 1989. These standards will be used by the Assembly's Care Standards Inspectorate for Wales (CSIW) when determining whether providers of full day care are providing adequate care for children under the age of eight and are otherwise complying with the relevant requirements. The standards will be kept under review and may be amended as appropriate.**

- 2. The relevant requirements are set out in the Child Minding and Day Care (Wales) Regulations 2002 (“the Regulations”) and in the Children Act 1989 (“the 1989 Act”), as amended by the Care Standards Act 2000. When CSIW exercise its functions under Part XA of the 1989 Act any allegations that a provider has failed to have regard to the standards must be taken into account. Similar consideration will apply where the relevant Tribunal exercises functions under the new provisions and in other formal proceedings under that part of 1989 Act.**
- 3. It is hoped that these standards will be used for a range of purposes, and not just as part of the regulatory process. They may be used by providers of full day care in considering the standard of care provided, as an aid in the induction and training of staff and to provide guidance when a person wishes to provide full day care. They may also be used by parents as a guide to what they should expect of providers of full day care.**
- 4. The Regulations are made and these standards (which are referred to in the Regulations) are published under section 79C of the 1989 Act. They will apply from 1st April 2002, as the provisions of the Regulations apply, unless otherwise stated.**
- 5. The 1989 Act as amended confers on the National Assembly the function of registration authority in relation to child minders and day care providers as well as enabling regulations and standards to be made. Compliance with the regulations and the extent to which child minders or day care providers, as the case may be, have had regard to the standards, will be taken into account by CSIW in making judgements about applications for registration, the imposition of conditions and enforcement of compliance with the 1989 Act, including decisions about cancellation of registration or prosecution. Decisions of CSIW in the exercise of its registration functions may be appealed to an independent tribunal.**
- 6. The standards focus on achievable outcomes for children under the age of eight and their parents. They are grouped under a series of key topics. Each standard deal with a particular aspect and is preceded by a statement of the outcome intended to be achieved by the child minder or day care provider, as the case may be. The regulations and standards have been designed to promote the achievement of that outcome.**

- 7. The “standard” dealing with a particular aspect of care provision is actually made up of a set of standards which are the numbered paragraphs beneath the “outcome” box. Each of these numbered paragraphs should be treated as a separate standard. The standards are intended to be qualitative, in that they provide a tool for judging the quality of care provision for under eights but they are also designed to be measurable. In some cases, to ease comprehension, the standards repeat certain requirements of the regulations. This should not be taken to mean that the particular regulatory requirement is altered in nature – the provisions of the regulations must still all be met.**
- 8. Inspecting against the regulations and standards, CSIW will follow a consistent inspection methodology and reporting format across the country. In assessing whether or not a provider of full day care meets a particular regulatory requirement CSIW will consider compliance with each of the standards.**
- 9. It is intended that these standards will be used, both providers of full day care and CSIW to focus on securing positive welfare outcomes for children under eight and reducing risks to their welfare and safety, rather than upon structures and systems for their own sake. All providers of full day care and their staff should aim to provide the best care possible for the children they look after and having regard to the standards is an essential part, but only a part , of the overall responsibility to safeguard and promote the welfare of each individual child.**
- 10. The standards have been prepared following an extensive consultation programme. Account has been taken of responses to the consultation in developing the final version of the standards. The standards are intended to be realistic, proportionate, fair and transparent.**

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FULL DAY CARE

Definition

Facilities that provide day care for children under eight for a continuous period of four hours or more in any day in premises which are not domestic premises, e.g. day nurseries and children's centres; some family centres. The out of school standards, rather than these full day care standards, should be used where an out of school setting occasionally provides full day care for example during school holidays.

Whenever the word "parent" is used in this document, it should be taken to mean parent or carer.

CHOICE OF SERVICE

STANDARD 1: INFORMATION

OUTCOME

Parents have access to the information they need in order to make an informed choice about the full day care service they require.

1.1 The registered person makes available sufficient information to parents to enable them to make an informed decision.

1.2 The registered person compiles a statement of purpose as set out in the regulations, and provides written and verbal information to prospective parents about the service they provide. This will include:

- numbers and ages of children for whom they can care
- the languages through which they will provide care
- whether they can look after children with special needs
- admissions policy
- opening hours
- contact information
- staffing
- routines
- information about activities provided for children
- information about the registration and collection system
- arrangements for making complaints to the registered person, and to the Care Standards Inspectorate for Wales (CSIW).

