

Updated April 2007

Guidance Notes for Prospective
Out of School Providers
in South Gloucestershire




South Gloucestershire
Council

Department for Children and Young People
Early Years and Childcare Section

D400 01 016 06

Guidance Notes for Prospective Out of School Providers in South Gloucestershire

This booklet was originally produced by Children's Playlink in conjunction with South Gloucestershire Department for Children and Young People and Bristol Association for Neighbourhood Day Care, to assist providers wishing to set up out of school care for children of primary school age and above.

It is designed to assist prospective providers by giving:

- Local information on services, support and guidance available
- Additional guidance and information to augment the pack issued by OFSTED

Please note

This booklet has been designed to assist, but on key issues the reference point must always be OFSTED. The requirements for registration that have to be reached will be decided by OFSTED and the standards must be referred to in conjunction with this document. This document is by no means exhaustive and is intended to act as information only, it is the responsibility of the provider to meet the standards set by Ofsted and any legal requirements.

The regional OFSTED office is:

Freshford House
Redcliffe Way
Bristol
BS1 6NL

 0845 640 4040

This guidance has since been reviewed and was re-produced in April 2007.

Out of School Schemes also make themselves aware of the following document 'Framework for the regulation of childminding and day care' published in October 2006 by Ofsted, Ref: HMI2601a.

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Standard 1 – Suitable Person/Staffing
Adults providing day care, looking after children or having unsupervised access to them are suitable to do so.

Checks Undertaken

The owner and staff with managerial roles will have CRB checks and health checks carried out. Staff must be over 17 years old to be counted as a staff member.

Criminal Records Bureau (CRB) will deal with criminal record checks on a national basis. OFSTED has registered with the CRB as an 'umbrella body' and will carry out criminal records checks on the requested person and managers. The out of school will be responsible for undertaking checks on other staff. CRB's for members of staff can be obtained free of charge, currently from:

NESTOR PRIMECARE SERVICES LTD

Tel - 0845 602 9216
Fax - 020 7434 9216
Nestor Primecare Services Ltd
77 Denmark Hill
London SE5 8RS
CRBinfo@nestorplc.co.uk
www.nestor-healthcare.co.uk

CAPITA EDUCATION RESOURCING (CER)

Tel – 0870 850 2516
Fax – 0114 275 5800
Capita Education Resourcing
Walsh Court
10 Bell's Square
Trippet Lane
Sheffield S1 2FY
crb.enquiries@capita.co.uk
www.capitaers.co.uk

TMG CRB

Tel – 0115 969 4609
Fax – 0115 982 1307
TMG CRB
3 Wilford Park
Ruddington Lane
Nottingham NG11 7E
crbenquiries@tmgcrb.co.uk
<http://tmgcrb.co.uk>

Other organisations such as Children's Playlink are similarly registered and are able to undertake checks, but will make a charge for this service.

Providers should have a policy on confidentiality and storage of sensitive information (see standard 14 re documentation). A lockable cabinet for confidential files and a list of who will have access may provide clear evidence of your approach.

Training

Information and advice re qualifications can be obtained from the Training Co-ordinator or Recruitment Team from the Department for Children and Young People. Information on qualifications gained abroad can be obtained from the British Council. There is a charge for this service.

South Gloucestershire Council produces a training booklet three times a year of courses available locally including qualification courses. This is available from the Training Co-ordinator at the Department for Children and Young People.

At least one staff member with a Paediatric First Aid qualification will need to be available at all times.

National Insurance

Please refer to the Inland Revenue website:

www.hmrc.gov.uk/employers/tmanational-insurance.shtml

Or

www.hmrc.gov.uk/individuals/tmanational-insurance.shtml

Stakeholder Pensions

Where there are five or more employees an employer must give employees access to a pension. A guide is available on the Department of Work and Pension website: www.dwp.gov.uk

DTI Small Business Service has a helpline for potential employers: www.businesslinks.gov.uk

As an employer you will have to have regard to the following statutory obligations:

- Working Time Regulations (working hours and paid holidays)
- Maternity Leave, Parental Leave and Dependents Leave
- Rights of Part Time Workers
- Rights concerning discrimination
- Disciplinary procedures and unfair dismissal
- Minimum Wage (leaflet downloadable from www.lowpayunit.org.uk)
- Terms and Conditions of Employment

- Stakeholder Pensions
- Employees Tax Credit entitlement (see Inland Revenue Website) or ring:

Contacts

Department for Children and Young
People Training Co-ordinator

☎ 01454 868118

Childcare Tax Credit

☎ 0845 300 1036

Disabled Pensions Tax Credit

☎ 0845 606 68 68

Working Families Tax Credit

☎ 0845 609 5000

DTI Helpline

www.businesslink.gov.uk

National Insurance

www.inlandrevenue.gov.uk/nic/index

To meet these criteria it will be useful to show that you have considered:

1.1-1.3 Suitable Person, Suitable Staff

A file containing information supporting your understanding of the National Standards.

Within the file there should be:

For the playleader:

- Copy of application form detailing qualifications and experience
- Completed health check (sent to OFSTED)
- CRB check number and date of issue
- References
- Record of professional development training undertaken
- Record of review meetings/annual appraisals

For Playworkers

- Copy of application form detailing qualifications and experience
- References
- Record of professional development training undertaken
- Record of review meetings/annual appraisals

The ofsted Inspector may also ask individual members of staff for sight of their enhanced CRB disclosure.

