

**NATIONAL MINIMUM STANDARDS
FOR SESSIONAL CARE**

WELSH ASSEMBLY GOVERNMENT

A statement of national minimum standards applicable to providers of sessional 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**

[] November 2003

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

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

INTRODUCTION NATIONAL MINIMUM STANDARDS FOR PROVIDERS OF SESSIONAL CARE

- 1. This document sets out National Minimum standards for providers of sessional 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 sessional care are providing adequate care for children under the age of eight and are otherwise complying with the relevant requirements. It replaces the equivalent National Minimum Standards previously in force. 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 sessional 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 sessional care. They may also be used by parents as a guide to what they should expect of providers of sessional 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 sessional 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 by providers of sessional 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 sessional 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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SESSIONAL DAY CARE

Definition

Facilities that provide day care for children under eight for a session which is less than a continuous period of four hours in any day. The premises are not domestic premises. The service is used mainly by children from 3 to 5 rather than babies or toddlers, although some may admit 2 year olds.

Where two sessions are offered in any one day, children must not attend more than five sessions per week. There must be a break between sessions with no children in the care of the provider.

This is intended to cover provision which offers children part-time care and the opportunity to engage in activities with their peer groups, e.g. playgroups.

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 sessional 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 and fees including charges during absences
- policy on equal opportunities
- arrangements for making complaints to the registered person and to the CSIW

PLANNING FOR INDIVIDUAL NEEDS AND PREFERENCES

STANDARD 3: ASSESSMENT

OUTCOME

All children attending a sessional 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 start attending.

3.2 The registered person encourages the parent and child to visit the setting before the child starts attending to ensure the needs and preferences 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 which is required to ensure that the setting is able to provide a good level of 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 National Assembly for Wales 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 children when intimate care is being provided.

STANDARD 5: WORKING IN PARTNERSHIP WITH PARENTS

OUTCOME

Parents are kept fully involved as partners in, and informed about, their child's activities and development.

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 The registered person ensures that parents receive information on the policies and procedures operating within the setting.

5.3 There is a system in place for the regular exchange of information between parent and staff member. This exchange includes any significant event or change in behaviour.

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

5.5 Staff are aware of the need to maintain privacy and confidentiality about matters concerning families and children.

5.6 Records are kept containing details about the child. Parents have access to all written records about their children. The registered person and staff know when to share information appropriately as in, for example, child protection cases.

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

5.8 Children are only released from the care of the provision to individual named by parents.

5.9 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 keeps records about individual children confidential, and retains them 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 at the earliest opportunity 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 maintains a record of any accidents, which is signed by the parent to acknowledge the entry.
- 6.9 The registered person retains a copy of the most recent inspection report from the CSIW, and where applicable Estyn, and the 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 which assist with 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: BEHAVIOUR

OUTCOME

A child's behaviour is managed in such a way as to promote their welfare and development.

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

8.2 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.

8.3 Registered persons create an environment that encourages acceptable behaviour.

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

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

8.6 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, an adult or serious damage to property. Any incident is recorded and the parent informed of the incident on the day.

STANDARD 9: HEALTH CARE

OUTCOME

Children's health care needs are identified and addressed as appropriate by the registered person.

9.1 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.

9.2 The premises and equipment are clean.

9.3 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.

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

9.5 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.

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

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

9.8 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.

9.9 There is at least one member of staff with a current first aid at work certificate on the premises or on outings 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.

9.10 Written parental permission is requested, at the time of the placement, to the seeking of any necessary emergency medical advice or treatment in the future.

9.11 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 whilst in day care. The setting notifies other parents if a child attending the setting has been diagnosed as having an infectious disease.

9.12 There is no smoking on the premises.

STANDARD 10: MEDICATION

OUTCOME

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

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

10.2 The registered person has a clear policy, understood by all staff and discussed with parents, about the administration of medication. The registered person confirmed that the giving of medication conforms with the terms of their insurance cover.

10.3 If medication is to be given, the following practices should be followed:

- the registered person ensures medication is not received into the setting if it is out of date.
- they make sure that they find out from the person delivering the child exactly when medication was last administered.
- medicines are stored in their original containers, clearly labelled with the name of the child and inaccessible to children;
- medicines are not usually administered unless they have been prescribed for that child by a doctor;
- the parent gives prior written permission to administer any medication.

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

10.5 If the administration of prescription medicines requires technical/medical knowledge then individual training is provided for staff from a qualified health professional. Training is specific to the individual child concerned;

STANDARD 11: FOOD AND DRINK

OUTCOME

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

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

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

11.3 All food is safely stored.

11.4 If snacks and drinks are provided, the registered person requests information from the parent about any special dietary requirements, preferences, or food allergies that the child may have. Where these exist, the registered person makes a record and takes heed of the information provided.

STAFFING

STANDARD 12: SUITABLE PERSON

OUTCOME

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

12.1 The registered person ensures that adults providing day care, looking after children or having unsupervised access to them are suitable to do so.