STANDARD 2: CONTRACT

OUTCOME

Parents have a written contract they have agreed with the registered person.

2.1 The registered person has a written contract agreed with parents. This sets out the expectations of both parties as to the care of the child, activities provided and business arrangements.

2.2 The written contract includes such matters as:

- arrival and collection times
- arrangements in the case of sickness
- administration of medicines
- holidays
- any special dietary needs
- arrangements in the case of emergency
- policy on behaviour and sanctions
- financial matters, including fees
- policy on equal opportunities
- arrangements for making complaints to the registered person, and to the Care Standards Inspectorate Wales (CSIW).

PLANNING FOR INDIVIDUAL NEEDS AND PREFERENCES

STANDARD 3: ASSESSMENT

OUTCOME

All children placed in a full day care setting have their needs and preferences identified and their parents know how these needs will be met.

3.1 The registered person ensures that they have identified the needs and preferences of each child, as far as is practicable before they are placed with them.

3.2 The registered person encourages the parent and child to visit the day care facility before the child starts attending in order to ensure that the needs of the child are clearly identified.

3.3 The registered person seeks parents' views about their child's preferences, needs and abilities, and any other information they need to provide the best possible care for the child.

STANDARD 4: SPECIAL NEEDS (INCLUDING SPECIAL EDUCATIONAL NEEDS AND DISABILITIES)

OUTCOME

Parents know that the registered person is able to provide for their child's special needs; this could include special educational needs and disabilities.

- 4.1 The registered person ensures that appropriate action is taken when special needs are identified, and promotes the welfare and development of the child in partnership with the parents and other relevant parties.
- 4.2 Registered persons have regard to the current Code of Practice for the Identification and Assessment of Special Educational Needs.
- 4.3 Registered persons have a written policy statement about special needs. This is consistent with current legislation and guidance, and includes both special educational needs and disabilities. It is available to parents.
- 4.4 Staffing arrangements are designed to meet the needs of individual children who attend and have special needs.
- 4.5 The physical environment is, as far as is reasonable, suitable for children with disabilities.
- 4.6 Children with special needs attending day care have access alongside their peers to the facilities, activities and play opportunities provided whenever reasonable, in order to promote their welfare and development.
- 4.7 Registered persons consult with parents about the need for any special services and equipment for the children in their care.
- 4.8 Registered persons ensure the privacy of all children when intimate care is being provided.

STANDARD 5: WORKING IN PARTNERSHIP WITH PARENTS

OUTCOME

Parents are kept fully involved as partners in their child's activities, achievement and progress.

- 5.1 The registered person and staff work in partnership with parents to meet the needs of the children, both individually and as a group.
- 5.2 Information is given to parents which includes, for example, the role of parents, including any expectations that parents participate on the

management committee or as volunteers. Policies and procedures are available to parents.

5.3 The registered person keeps parents fully informed about their routines and childcare practices.

5.4 The registered person shares with parents details about what their child has achieved during the day, and any significant event or change in behaviour.

5.5 The registered person recognises and respects the parents' primary responsibility for their children.

5.6 Volunteers and committee members are given full information and guidance on their roles and responsibilities.

5.7 Staff are aware of the need to maintain privacy and confidentiality about matters concerning families and children. The registered person and staff know when to share information appropriately in, for example, child protection cases.

5.8 Records are kept containing details about the child and notes on his/her progress. Parents have access to all written records about their children.

5.9 Regular information is provided for parents about activities provided for the children, for example, through wall displays, photographs and examples of children's work.

5.10 Children are only released from the care of the provision to individuals named by the parents.

5.11 If a child is identified as a child in need (section 17 of the Children Act 1989) the registered person, with parents permission, gives appropriate information to referring agencies.

STANDARD 6: RECORDS

OUTCOME

Parents and the CSIW have access as appropriate to a full range of records maintained by the registered person for the smooth running of the setting.

6.1 The registered person maintains a full range of detailed records.

6.2 The registered person keeps records as set out in the Regulations on:

- the name, address, date of birth and sex of all children looked after in the provision
- the contact details for all parents/those with parental responsibility
- daily records of attendance
- names, addresses and telephone numbers of the registered person, the responsible individual and staff
- daily register of staff attending
- a record of accidents, serious illnesses and other significant events
- a record of any medicines administered

6.3 Records about individual children are shared with the child's parent, except where this would place the child's welfare at risk.