Examples of job adverts, list of places advertised (equal opps), job descriptions, application forms, interview questions, appointment criteria (what you are looking for), monitoring forms, staff appraisal forms.

1.4 Person in Charge

- Action plan detailing training and qualification timescales if appropriate for playleader/playworkers
- A list of relevant qualifications

Other Supporting Information

- Volunteer policy
- Volunteer application form (doubling as volunteer personal information)
- Copies of all staff members qualification certificates
- Signing in book for visitors
- Policy/statement on visitor/volunteer supervision

You will need to give consideration to confidentiality of information and how this will be stored and accessed.

Contacts

Children's Playlink

 01454 865631

 01454 777628

Children and Young People Information Service

 01454 868008

 01454 863330

General Information on Employing Staff

National Insurance

Inland Revenue website: www.inlandrevenue.gov.uk/nic/index

Legal Advice

ACAS Helpline  08457 747477

Avon and Bristol Law Centre

Offer legal advice for Community Groups

 01179 247959

Business Advice

DTI Small Business Service has a helpline for potential employers:
www.businesslinks.co.uk

Business Finance Officer

☎ 01454 868113

📠 01454 862351

www.lowpay.gov.uk

Payroll

Children Playlink offer a payroll service

Contact ☎ 0117 904 3148

As an employer you must have regard to the following statutory obligations:

- Working Time Regulations (working hours and paid holidays)
- Maternity Leave, parental leave and dependants leave
- Rights of part time workers
- Rights concerning discriminations
- Disciplinary procedures and unfair dismissal
- Minimum wage (leaflet downloadable from www.lowpayunit.org.uk)
- Terms and conditions of employment
- Stakeholder pensions
- Employment Act 2002
- Working Tax Credit and Child Tax Credit (Helpline ☎ 0845 300 3900)
- DDA – The Disability Discrimination Act
- The Data Protection Act

(This list is for information guidance only and is not exhaustive)

Standard 2 – Organisation

The registered person meets required adult:child ratios, ensures that training and qualification requirements are met and organises space and resources to meet the children’s needs effectively.

Maximum Number of Places

Where it is proposed to set up an out of school provision with more than 26 places, consideration should be given to the premises and layout so that the children are accommodated in smaller sized groups of not more than 26, and the need for the person in charge to be supernumerary. This principle ensures quality of care and play can be maintained for all ages of children attending the scheme.

Training

All staff should be encouraged to attend relevant training courses. The costs will need to be included when planning your budget. Grants may be available to subsidise staff training costs (information available from the Department for Children and Young People Training Co-ordinator).

Contingency Arrangements

It is the management committee’s or owner/managers responsibility to ensure there is sufficient staff cover. It can be beneficial to recruit supply cover when advertising for permanent staff. South Gloucestershire Department for Children and Young People Recruitment Team Childcare Supply Service can offer assistance.

The focus for standard 2 – Where organisation is effective appropriately experienced and qualified staff have a clear understanding of their role and responsibilities. Relevant induction procedures and opportunities to receive further training help staff develop their skills in organising provision that meets children’s individual needs.

To meet these criteria it is important to show that you have considered:

2.1-2.3, 2.6-2.11 Staff Ratios and Deployment

- Sufficient staff numbers to meet adult:child ratios 1-8 for children aged 3-7 on provision premises.
- The ratio of staff to children for trips has to ensure the safety of children at all times following a risk assessment. A guideline may be 1:5 depending on the age of the children and the activity to be undertaken.
- Compile a list of recruited or intended staff to cover the number of children that will be attending the provision e.g. playleader, deputy and playworker for 24 children.
- List of staffs' working times allowing for setting up and cleaning at the end of the sessions.
- How you will be implementing key worker systems.
- Basic plan of premises showing understanding of the usable space, where children will be allowed, emergency exits, parent access, and how the staff will cover these spaces. Also show how the space will be divided for different activities and how the staff will supervise this.
- Have a procedure laid out for contingency situations, how staff report illness, how replacement staff/volunteers are listed and contacted, who is responsible for this?
- Will extra staff be on premises to cover breaks, if not, how will this be covered? Volunteers?

2.4 Staff Training and Qualifications

- Example of how you will be inducting new staff, put together a pack with all policies and procedures, staff roles and support structures for new/inexperienced staff.
- Information on training available in the area e.g. through the Recruitment Team or Children's Playlink.
- Also look at individual staff qualifications, identify any gaps and devise an action plan possibly in table format.
- Have a staff notice board with all training information displayed for them to access.
- Lockable cabinet for confidential files and a list of who has access.

2.12 Specialist Sporting and Adventure Activities

- Show evidence of using companies with qualified, competent staff e.g. leaflets, letters, outlining staff qualifications, general information on provision used, take own staff into account and refer to risk assessments and insurance policy.

2.13 Registration System

- Show examples of registration forms used for the children, covering the information required in the standards.
- Copy of the register you intend to use, either computer printed sheets or a book register.
- Signing in book for visitors.

Contacts

Department for Children and Young People ☎ 01454 868118
Training Co-ordinator

Recruitment Team ☎ 01454 868674

Children and Young People Information Service ☎ 01454 868008

Children's Playlink ☎ 01454 865631

Insurance – See Annex J – List of insurance companies.

Standard 3 – Care, Learning and Play

The registered person meets children’s individual need and promotes their welfare. They plan and provide activities and play opportunities to develop children’s emotional, physical, social and intellectual capabilities.