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

12.3 The registered person ensures that any person who has not been vetted is never left alone with children.

12.4 From 1 April 2008, the registered person ensures that the person in charge possesses at least a level 3 qualification within ACCAC's National Qualifications Framework for Early Years Education, Childcare and Playwork which is appropriate to the post. In the period until 1 April 2008, the registered person will set out an action plan detailing how they intend to meet this criterion and in what timescale.

12.5 The registered person ensures that at least half of all child care staff hold a level 2 qualification from ACCAC's National Qualifications Framework for Early Years Education, Childcare and Playwork. Where this cannot be achieved immediately, the registered person will set out an action plan detailing how they intend to meet this criterion and in what timescale. The CSIW will consider the plan and offer their approval or indicate aspects that need improvement.

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

12.7 The registered person ensures that all trainees under the age of 18 years are supervised at all times and are not counted in the adult/child ratios.

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

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

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

12.11 The continuing training needs of staff are addressed on a regular basis.

12.12 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 13: ORGANISATION

OUTCOME

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

13.1 The registered person develops and reviews an operational plan which 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.

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

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

13.4 The size of a group never exceeds 26 children. A provision may include more than one group. Children belong to a key group which has consistent staff. However, movement of children and staff between groups in the course of the day may be encouraged within the organisation of the provision if that is planned to provide a richer experience for children.

STANDARD 14: STAFFING RATIOS

OUTCOME

Children's needs are met through a ratio of adults to children which conforms with best practice.

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

14.2 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. Regular volunteers can be taken into account in the normal staffing ratios but students on short term placements are not.

14.3 There are at least two staff on duty.

14.4 Staffing levels are maintained during outings but, according to circumstances, it may be necessary to exceed them.

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

14.6 Any care provided for children aged eight to fourteen is not allowed to adversely affect the care provided for children under eight years of age.

STANDARD 15: EQUAL OPPORTUNITIES

OUTCOME

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

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

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

15.3 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 the areas of employment, training, admission to day care and access to the resources, activities and facilities available.

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

STANDARD 16: FINANCIAL PROCEDURES

OUTCOME

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

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

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

16.3 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 17: QUALITY ASSURANCE

OUTCOME

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

17.1 The registered person ensures that they have an effective quality assurance and quality monitoring system.

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

17.3 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 18: COMPLAINTS

OUTCOME

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

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

18.2 The registered person has a written complaints procedure, which is available to parents and which includes details about how to contact the relevant office of the CSIW.

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

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

18.5 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.

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

STANDARD 19: CHILD PROTECTION

OUTCOME

All children are protected from abuse by the actions of the registered person.

19.1 The registered person develops and implements a child protection policy which links into 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.

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

19.3 The registered person has a written statement, based on the Area Child Protection Committee (ACPC) procedures, clearly stating staff responsibilities with regard to the reporting of suspected child abuse or neglect and including 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.

19.4 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;
- other staff are aware of child protection issues and are able to implement the policies and procedures.

19.5 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 20: PREMISES

OUTCOME

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

20.1 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 which promote their development.

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

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

20.4 The registered premises are for the sole use of the facility during the hours of operation. Activities of users of other parts of the building are compatible with the provision of day care.

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

20.6 There is access to a telephone on the premises.

20.7 Rooms used by children are maintained at a temperature of at least 18 degrees Centigrade (65 degrees Fahrenheit)..

20.8 There is adequate storage space for equipment.

20.9 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

20.10 Provision is made (space or partitioned area) 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.

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

20.12 If outdoor play space adjoining the premises is provided, it is safe, secure and well maintained.

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

20.14 On play buses, a toilet and wash hand basin are provided.

20.15 Staff facilities - there is an area where confidential information and necessary records can be kept and where staff may talk to parents confidentially.

20.16 Normally 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.

20.17 Food preparation areas conform to environmental health and food safety regulations.

20.18 If there is a kitchen area, children do not have access to it unless it is being used solely for a supervised children's activity.

STANDARD 21: EQUIPMENT

OUTCOME:

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

21.1 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.

21.2 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.

21.3 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.

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

STANDARD 22: SAFETY

OUTCOME

Children have their needs met in a safe environment.

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

22.2 The registered person takes reasonable steps to ensure that hazards to children on the premises, both inside and outside, are minimised and 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.

22.3 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.

22.4 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.

22.5 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.

22.6 Children are supervised at all times.

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

22.8 Ponds, drains, pools or any natural water, are made safe or inaccessible to children. Outdoor water activities are supervised at all times.

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

22.10 There are clearly defined procedures for emergency evacuation of the building. All staff have been trained in these procedures and fire drills are carried out periodically. Records are kept to the satisfaction of the Fire Safety Officer in a fire log book for inspection and certificates obtained.

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

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

22.13 Adequate fire detection and control equipment are readily available.

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

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

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

Annexe A

Babies - Children under 2

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

ORGANISATION

A.1 Registered persons ensure that:

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

STAFFING

A.2 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

SAFETY

A.3 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.4 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
- normally, 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.

CARE AND LEARNING

A.5 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.

PREMISES

A.6 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.