6.4 The registered person retains records about individual children for a period of at least three years after the last date on which the children attended. The registered person retains records in line with the terms of their insurance.

6.5 Records about individual children are kept secure and confidential.

6.6 The records are always available for inspection by the CSIW.

6.7 The CSIW is informed of the following immediately in line with the Regulations:

- any changes in the officers of the body running the setting, the person in charge, members of staff and people living on the premises;
- any change in the name or home address of any of the above;
- any significant changes to the premises or any change of address;
- any significant changes to the type of care or in the hours in which care is provided ;
- any infectious disease, serious injury or death
- allegations of serious harm or abuse by a member of staff or volunteer or any abuse which is alleged to have taken place on the premises;
- any other significant event likely to affect the suitability of the registered person, or likely to affect the welfare of the child.

6.8 The registered person asks the parent or other adult collecting the child to sign the record of any accidents to acknowledge the entry.

6.9 The registered person retains a copy of the most recent inspection report from CSIW, and where applicable Estyn, together with resultant action plans. These documents are available to parents.

QUALITY OF LIFE

STANDARD 7: OPPORTUNITIES FOR PLAY AND LEARNING

OUTCOME

Children experience a range of activities that contribute to their emotional, physical, social, intellectual, language and creative development.

7.1 Registered persons meet children's individual needs and promote their welfare. They plan and provide activities and play opportunities to develop children's emotional, physical, social, creative and intellectual, including language, capabilities.

7.2 Registered persons select resources and provide activities, play opportunities and first-hand experiences to aid the childrens' development. These allow children to build on their natural curiosity as learners, develop their language and mathematical thinking, use their imagination and develop social relationships.

7.3 Registered persons and staff create an environment which encourages children to be confident, independent and develop their self-esteem.

7.4 Registered persons ensure all staff help children to develop a sense of what is right and wrong.

7.5 Registered persons encourage the building of positive relationships with children and their parents to facilitate a good understanding of individual needs and home circumstances. They ensure that information is available to parents about how they can support their child's development at home.

7.6 Registered persons and staff listen and value what children say, they talk with them about what they are doing and actively encourage children to explore their full potential.

7.7 Registered persons and staff observe and record what children do and use their observations to plan the next steps for the children's play, learning and development.

7.8 Registered persons organise resources so that they are readily accessible to children and deploy staff to support children's play and learning.

7.9 Registered persons give children opportunities to be active, indoors as well as out, as well as time to relax.

7.10 Registered persons understand and use the ACCAC desirable outcomes for children's learning before compulsory school age..

QUALITY OF CARE AND TREATMENT

STANDARD 8: NURTURE AND WELLBEING

OUTCOME

Children feel secure, happy and comfortable with their carers and in the environment.

8.1 The registered person provides care and pursues policies which promote warm relationships, security, self-esteem and confidence for children, in a nurturing atmosphere.

8.2 Staff maintain a nurturing approach to children, providing warm, gentle and responsive care.

8.3 Staff and children are relaxed and at ease with one another.

8.4 Communication is positive and encouraging and children are listened to. There is eye contact and generally communication is at the child's level.

8.5 Children develop confidence and self-esteem in the setting.

8.6 Staff ensure that the settling in process and separation from parents or carers minimises distress and anxiety.

8.7 The care of babies and very young children involves attachment to a 'key worker' wherever possible, and efforts made to provide care from a limited number of consistent carers.

STANDARD 9: BEHAVIOUR

OUTCOME

The behaviour of children is managed in such a way as to promote their welfare and development.

9.1 Adults caring for children in the provision are able to manage a wide range of children's behaviour in a way that promotes their welfare and development.

9.2 Registered persons produce a written policy on behaviour management, including bullying, which states the methods used to manage children's behaviour. This is fully understood and followed by all staff and discussed with parents.

9.3 Registered persons create an environment that encourages acceptable behaviour.

9.4 Adult handling of behaviour is consistent and developmentally appropriate, respecting individual children's level of understanding and maturity.

9.5 Physical punishments, or the threat of them, are not used. Children are never shaken, smacked, humiliated, shouted at, intimidated or shamed.

9.6 Adults do not use any form of physical intervention, e.g. holding, unless it is necessary to prevent personal injury to the child, other children, or an adult or serious damage to property. Any incident is recorded and the parent informed of the incident on the day.