Observation and Records

Records on staff, volunteers and committee members should be kept confidential and only available to those who have a right or professional need to see the information. This must be discussed with parents/carers first. You will need to give some thought to record keeping and appropriate storage of this information (in accordance with the Data Protection Act).

If children are to attend for long period each day, it is important that they have somewhere to be quiet and to relax if necessary.

Children can be allocated a ‘Key Worker’. A Key Worker is there for the child if they need help or need to discuss anything and they can liaise with the parents and other staff members to ensure the child’s care needs are met. They have an important role in maintaining consistency and continuity of care.

The focus for standard 3 – Children’s care, learning and play are supported best when the registered person and staff are clear about the main purpose of the provision. The development of children’s emotional, physical, social and intellectual capabilities is promoted effectively when they take part in a wide range of activities. Staff meet the children’s needs through sensitive and appropriate interactions which promote children’s self esteem. They plan first hand experiences which enable children to make choices when developing their knowledge, skills and understanding. Children’s care, learning and play are supported well by staff who monitor children’s progress regularly and use this information to provide for their individual needs.

To meet these criteria it will be useful to show you have considered:

3.1-3.2 Learning and Play Opportunities

- Copies of all plans made for play activities, either weekly or monthly showing diverse play and learning opportunities.

In new provision it can be useful to ask potential workers to draw one of these up as part of the assessment criteria and to give you an idea of what they might do with the children, these can then be shown to OFSTED to show you are considering this.

3.3-3.4 Building Positive Relationships and Developing Self Esteem

- Keep a copy of details of any planned activities held with the children. It is also an idea to have a request book or box where children, parents and workers can write down any ideas/suggestions they have.
- Evidence of allocation of a key worker for each child (if applicable). How this is fed back to parents and other workers e.g. staff meeting minutes. Information confidentiality should be followed at all times.

3.5 Learning Right from Wrong

- When setting boundaries and rules for the children it is a good idea to involve them, let them write these with the staff, as they will then take ownership of them. They can then be referred to and reviewed with the children as needed.

Contacts

Children's Playlink ☎ 01454 865631

Department for Children and Young People ☎ 01454 868118
Training Co-ordinator

Department for Children and Young People ☎ 01454 868674
Recruitment Team

Children and Young People Information Service ☎ 01454 868008

Standard 4 – Physical Environment

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.

See Full Day Care –Standard 4, pg 14

Planning Information

OFSTED will contact the Fire Prevention Officer from the Fire Service and make an appointment for the inspection of the premises intended for Childcare use. His/her recommendations will need to be met prior to registration.

In 2006 there was a major change to the rules that govern fire safety in commercial premises.

Under the new rules, anyone with commercial and business premises will be required to take reasonable steps to remove or reduce the risk of fire as far as possible, and to put a plan in place ensuring people can escape safely if there is a fire.

The rules apply to all premises other than private residences. In most cases, employers will be responsible for the safety of their premises. In buildings containing a number of separate premises, the building owner or management agent will usually be responsible for the fire safety of the shared portions of the building, such as stairwells.

In practice, the key obligation imposed by the new rules is that businesses must carry out regular fire-risk assessments. This should incorporate the following five stages:

- Identify potential fire hazards in the premises
- Identify any people who may be at particular risk
- Evaluate the risks that exist, and take steps to remove or reduce them
- Draw up an emergency plan, and train your staff accordingly
- Review your assessment regularly, and particularly if there are any 'significant' changes to your workplace that may pose a fire risk

If your business has five employees or more, then you must keep a written record of your fire-risk assessments.

For more information on the fires safety reforms visit the Department for Communities and Local Government website – www.communities.gov.uk

Unless the proposed building for the new provision is already used for community purposes, planning permission may be required.

Therefore, you are strongly advised to contact the South Gloucestershire Planning Department ☎ 01454 868004 for guidance. This also applies to the erecting of a school building on school grounds.

The Planning Officers will be able to offer guidance on the key issues, which will be considered when assessing any application for the use of the premises for childcare. These will include:

- Will there be sufficient parking for staff and parents dropping off children?
- Will the access to the property be safe and convenient?
- Will any additional traffic add to the congestion in the area especially at peak times?
- Will the facility cause a nuisance to neighbours as a result of noise and disturbance or vehicular access?
- Is the property large enough, including the grounds, for the use proposed and the number of children attending?

You may wish to consider letting neighbours know what you are proposing and the action you will take to ensure that the new facility does not cause a nuisance prior to the notification of application for planning permission being posted. This will give you a chance to allay their fears. Parents arrivals and departures will be staggered, as their needs to start and finish times will vary. This may also be a point to be stressed in terms of congestion.

Do remember that both applicants and objectors are able to speak at planning meetings so you will be able to make councillors aware of the benefits the new provision may offer at the planning meeting as well as by contacting them beforehand.

Planning aid is a voluntary organisation that will assist community groups and individuals who cannot afford to employ a planning consultant.

Temperature

It is recommended that the temperature in the out of school club should not drop below 65°F/18°C. A wall thermometer will need to be available to record this in each room used by children.

Consideration should be given to ensure that rooms used by children do not get over heated.

Storage

There should be sufficient space for children's coats to be hung up and their belongings stored.

Lighting

Preferably all rooms used by children should have natural lighting.

Flooring

Floor coverings in different areas are also important. Some areas have to be easily cleaned e.g. creative play area.

Vinyl floor coverings should be non-slip but easy to clean.

