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Ofsted registration helpline
08456 404040

For information about the
registration process or
anything else to do with
starting a crèche contact:
City Early Years Childcare
team

Edward House,
77 Grand Parade,
Brighton, BN2 9JA 293495



Brighton & Hove
City Council supported

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Running a crèche

Legal issues H Practicalities H Useful addresses

Registration

Crèches and other childcare services are covered by the Childcare Act 2006 and are regulated by Ofsted.

Most childcare provision needs to be registered, either on the Early Years Register or on the Childcare Register.

As a rough guide, if your crèche.....

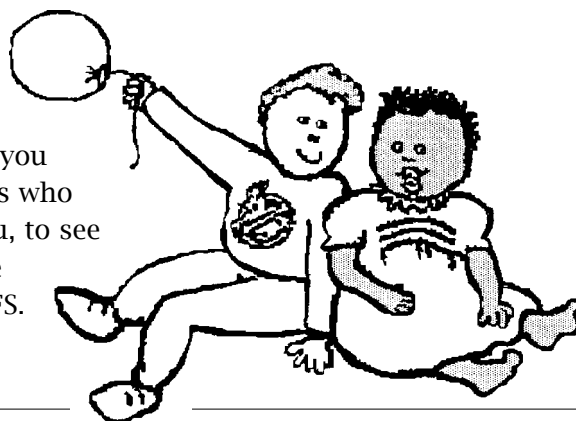
- H only provides care for children over eight, or
- H does not provide childcare for any individual child for more than two hours in any one day, or
- H provides childcare incidentally to some other activity, such as an educational or sporting club, or
- H cares for children aged under eight for four hours or less each day, while the parents are in the same building or very nearby, or
- H cares for children aged under eight from particular premises for 14 days or less in any year (and you notify Ofsted in writing at least 14 days before starting the provision)

... you do **not** have to register with Ofsted.

Ofsted have produced a factsheet giving all the circumstances in which registration is not required. All other crèches have to be registered.

Registered childcare providers need to work within the Early Years Foundation Stage framework (if they are looking after children aged under 5). Your first step to registration will be to contact the City Early Years Childcare Team who can give you information about the EYFS and will tell you how to proceed.

For your crèche to be registered, an Ofsted inspector will come and inspect your premises and interview you and any staff/volunteers who will be working with you, to see if your crèche meets the requirements of the EYFS.



For information about organising CRB checks for your staff and volunteers, see our information sheet on
CRB Disclosures

The Resource Centre has items of indoor/outdoor play equipment for hire. We also have information about where to get artwork materials and other useful resources in
Beachcomber
www.resourcecentre.org.uk/beachcomber

The Family Information Service offer advice and information on all aspects of childcare. They can also help you start a career with children.
Ground Floor,
Brighton Town Hall,
Bartholomew Square,
Brighton, BN1 1JR.
293545
familyinfo@brighton-hove.gov.uk

Running a crèche

What you need to run a crèche

Staff

Whether or not you need to register your crèche, it is advisable to contact the City Early Years Childcare team for guidelines on the number of staff you will need to run a safe crèche / childcare facility.

If your crèche needs to be registered, the Ofsted inspectors will want to see your staffing ratios, qualifications and experience. They will also take into account the age and needs of the children and space available for the number of children you will be looking after.

Toys and other equipment

You can contact the Early Years Development Team for advice on toys and equipment. Also, talk to other crèche workers about what you need to provide and visit other crèches within the city.

Think about the ages of the children who will attend your crèche, the space you are providing, how you will promote a relaxing environment for children to play. Look at your equipment, is it suitable for all the ages? Are activities suitable for the age ranges that are attending?

What materials will you need for the activities? Do you need scrap paper and paints or glue? (You may need to ask parents to supply a change of clothes, if you are planning messy activities.) Think about natural materials, i.e., water play, using shells, things made out of wood and cork, art and craft, recycling, card board boxes, paper envelopes etc. Remember before purchasing paints and glues always check their labels to see if they comply with Health and Safety standards.

Will parents provide food or drink for their own children, or do you need to arrange this? Will you have access to a kitchen area?

You need to have a first aid box in the building and somebody must be the named first aider.

For more advice on every aspect of starting a crèche, contact:

City Early Years and Childcare,
*Edward House,
77 Grand Parade, Brighton ,
BN2 9JA
293495*

The Resource Centre's reference library has books containing further information about providing childcare facilities on a regular basis and for one off events.

Running a crèche

A safe, child friendly space

Ensure that the area you are using is safe. Possible danger areas are:

- | | |
|-------------------------|--------------------------------|
| H power points | H steps and stairs |
| H unsteady furniture | H loose carpets, uneven floors |
| H electric or gas fires | H swinging doors |

Think about the comfort and convenience of the children in the crèche:

- H Are there separate areas for messy or noisy play and quiet reading or drawing?
- H Is there somewhere to wash hands?
- H How far away is the toilet?

Access

Think about access to the area. Is there any danger of strangers walking in?

Note: Ofsted are very hot on this.