9.7 There is a named staff member within the setting who has the responsibility for behaviour management issues. He/she has the skills to support staff and is able to access expert advice if ordinary methods are not effective with a particular child.

STANDARD 10: HEALTH CARE

OUTCOME

The health care needs of each child are identified and addressed as appropriate by the registered person.

10.1 The registered person promotes the good health of children and takes positive steps to prevent the spread of infection and appropriate measures when they are ill.

10.2 The premises and equipment are clean.

10.3 The registered person ensures that staff are informed and aware of the importance of good hygiene practice in order to prevent the spread of infection. Staff are informed of and kept up to date with hygiene procedures.

10.4 Children are encouraged to learn about personal hygiene through the daily routine.

10.5 The registered person ensures that any animals on the premises are safe to be in the proximity of children and do not pose a health risk.

10.6 Sandpits are protected from contamination and the sand is clean.

10.7 Those responsible for the preparation and handling of food are fully aware of and comply with regulations relating to food safety and hygiene.

10.8 There is a first aid box complying with the First Aid Regulations 1981, the contents of which are checked frequently and replaced as

necessary by a designated member of staff. This is readily accessible to staff, but out of the reach of children.

10.9 There is at least one member of staff with a current first aid at work certificate on the premises at any one time. At least 50% of the staff on the premises at any one time are trained in first aid for infants and young children.

10.10 The registered person makes sure that the parents inform them about their child's health care needs.

10.11 Written parental permission is obtained to the seeking of any necessary emergency medical advice or treatment.

10.12 There is a policy about the exclusion of children who are ill or infectious which is discussed with parents. This includes a procedure for contacting parents or another adult designated by the parent if a child becomes ill while in day care. The setting notifies other parents if a child attending the setting has been diagnosed as having an infectious disease.

10.13 There is no smoking on the premises.

STANDARD 11: MEDICATION

OUTCOME

Children are safeguarded by the setting's policies and practices about medication, and receive the medication they require from the registered person.

11.1 If the registered person administers medication to the child, she/he does so following written agreement with the parent and with an understanding of the possible side effects of the medication.

11.2 The registered person has a clear policy, understood and implemented by all staff and discussed with parents, about the administration of medication. The policy conforms to the terms of the setting's insurance cover.

11.3 Prescribed medicines are not administered unless a doctor has prescribed them for that child. The registered person has checked that any medicine received into the setting is not out of date.

11.4 Information is gained to establish from the person delivering the child exactly when medication was last administered.

11.5 The parent gives written permission before any medication is given.

11.6 Medication is stored in their original containers, clearly labelled with the child's name and inaccessible to children

11.7 Written records are kept of all medicines administered to children, and parents sign the record book to acknowledge the entry;

11.8 If the administration of prescription medicines requires technical or medical knowledge then individual training is provided for staff by a qualified health professional. Training is specific to the individual child concerned.

STANDARD 12: FOOD AND DRINK

OUTCOME

Children are provided with regular drinks and food in adequate quantities for their needs.

12.1 The registered person ensures that children receive food and drink which is properly prepared, nutritious and adequate in quantity, and which complies with dietary and religious requirements.

12.2 Fresh drinking water is available to children at all times.

12.3 Children who stay in day care for the whole day are offered a midday meal and other snacks and drinks routinely. They are varied and nutritious and meet the religious, cultural and dietary requirements of all the children.

12.4 The registered person obtains and records information from parents about individual children's dietary requirements, preferences and food allergies and take heed of them.

12.5 All food is stored safely. If parents provide packed lunches, they are informed of what can be stored safely.

12.6 There are facilities for children to sit at tables for their meals.

STAFFING

STANDARD 13: SUITABLE PERSON

OUTCOME

Children's needs are fully met by the registered person and the adults who look after them.

13.1 The registered person is able to demonstrate their suitability. He/she ensures that adults providing day care, looking after children or having unsupervised access to them are suitable to do so.

13.2 The registered person provides all information requested by the CSIW in order to establish their suitability and the suitability of their staff and volunteers. These checks will comply with the Regulations and include a police check. Normally, checks are completed before they commence working with children.

13.3 Exceptionally, where members of staff begin employment before checks have been completed, the registered person ensures that any person who has not been vetted is never left alone with children.

13.4 Prior to their appointment, a manager has at least 2 years' experience of working in a day care setting.

13.5 The registered person ensures that the person in charge has at least a level 3 qualification from [ACCAC's National Qualifications Framework for Early Years Education, Childcare and Playwork](#) appropriate to the post.