It will be important that the floor is warm and comfortable for floor-based activities. Care needs to be taken to avoid harsh carpet that could cause friction burns.

Children may spend a long day at schemes, especially in holiday time, so it should have a comfortable feel. Flooring that is particularly noisy or 'echoes' could make the scheme 'unfriendly', whereas carpeted areas can give a 'homely' feel and be warmer for floor based activities.

Carpeted areas help to identify places for different types of play.

Staff Accommodation

Staff will need a place to store their belongings (such as handbags) securely without children having access.

Staff will also need a place to sit for their breaks and access to a staff toilet.

Toilet Facilities

The ratio of 1 toilet and hand basin to 10 children.

Children should be allowed privacy with separate cubicles for each toilet and a door. Doors should be capable of being opened from the outside if a child locks him/herself in. Ideally the toilet seat should be at child height.

It is advisable to ensure that all floors in the toilets have a slip resistant surface.

The Environmental Health Officers' comments should be sought by the provider regarding the suitability of provision for the disposal of sanitary products.

Consideration should be given to meeting the requirements of the Disability Discrimination Act.

The focus for standard 4 – The environment should be warm and welcoming to children, staff and parents. It should be safe and secure, with space organised to meet requirements and used appropriately to promote children's development

To meet these criteria it is important to show that you have considered:

4.1-4.6 A welcoming environment, a clean and well maintained environment, sole use of premises, planning and building requirements, telephone, an adequate temperature.

- How the space will be set up and run and how activities have been allocated to each area, this can be shown in a very simple floor plan or list. Try to include/show all aspects of the information listed in the guidance e.g. how your space is accessible, where children's work and parent information will be displayed, how you can access a telephone etc.

4.7-4.11 Indoor Space

- How much space you have and how many children will be able to use it. OFSTED guidelines state that you have to have 2.3m² minimum space per child (this does not include non-play space e.g. toilets and kitchen). These measurements could be included on the plan for above.
- Where your equipment will be stored.
- How the indoor and outdoor spaces will be checked daily, possibly by using checklists/risk assessment forms.
- That you have enough toilets and how use of these will be supervised.
- Cleaning arrangements for the space you are using.
- If you plan to use the kitchen for activities, how this will be managed. Consider writing a procedure for group use of the kitchen including a risk assessment.

Useful Publication

DDA Guidance

Standard 5 – Equipment

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.

When buying the equipment to be used at the scheme it is important to take into consideration the diverse age range and individual needs you will be catering for.

Equipment and Toys

Imaginative play/library/activity areas.

Room dividers need to be stable, able to withstand a child falling against them, and allow children to be seen at all times.

Buying and Replacement of Toys and Equipment

It is important when undertaking the costings for the scheme that an annual budget for buying and replacing toys and equipment is considered. This will form part of your budget.

Local libraries and toy libraries are a useful resource for books and toys. The library service offer bulk loans of children's books over extended periods. Children's Playlink have a Toy Library.

Tables and Chairs

Tables should be stable and ideally of a shape that allows them to be put together for group activities. They should have a smooth surface for activities such as drawing and using construction toys. Chairs should be stable, of appropriate size to match the tables and be of a design, which will be comfortable for children to sit on for a period of time. There should be sufficient chairs for all the children with a few extras for areas such as the imaginative play area.

Curtains or Sunblinds

Curtains or sunblinds should be provided where necessary to shield children's eyes from excessive glare.

Mirrors

These should be unbreakable.

The focus for standard 5 – The provision of a range of safe and well-maintained furniture, equipment and toys that meets the varying needs of children is important to their development and welfare.

To meet these criteria it is important to show you have considered:

5.1 Toys and Play Equipment

- The range of equipment available for the use of the children is inclusive, that there is scope to meet the needs of all the age ranges and abilities attending the club e.g. sizes of tables and chairs, types of games and books.
- That the resources used within the club show positive imagery and avoid stereotypes.
- That the setting is fun and stimulating for the children and encourages all elements of play. Consider how the children can become involved in the process of choosing the toys available to them, maybe a simple questionnaire, circle time suggestions, comments book, wish list etc.

5.2-5.3 Safety Issues

- How this equipment will be checked and kept safe for use, either by risk assessments or by inclusion in a daily checklist (see safety and physical environment).

Contacts

Children's Librarian	☎ 01454 868006
Scrap Store	☎ 0117 9085644
Children's Playlink	☎ 01454 865631

Standard 6 – Safety

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

Risk Assessment

Risk assessment is the responsibility of the person in charge of the premises. Every scheme should appoint a designated person who is competent in Health and Safety and can effectively deal with such matters. This would normally be a member of the management committee. Environmental Health Officers are willing to give advice to staff involved in carrying out risk assessments.

Health and Safety Policy

Ofsted require every setting to have a written Health and Safety Policy. This should be signed and dated by the responsible person and reviewed at appropriate intervals. It should include the Health and Safety arrangements for the scheme. Environmental Health Officers can provide advice on how this should be carried out.

Children's Safety

Premises must be safe and secure preventing unauthorised access to ensure children's safety at all times.

Low Glass

All low glass (under a metre high) should reach appropriate safety standards such as BS6206 or be protected by safety film or a rigid barrier.

Low glass or patio doors may need warning strips on the glass at an appropriate level to indicate the large glazed area.

Other Glass

Consideration should also be given to protecting higher glass panels in doors and windows that may be within reach of children e.g. from furniture/balls.

Doors

Door slam protectors are available from manufacturers of safety equipment.

