

Prior House  
6 Tilbury Place  
Brighton  
BN2 0GY  
Tel. 606160  
Fax. 673663

[info@resourcecentre.org.uk](mailto:info@resourcecentre.org.uk)  
[www.resourcecentre.org.uk](http://www.resourcecentre.org.uk)

Ofsted  
0300 123 1231  
[enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk)  
For Ofsted's list of cases  
when you do not have to  
register, go to  
[http://www.ofsted.gov.uk/  
resources/factsheet-  
childcare-registration-not-  
required](http://www.ofsted.gov.uk/resources/factsheet/childcare-registration-not-required)

Information about the Early  
Year Foundation Stage:  
[http://  
www.education.gov.uk/  
childrenandyoungpeople/  
earlylearningandchildcare/  
delivery/education/  
a0068102/early-years-  
foundation-stage-eyfs](http://www.education.gov.uk/childrenandyoungpeople/earlylearningandchildcare/delivery/education/a0068102/early-years-foundation-stage-eyfs)

For information about the  
registration process or  
anything else to do with  
starting a crèche contact:  
City Early Years Childcare  
3rd Floor Kings House  
Grand Avenue  
Hove, BN3 2LS  
Tel. 294260



Brighton & Hove

City Council supported

Last updated Nov 2011

# 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...

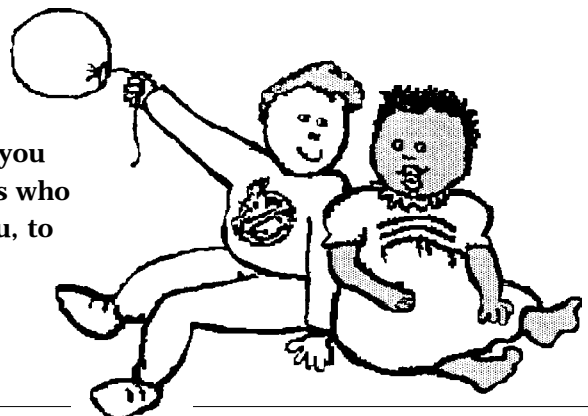
- H only provides care for children over eight, or
- H does not provide childcare for any individual child for more than two hours in any one day, or
- H provides childcare incidentally to some other activity, such as an educational or sporting club, or
- H cares for children aged under eight for four 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 (see web address on the left). 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.



# Running a crèche

---

## What you need to run a crèche

---

### Staff

---

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

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

---

*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](http://www.resourcecentre.org.uk/beachcomber)*

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, cardboard boxes, paper envelopes etc. Remember: before purchasing paints and glues always check their labels to see if they comply with Health and Safety standards.

---

*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](mailto:familyinfo@brighton-hove.gov.uk)*

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?

### A safe, child-friendly space

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

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               |

# Running a crèche

---

---

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

**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.**