13.6 At least 80% of the non-supervisory staff hold a qualification at at least level 2 from [ACCAC's National Qualifications Framework for Early Years Education, Childcare and Playwork](#); at least half of these have a qualification at level 3. Where this cannot be achieved immediately, the registered person will set out an action plan detailing how they intend to meet this criterion and agree a timescale by which it will be achieved. The CSIW will consider the plan and offer their approval or indicate aspects that need improvement.

13.7 The registered person ensures that all trainees work under close supervision at all times.

13.8 All staff are required to be mentally and physically capable of caring for children.

13.9 All staff are required to have the appropriate experience, skills and ability to do their jobs.

13.10 All staff receive induction training which includes health and safety and child protection policies and procedures during their first week of employment.

13.11 The continuing training needs of staff are addressed and provided for on a regular basis.

13.12 All paid staff receive regular supervision which encourages them to think about the quality of their practice. They receive formal appraisal at least once a year.

CONDUCT AND MANAGEMENT OF THE SERVICE

STANDARD 14: ORGANISATION

OUTCOME

Parents and children benefit from a well organised and planned day care service.

14.1 The registered person develops and reviews an operational plan. This is available to parents. The aim of this plan is to allow the registered person maximum flexibility in organising the provision according to available resources.

14.2 The registered person demonstrates that staff are employed effectively within the premises to ensure the safety, welfare and development of children.

14.3 There is a named deputy who is able to take charge in the absence of the person in charge.

14.4 The size of a group never exceeds 26 children. A provision may include more than one group. Children will spend substantial parts of the day in smaller key groups that have consistent staff. However, movement of children and staff between groups in the course of the day may be encouraged within the setting, if that is planned to provide a richer experience for children.

14.5 Every child is allocated to a member of staff within their key group who is their key person. The key person is mainly responsible for their well being on a daily basis and ensures that information about the child is exchanged with the parent.

STANDARD 15: STAFFING RATIOS

OUTCOME

Children benefit because the ratio of adults to children conforms to best practice.

15.1 The registered person meets the required adult:child ratios.

15.2 The minimum staffing ratios are:

- one adult to three children under 2 years
- one adult to four children aged 2 years
- one adult to eight children aged 3 - 7 years.

These ratios include any children of staff or volunteers. The manager is supernumerary. Regular volunteers can be taken into account in the normal staffing ratios, but students on short-term placements are not.

15.3 There are always at least two staff on duty.

15.4 Staffing levels are maintained during outings but, according to circumstances, it may be necessary to exceed them. Staff supervising outings are qualified to level 3.

15.5 The registered person ensures that suitable contingency arrangements are in place to cover emergencies and unexpected staff absences. There are sufficient, suitable staff and volunteers to cover staff breaks, holidays, training, sickness and time spent with parents.

15.6 The adult:child ratios relate to staff time available to work directly with children. Additional staff and management resources may be required to undertake management tasks, prepare meals, for domestic tasks and to maintain premises and equipment.

STANDARD 16: EQUAL OPPORTUNITIES

OUTCOME

All children receiving a service from a registered person are treated with equal concern and respect.

16.1 The registered person and staff actively promote equality of opportunity and anti-discriminatory practice for all children.

16.2 The registered person has and periodically reviews an equal opportunities policy, which is consistent with current legislation and guidance. All staff and volunteers understand and implement this policy and it is available to parents.

16.3 All children and adults are treated with equal concern and the registered person complies with relevant anti-discriminatory legislation and good practice. The registered person promotes equal opportunities in all areas, including employment, training, admission to day care and access to the resources, activities and facilities available.

16.4 The registered person liaises with parents to ensure that all children's records contain information which enables appropriate care to be given.

STANDARD 17: FINANCIAL PROCEDURES

OUTCOME

Children and their parents are safeguarded by the registered person operating sound financial procedures.

17.1 The registered person ensures that he/she operates effective financial procedures.

17.2 The registered person carries adequate public liability insurance, and valid insurance for vehicles if used.

17.3 If requested by CSIW to do so, the registered person is able to produce records of all financial transactions involved in their day care business.

STANDARD 18: QUALITY ASSURANCE

OUTCOME

The children and their parents benefit from a day care service that is effectively monitored.