Windows

Consideration should be given to the following:

- With sash windows, the lower window will need to be fixed and the upper window only opened.
- Fitting stoppers on any opening window able to be reached by children and with a drop outside.
- Windows that can be reached by children climbing will need the glass to be protected (see low glass).
- Low windows that open outwards may cause a hazard to children playing outside.

Gas and Electrical Safety (6.3)

Consideration needs to be given to the safe use of electrical equipment (e.g. using an Electric Circuit Breakers for outdoor use).

The surface temperature of radiators/heating units should be controlled so as not to burn children when touched. Alternatively guards that reach the relevant British Safety Standards should protect them. Radiators with rounded top edges, not welded seams, are preferred as they reduce the risk of injury to a child falling against them.

Low surface temperature convector radiators should be considered for new or replacement heating.

Guards for heating appliances should reach BS1945:1971

Water Temperature

This should not exceed 100°F/38°C in the children's hand wash basins and will need to be thermostatically controlled to ensure that this standard is met.

Security (6.4, 6.5)

Handles should be at a height children cannot reach or a second catch should be installed out of children's reach to ensure they do not leave the establishment unescorted.

A doorbell should be provided for alerting staff when parents are collecting children before the end of a session. An entry telephone or keypad could be considered as a means of controlling who accesses the building.

Outside Play Provision (6.6-6.8)

Consideration needs to be given to the height of fencing and to the risk of children reaching the top of the fencing. Particular care must be taken to prevent children climbing on to fences or walls where there is a long drop on the outside.

Avoid low fences that serve no useful purpose, as they may be difficult to see and provide obstacles to fall over.

If the setting has access to community playing fields consideration must be given on how the area will need to be checked for hazards each time it is used.

Low Glass

If children have access to low glass windows and glass from outside the premises these should be protected.

Plants (6.8)

Poisonous plants, thorny bushes etc which pose risks for children will need to be removed, see list in Standards Guidance.

Shade

Ideally there should be opportunities for outside play everyday so consider how shade can be provided on sunny days and how to ensure children wear suitable clothing e.g. sun hats.

Parents guidance on sun block application should be followed.

Gate in Outside Play Area

A gate should be self-closing and it should require an adult to operate e.g. a catch on each side of the gate, or at a height children cannot reach, or two latches that have to be operated simultaneously.

Play Equipment

Any outside play equipment should reach the appropriate safety standard. Consideration should be given to the surface under any climbing equipment especially if the area gets a great deal of sun which bakes grass to a very hard surface, or if it is very shady making grass very slippery (alternatives could include shredded bark, 'astro turf' or other specialised surfaces).

Steps

Steps should be provided with handrails at adult and child height.

Consideration needs to be given to ensuring paved areas and steps are slip resistant when wet and they are maintained in good condition.

Outings

The setting will need to demonstrate that they have undertaken a risk assessment for taking children on outings and provide an action plan. This should cover staffing levels and safety aspects such as insurance (vehicle etc).

The focus for standard 6 – The safety of children is paramount at all times. An awareness of children’s constantly developing abilities helps to ensure appropriate safety measures are applied to avoid dangerous situations.

To meet these criteria it would be useful to show you have considered:

6.1 Health and Safety Regulations

- How users and staff can access your Health and Safety Policy.
- Who is responsible for Health and Safety within your provision, this can be a staff member. This needs to be listed in your Health and Safety policy and on the Health and Safety at Work poster if it is necessary for you to display one.
- How local agencies have been accessed for support and guidance around Health and Safety (contact details at end of section).
- There is a legal requirement for original documents.

Risk Assessment (6.2) (see 6.3 Gas and Electricity)

- How and when risk assessments will be carried out and who is responsible for completing and implementing. (Refer to Environmental Health Officer advice).

Gas and Electricity

- The safety of all appliances on site and how this will be maintained.

Security/Supervision (6.4-6.5) (see Security)

- How to ensure premises and outdoor spaces are secure so children can not leave and visitors cannot enter unnoticed.
- How access to the building is going to be managed.
- How children are to be supervised at all times.
- What will happen in the event of a child being missing, both on site and on trips – this should be in the form of a policy and procedure.

Outside Areas and Activities (6.6-6.8)

- The identification and removal of all hazardous plants both indoors and out.
- How any activities involving water play will be supervised.
- How you will be storing any hazardous equipment or materials.

Fire Safety (6.9-6.11)

- How any advice from Fire Safety Officers has been taken into consideration and that there is a simple procedure for evacuation in place.
- How often fire drills will be carried out to ensure all staff and children are aware of the procedure.

Outings and Transport (6.12)

- How you will get permission from parents to allow children to be taken on outings.
- Procedures are in place to ensure safety on trips.

Insurance (6.13)

- What type of insurance cover is needed and that this is in place before opening.

Contacts

Environmental Health Officer

☎ 01454 868001

Child Accident Prevention Trust

☎ 020 7608 3828

Health and Safety Executive

www.hse.gov.uk

Standard 7 – Health

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.

Hand Drying (7.1-7.3)

If paper towels are used a dispenser should be provided at child height and a waste bin provided for used towels. Hot air dryers and individual towels could be acceptable, please refer to the Ofsted standards.

Medication (7.7)

When a child has a specific medical condition and has to have medication – you must obtain written consent from the child's parents or carer and may need to consult with the parent or appropriate medical practitioner for the administration of medication. Clear recording will be important on who administered the medication, when it was done and how much was given and by whom.