18.1 The registered person ensures that they have an effective quality assurance and quality monitoring system. This is based primarily on the views of the children and their parents. It enables them to measure the success of their service in meeting the assessed needs of the children.

18.2 The registered person undertakes continuous monitoring of the service provided.

18.3 The registered person takes account of the advice and recommendations of the CSIW and any professional bodies they may be affiliated to.

COMPLAINTS AND PROTECTION

STANDARD 19: COMPLAINTS

OUTCOME

Children and their parents are confident that their complaints will be listened to, taken seriously and acted on.

19.1 The registered person operates a simple, clear and accessible complaints procedure.

19.2 The registered person has a written complaints procedure. This includes information about how to contact the CSIW.

19.3 The registered person considers and/or investigates all complaints.

19.4 The registered person ensures that the complainant is notified of the outcome.

19.5 The registered person keeps an accurate and detailed record of all complaints, which includes the following information:

- name of complainant

- nature of complaint
- date and time of complaint
- action taken in response to complaint
- result of complaint investigation
- information given to complainant.

19.6 The registered person ensures that all complaints are handled in a sensitive and confidential manner.

STANDARD 20: CHILD PROTECTION

OUTCOME

Parents can be confident that the registered person has taken all reasonable steps to protect children from abuse.

20.1 The registered person develops and implements a child protection policy which links into the local child protection procedures approved by the Area Child Protection Committee and ensures that all adults working and looking after children in the provision are able to put the policy into practice.

20.2 The protection of the child is the registered person's first priority.

20.3 The registered person has a written policy which links into the arrangements of the local Area Child Protection Committee (ACPC) procedures, clearly stating staff responsibilities for the reporting of suspected child abuse or neglect. It includes contact names and telephone numbers. It includes procedures to be followed in the event of an allegation being made against a member of staff or volunteer. These procedures are shared with parents before admission to day care.

20.4 The registered person ensures that:

- a designated member of staff has attended a child protection training course and is responsible for liaison with child protection agencies in any child protection situation; and
- other staff are aware of child protection issues and are able to implement the policies and procedures.

20.5 The registered person ensures that all staff are aware of possible symptoms of children at risk and are aware of their responsibility to report concerns according to ACPC procedures without delay, and keep concerns confidential to as few people as need to know.

THE PHYSICAL ENVIRONMENT

STANDARD 21: PREMISES

OUTCOME

The children receive a service in premises that are safe, secure and suitable for their purpose.

21.1 The premises are safe, secure, and suitable for their purpose. They provide adequate space in an appropriate location, are welcoming to children and offer access to the necessary facilities for a range of activities that promote their development.

21.2 The premises are made welcoming and friendly to children and parents.

21.3 The premises are clean, well lit with adequate natural lighting, adequately ventilated and maintained in a suitable state of repair and decoration.

21.4 The registered premises are for the sole use of the facility during the hours of operation.

21.5 The registered person ensures that local planning and building control requirements are met.

21.6 There is access to a telephone on the premises.

21.7 Rooms are maintained at a temperature of at least 18 degrees Centigrade (65 degrees Fahrenheit).

21.8 The indoor playing space provides at least the following minimum per child:

under 2 years	3.7 sq. metres
2 years	2.8 sq. metres
3 - 7 years	2.3 sq. metres

21.9 The registered person shows, within the operational plan, how this indoor play space will be divided up and used to provide activities for groups of children and how staff will be deployed within it.

21.10 A separate space or a partitioned area is available for children who wish to relax, play quietly or sleep. It is equipped with appropriate furniture. This area may be converted from normal play space, providing children can rest safely without disturbance.

21.11 Play areas are large enough to give scope for free movement and well spread out activities. There are separate areas for different activities.

21.12 There is adequate storage space for equipment.

21.13 Normally, outdoor play space adjoining the premises is provided. It is safe, secure, well maintained and exclusively for the use of the children when the provision is operating. Exceptionally, where outdoor play space cannot be provided, children are safely escorted to local parks, playgrounds or the equivalent on a regular basis.

21.14 There is a minimum of one toilet suitable for use by children and one wash hand basin with hot and cold water available for every 10 children over the age of two years.

21.15 There is an area where confidential information and necessary records can be kept and where staff may talk to parents confidentially.

21.16 There are separate toilet facilities for adults.

21.17 Staff have a room or area available for breaks, away from areas being used by children.

21.18 There is a kitchen which is adequately equipped to provide meals and snacks for children and staff on the premises. Exceptionally, if this is not available, the registered person will show how adequate arrangements will be made to provide food and drinks for children and staff.

21.19 The kitchen conforms to environmental health and food safety regulations.

21.20 Children do not have access to the kitchen unless it is being used solely for a supervised children's cooking activity.

21.21 A separate laundry is provided or adequate arrangements made to launder nursery linen. Where laundry facilities are provided on site, children are not allowed access.

21.22 Arrangements are made to ensure that an adequate supply of clean bedding, towels, spare clothes etc. is always available.

STANDARD 22: EQUIPMENT

OUTCOME:

Children have access to furniture, equipment and toys that are appropriate and suitable for their needs.

22.1 Furniture, equipment and toys are provided which are appropriate for their purpose and help to create an accessible and stimulating environment. They are of suitable design and condition, well maintained and conform to safety standards.

22.2 The registered person ensures that sufficient, suitable toys and play materials are available to provide stimulating activities and play opportunities for the children in all areas of play, learning and development. These are appropriate for the ages and individual developmental needs of the children attending and promote their cultural awareness and equal opportunities.

22.3 Furniture, toys and equipment are in good repair and conform to BS EN safety standards or the Toys (Safety) Regulations where applicable. Where public unsupervised playgrounds are used, registered persons ensure that the children do not use faulty equipment.

22.4 There are sufficient numbers of child-sized chairs and tables to allow flexible arrangements for groups of children to play and eat together.

STANDARD 23: SAFETY

OUTCOME

Children have their needs met in a safe environment.

23.1 The registered person takes positive steps to promote safety within the setting and on outings, and ensures proper precautions are taken to prevent accidents.

23.2 The registered person takes reasonable steps to ensure that hazards to children on the premises, both inside and outside, are minimised. He/she is aware of, and complies with, health and safety regulations. Staff are trained to have an understanding of health and safety requirements for the environment in which they work.

23.3 The registered person conducts a risk assessment of the premises and this is reviewed if there is a significant change or if the provider suspects that it is no longer valid. An action plan with timescales identifies action to be taken to minimise identified risks.

23.4 Gas and electrical appliances and fittings conform to safety requirements, are properly guarded and do not pose a hazard to children. Appropriate annual checks are carried out and certificates are available for inspection by the CSIW.

23.5 The premises and outside play area are secure and children are not able to leave unsupervised. The registered person ensures that staff have a system for managing access to the premises, and that it is used, and keeps a record of visitors.

23.6 Children are supervised at all times.

23.7 The registered person ensures that children can play safely outside through a combination of supervision and protection from hazards.

23.8 Ponds, drains, pools or any natural water, are made safe or inaccessible to children.

23.9 Hazardous indoor and outdoor plants are avoided or made inaccessible to children.

23.10 Any door fitted with glass has safety glass or is covered with protective plastic film.

23.11 There are clearly defined procedures, known to all staff, for emergency evacuation of the building. Fire drills are carried out periodically. Records are kept to the satisfaction of the Fire Safety Officer in a fire logbook for inspection and certificates obtained.

23.12 Where children are located above or below ground level, the registered person satisfies the Fire Safety Officer that they can be evacuated safely.

23.13 Fire doors are not obstructed and fire exits are clearly identifiable and easily opened from the inside.

23.14 Fire blankets, extinguishers, alarms and smoke detectors which conform to BS EN standards are provided as necessary. These are checked to the frequency specified by the manufacturer and kept in working order.

23.15 The provider complies with any recommendations made by the Fire Safety Officer.

23.16 The registered person ensures that there are operational procedures for the safe conduct of any outings provided. Records are kept about vehicles in which children are transported, including insurance details and a list of named drivers. Drivers using their own transport have a valid licence, adequate insurance cover and a current MOT certificate where required.

Annexe A

Babies - Children under 2

These are additional criteria to be met by a registered person of full day care who wishes to care for babies.

STAFFING

A.1 Registered persons ensure that:

- staff caring for babies are competent to do so
- at least 50% of staff caring for babies have received training in this specific area
- the person in charge of the babies room has at least two years experience of working with children under two years
- arrangements for staffing minimise the number of carers for the individual child.

ORGANISATION

A.2 Registered persons ensure that:

- children aged under two years are cared for in groups of no more than 12.