It is essential all medicine is stored in a locked cupboard not accessible to children. The access to children's medicine should be strictly controlled.

Creams and Lotions (7.5)

The use of sun block will need to be agreed with parents.

First Aid

There should be at least one staff member with an appropriate Paediatric first aid qualification present at all times.

The contents of the first aid box should be in line with the requirements of the First Aid Regulations under the Health and Safety at Work Act (1974).

Suggested Contents of First Aid Boxes and Kits

Item	First Aid Box	Travelling First Aid Kit
Guidance card	1	1
Individually wrapped sterile no-allergic dressings (assorted sizes)	20	6
Sterile eye pads with attachment	2	0
Individually wrapped triangular bandages	6	2
Safety pins	6	2
Medium sized sterile individually wrapped unmedicated wound dressings (approx 10 cm x 8 cm)	2	0
Large sized sterile individually wrapped unmedicated wound dressings (approx 13 cm x 9 cm)	2	1
Extra large sized sterile individually wrapped unmedicated wound dressings (approx 28 cm x 17.5 cm)	3	0
Individually wrapped moist cleaning wipes (suggested minimum number)	6	0

Evidence should be available on how the first aid box will be checked regularly.

Hygiene

- How will you maintain cleanliness within your provision.
- Hygiene procedures are necessary, how these will be implemented.
- How children will be made aware of good hygiene practices and encouraged to implement them through daily routine.

Training (7.9)

A number of staff will be expected to have an up-to-date paediatric first aid qualification.

Accident Recording (7.11)

Details of any accident/incident involving a child must be recorded and signed by the child's parent or carer.

Certain classes of accidents or injuries must also be reported to the Environmental Health Department under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (1995) (RIDDOR). In these cases non-reporting is an offence and may result in legal action. Further information is available from the Environmental Health Department.

Children's Act Regulations – you must keep a signed record of all accidents to children. And notify OFSTED of any serious injury or death to any child in your care or adult on the premises.

For further information see Full Day Care: Guidance to the National Standards beginning page 36.

Notifiable Diseases

Certain illnesses and diseases need to be notified (e.g. salmonella, food poisoning, meningitis). Viruses that cause vomiting and diarrhoea can spread very quickly amongst children. If there are signs of an outbreak, the Environmental Health Department should be contacted for advice immediately.

Children Act Regulations

You must notify Ofsted of any communicable diseases as defined by the Health Protection Agency. Ofsted should be notified of any food poisoning affecting two or more children looked after on the premises or any child having a serious disease on the premises.

The focus for standard 7 – High standards of hygiene and the prevention of the spread of infection are essential to children's good health. Where the registered person and staff have a secure knowledge of the setting's policies and arrangements for health and hygiene and a commitment to adhering to their agreed procedures, they are likely to promote children's good health.

To meet these criteria it would be useful to show you have considered:

Medicine (7.5)

- Whether you will be administering medication to children attending your provision.
- If medication is to be administered that there are clear guidelines to be followed, and a good record is maintained on what was administered when and by whom. If medication is not to be administered that there are procedures in place to allow parent/carers to administer instead.

First Aid (7.6-7.9)

- The need for qualified first aiders within the staff team, and how you will monitor their paediatric qualifications are kept up to date.
- How the first aid box is to be checked to ensure compliance with Health and Safety regulations.
- How you will obtain parental permission for emergency medical treatment, and how staff will be made aware of these decisions.
- How staff and users will be made aware of emergency procedures and arrangements.
- How accidents will be recorded and how parents will be advised.

Sick Children, Sandpits, Smoking (7.10-7.12)

- How the exclusion and re-admittance of sick children will be implemented.
- How information regarding infections will be shared with parents.
- How sandpits will be protected from contamination, if used.
- How staff and parents will be made aware of the no smoking policy and how this will be upheld.

Contacts

Environmental Health Department
(infectious diseases and advice on RIDDOR)

☎ 01454 868001

Department for Children and Young People
Training Co-ordinator (for First Aid Courses)

☎ 01454 868118

Website

HSE (1999) A guide to risk assessment requirement, downloadable from www.hse.gov.uk/pubns

Standard 8 – Food and Drink

Children are provided with regular drinks and food in adequate quantities for their needs. Food and drink is properly prepared, nutritious and complies with dietary and religious requirements.

Catering/Meals and Snacks

Children will need drinks periodically and water e.g. in a covered jug must be accessible at all times. It may be appropriate to offer nutritional snacks such as fruit.

Providers should ensure that the snacks and meals provided are varied and nutritious. Meals should be chosen to reflect the cultural and religious backgrounds of the children and take into consideration allergies. Parents wishes should be respected and as far as practical taken account of in the meals and snacks provided. Meal and snack times should be treated as social occasions with staff eating with small groups of children.

Good practice would be to advise parents of snacks provided.

There are booklets on food safety (published in the Food Sense Series) and the Food Handlers Guide (HMSO 1990) also contains useful advice. Contact the Environmental Health Officer for guidance.

It is expected that staff who provide meals and snacks for children will have a certificate in basic food hygiene. Information about food hygiene courses is advertised in the training booklet.

Information can also be obtained from colleges and Environmental Health Offices.

The focus for standard 8 – Adequate and nutritious food and drink are essential for children’s well being. The registered person and staff who have a good understanding of children’s dietary and religious requirements and meet these appropriately to promote children’s healthy growth and development.

To meet these criteria it would be useful to show you have considered:

Drinking Water (8.1)

- How will children be able to access fresh drinking water?

Meals (8.2)

- How you will obtain information regarding the dietary needs of children attending and how this information will be shared with all staff members.

Food and Drink Prepared by Parents (8.3)

- Nutrition, health issues and dietary needs should be considered if snacks, drinks or meals are to be provided.
- How food will be stored i.e. lunch boxes

Contact

Department for Children and Young People ☎ 01454 868118
Training Co-ordinator

Children’s Playlink ☎ 01454 865631

City of Bristol College ☎ 0117 312 5000

Filton College ☎ 01179 312121

Environmental Health Officer ☎ 01454 868001

Nutrition Advice Line ☎ 0800 996 1114
www.childrensfood.org

Standard 9 – Equal Opportunities

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

The environment of the out of school club should facilitate the child's development. Each child will need to feel that he or she is valued as an individual so the out of school club will be expected to help each child to develop a positive self image, and to take into account the child's religious persuasion, racial origin, cultural and linguistic background.

Children's attitudes and values are being established at this stage so it will be important that the play environment provides positive images reflecting the range of cultures, religions, races and languages in our society. Staff influence in this area is critical but other considerations should include the range of toys and books available, wall displays, themes etc. These need to reflect diversity and promote inclusion.

Registered day care providers should offer care based on anti-discriminatory and anti-bias practices. You will need to ensure that you have policies in place, which promote equal opportunities and anti-discriminatory practice.

You and your staff may need additional training in how to promote equality of opportunity and anti-discriminatory practice. The contacts below may be helpful.

The focus for standard 9 – Children need to feel valued and be free from discrimination. Where the registered person and staff are committed to equality they recognise that children’s attitudes towards each other are established in these early years. They understand relevant legislation and plan to help children learn about equality and justice through their play. The provision is carefully organised and monitored to ensure all children have access to the full range of activities. Family members and staff work together to share information, for example, about cultures, home languages, play activities and children’s specific needs.

To meet these criteria it would be useful to show you have considered:

Policy, Anti-discriminatory Good Practice (9.1-9.2)

- How the equal opportunity policy complies with relevant legislation.
- How all staff, committee members, managers and users are aware of and comply with this policy.
- How anti-discriminatory practice will be implemented, both within the day to day running of the provision and within other areas e.g. recruitment.
- How you will ensure the equal opportunities policy is a ‘working’ document and how it will inform practice across all aspects of your provision.
- How the needs of all children are met.
- Resources used within the provision reflect positive images of culture, gender and disability.

Information from parents (9.3)

- How you will receive information from parents regarding children’s individual needs, how this information will be stored and how it will be shared appropriately with the other members of the staff team.

Contacts

Department for Children and Young People ☎ 01454 868118
Training Co-ordinator

Children’s Playlink ☎ 01454 865631

Standard 10 – Special Needs (including Special Educational Needs and Disabilities)

The registered person is aware that some children may have special needs and is proactive in ensuring that appropriate action can be taken when such as child is identified or admitted to the provision. Steps are taken to promote the welfare and development of the child within the setting in partnership with the parents and other relevant parties.

It is very important that all staff understand how to meet the needs of children and are unable to demonstrate inclusive practice.

There should be appropriate equipment for children with disabilities.

Providers should be aware of their responsibilities under the Disability Discrimination Act.

The focus for standard 10 – Children with special needs have the right to be included and for their needs to be met. These needs are most likely to be met where the registered person and staff have a secure knowledge and understanding of the individual needs of every child in their care. They work together with parents and other relevant parties to organise the environment and plan activities to ensure all children take part at a level appropriate to their needs.

To meet these criteria it would be useful to show you have considered:

Special Needs Statement (10.1)

- The need for writing and implementation of a special needs and disability statement, including an admissions policy.
- How you will ensure this conforms with the changing legislation.
- How children with special needs will be included, their needs met and their individuality valued.

Staff Arrangements, Physical Environment, Including Children with Special Needs, Consultation with Parents, Privacy (10.2-10.6)

- How staff can support the inclusion of children with special needs and how staff can be supported through training etc to achieve this.
- How the physical environment is fully accessible to children with special needs.
- How information will be obtained from parents and how they will be consulted regarding their children's needs.
- How privacy will be provided, if intimate care is needed.

Contacts

Room 102, The Care Forum
 www.thecareforum.org

 0117 9589322

Standard 11 – Behaviour

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.

A behaviour policy will be needed for staff to follow. A copy of this should also be available for parents to make sure they understand the aims of the settings in promoting acceptable behaviour.

Adults within the setting are very important role models to children. Staff need to consider carefully how they behave towards the children and to each other. Promoting acceptable behaviour in young children requires patience and understanding of personal, social and emotional development as well as a firm commitment to a policy, which encourages and rewards through consistently reinforcing positive behaviour rather than dwelling on negative. Staff, children and parents will all benefit from time given to plan effective behaviour management.

There are regular courses on behaviour management, see Department for Children and Young People Training Booklet.

The focus for standard 11 – Children benefit most where adults adopt a consistent and positive approach to the management of their behaviour. By establishing clear boundaries according to the child’s level of understanding, children become aware of the settings routines and procedures and know what is expected of them.