PREMISES

A.3 Registered persons ensure that:

- there is a separate base room for children under two. However, they should be able to have contact with older children and can be transferred to an older group after they reach the age of 18 months if that is appropriate for their individual development
- nappy changing facilities are provided which meet environmental health standards
- quiet areas are provided to enable individual sleep patterns to be facilitated.

EQUIPMENT

A.4 Registered persons ensure that:

- activities, toys and equipment are appropriate for the child's age and provide varied sensory opportunities and experiences both indoors and outdoors
- some domestic style furniture is provided to assist children in developing mobility and to continue normal life experiences
- cots or other appropriate furniture are provided for children to rest or sleep.

SAFETY

A.5 Registered persons ensure that:

- when in high or low chairs, children are restrained in safety harnesses;
- sleeping babies are frequently checked .

FOOD AND DRINK

A.6 Registered persons ensure that:

- feeding and nappy changing takes place in accordance with the child's individual needs and not as part of a nursery routine
- babies are held whilst bottle feeding, preferably by the same carer
- an area is provided with access to drinking water and facilities for the hygienic preparation of babies' feeds
- suitable sterilisation equipment is used for babies' feeding equipment and dummies
- records are kept of babies' food intake for parents.

PARTNERSHIP WITH PARENTS

A.7 Registered persons ensure that there is a daily system of exchange of information between the parent and key person. This includes information about the child's changing developmental and care needs and routines.

CARE AND LEARNING

A.8 Registered persons ensure that:

- children have the opportunity to interact with a consistent adult at frequent intervals throughout the day
- there is clear planning of babies' activities.

Annexe B

Overnight Care

These are additional criteria to be met by providers of group care who wish to care for children overnight.

STAFFING RATIOS

B.1 The staff:child ratios for the day care registration held are maintained overnight.

A minimum of two members of childcare staff are on the premises of which at least one is awake at all times during the night.

PREMISES

B.2 Children staying overnight each have a suitable bed or cot and clean bedding, and there should be adequate heating in the premises.

B.3 Children have access to adequate toilet and washing facilities. The privacy of older children is respected during bath time and when undressing.

SAFETY

B.4 The sleeping areas do not have any health or safety hazards.

B.5 Sleeping areas to be used by children are inspected by the Fire Safety Officer and all recommendations on fire safety and arrangements for safe emergency evacuation are met before any child is looked after overnight.

B.6 Appropriate security systems are in place in order to protect the premises from unauthorised entry. No one over the age of 16 who has not been police checked stays on the premises overnight.

HEALTH

B.7 There is a good general level of hygiene, decoration and cleanliness in all sleeping areas.

FOOD AND DRINK

B.8 Suitable meals/feeds/drinks are provided. Requirements are discussed with parents in advance.

WORKING WITH PARENTS

B.9 Parents are shown and consulted with about all the arrangements that will be made and are in place for their child to be looked after overnight.

B.10 Providers request information from parents on the child's sleeping habits and any problems which may arise during the night, i.e. bedwetting, nightmares etc. and seek to ensure a consistent and sensitive approach.

CONTRACT

B.11 No child is received into the provision without emergency contact numbers being provided. If the parents are unavailable to be contacted, another named person is available to collect the child if necessary.

B.12 A contract, signed by the parent, stating all relevant details about the child and their care, including the name of the emergency contact and confirmation of their agreement to collect the child during the night if necessary is obtained.

Annexe C

Nursery Schools

A variety of institutions may describe themselves by this title. They have in common that they deal exclusively or almost exclusively with children under the age of five. They are neither maintained by a local education authority nor administered as an integral part of an independent school, but they differ in the extent and form of their educational provision. For the purpose of registration an institution comes within the definition of a private nursery school – and is thus distinguished from the generality of day nurseries - if its distinctive educational emphasis is such as to fulfil each of these conditions:-

- it is open for the period of the school day during school term
- it provides for children in the 3-5 age range
- the children are under the oversight of a qualified teacher
- support is provided by a qualified nursery assistant .

If the head combines teaching and administrative tasks and, like her peer in maintained nursery schools, is included within the staffing ratios, the minimum staff:child ratio is 2:20. If the head is not engaged in teaching and is excluded from the ratios, the minimum staff:child ratio is 2:26. In either case one must be a qualified teacher and the other one a qualified nursery assistant. They must be in post, not simply on the complement. Otherwise a ratio of 1:8 should apply. In all other respects the provisions of the full day care standards will apply.