To meet these criteria it would be useful to show you have considered:

Behaviour Statement, Encourage Positive Behaviour, Adult Role Physical Punishments and Interventions (11.1-11.5)

- How a procedure on behaviour management (including exclusion) will be written, implemented and updated, and how all involved will be informed of this (staff, committee members, parents and children).
- How children can be included in behaviour management e.g. setting their own ground rules.
- How positive behaviour will be encouraged.
- How adults will manage behaviour consistently and appropriately.
- How staff are made aware that physical punishment is not used and that physical intervention, if necessary, is used with the minimal force, and how these incidents will be reported e.g. incident book.

Bullying (11.6)

- How bullying will be addressed, either as a separate policy or as part of the Behaviour Management Procedure.
- How exclusion will be dealt with if necessary to resolve bullying issues.

Contacts

Children’s Playlink

 01454 865631

Educational Psychologist

 01454 863165

Standard 12 – Working in Partnership with Parents and Carers
The registered person and staff work in partnership with parents to meet the needs of the children, both individually and as a group. Information is shared.

Parental Involvement (12.3)

Whatever the management structure of the facility, there should be a policy on how information is shared with the parents/carers regarding their children's well-being and progress and how they are consulted about any changes that may be planned.

Observation and recording of each child's progress is expected as part of good practice in day care. This information will need to be shared with the parents in a supportive and confidential way. However other professional and settings may wish to share children's records. This must be discussed with parents/carers first. You will need to give some thought to record keeping and appropriate storage of this information.

You will have to consider carefully how you communicate effectively with parents.

You must follow guidance on privacy and confidentiality and consider in advance policies for disclosure, as parents will need to be made aware of this.

The focus for standard 12 – The relationship between the child’s parents and the registered person is crucial to the child’s well being, development and progress. Children benefit most where there is a trusting and mutually supportive partnership. The registered person and staff welcome parents into the setting and there is a two way flow of information, knowledge and expertise.

To meet these criteria it would be useful to show you have considered:

Information for Parents, Volunteers and Committee Members (12.1-12.2)

- How information for parents/carers and committee members is made accessible.
- How parents/carers and new committee members will be advised of your policies and procedures e.g. welcome pack.
- Induction pack for new staff/volunteers.
- How you will obtain the information you need from parents/carers regarding their children.
- How information will be shared with volunteers, if applicable, and what information it is appropriate for them to have access to.
- How committee members will be made aware of their roles and legal responsibilities.

Exchanging Information, Privacy and Confidentiality, Parental Access to Records, Children’s Departures, Children in Need (12.3-12.7)

- How information will be shared between parents/carers and staff.
- How information will be stored confidentially but accessibly.
- How parents/carers will be able to access their children’s records.
- How arrangements will be made for the safe arrival and departure of children and how parents/carers are made aware of this.
- The welfare of the child will always be paramount and therefore information held on the child which would normally be confidential may be shared with appropriate agencies if there is a child protection concern.

Standard 13 – Child Protection

The registered person complies with local child protection procedures approved by the local Safeguarding Board ensures that all adults working and looking after children in the provision are able to put the procedures into practice.

Child Protection

You will be required to follow the South Gloucestershire Child Protection Procedure as outlined in the booklet available from South Gloucestershire Council Department for Children and Young People. It is also advisable to pay regard to the Department of Health's publication "what to do if you are worried a child is being abused". A copy of the publication is available from Department of Health website www.dh.gov.uk.

A copy of the Child Protection Procedure should be available to staff at all times, and all staff should be familiar with the procedures. It is important to ensure parents are made aware of the out of school settings responsibility in this regard (information on this could be included in the prospectus).

It is advisable that staff have training on Child Protection matters so that they are confident about following procedures should a child protection issue arise. People will need to be clear about roles and responsibilities and this is an important part of staff induction.

The setting will need to be clear, in the policy on Child Protection, on how they deal with allegations of abuse by staff members.

The focus for standard 13 – The welfare, safety and protection of children are paramount. Where the registered person and staff recognise their responsibility towards those in their care, they will be aware of their individual roles and understand the procedures they must follow if they have concerns about the welfare of a child.

To meet these criteria it will be useful to show you have considered:

The Protection of the Child is the Registered Person's first Priority, Written Statement, Staff Roles (13.1-13.3)

- How the protection of the child will be made the first priority.
- How the child protection policy is made available to all, and how it is implemented, ensuring all staff, volunteers and committee members understand their responsibilities and the procedures laid out within the policy.
- How staff can be protected from allegations, and what procedure to follow if allegations are made.
- How staff can record information if they have a concern regarding a child.
- Staff will be able to access child protection training.

Contact

OFSTED

☎ 0845 601 4771

Children's Playlink

☎ 01454 865631

Useful Publication

What to do if you are worried a child is being abused.

Quote: 31553

Department of Health Publications

☎ 07801 555 455

South Gloucestershire Procedure for Independent Day Care Providers – copies available from South Gloucestershire Department for Children and Young People Information Service ☎ 01454 868008.

Standard 14 – Documentation

Records, policies and procedures which as required for the efficient and safe management of the provision, and to promote the welfare, care and learning of children are maintained. Records about individual children are shared with the child's parent.

There is detailed information in the guidance notes pg 53-54 which explains the documentation that must be kept by staff in a childcare setting.

You must ensure that appropriate records are available on demand. Documentation can be requested by parents, Environmental Health Officers, Fire Officers, OFSTED Inspectors etc.

Storage of documentation needs to be considered when planning the layout – is it accessible for the right people, but inaccessible for those who are not entitled to share it i.e. children's personal details.

You will need to give some thought to how you will organise this documentation and set targets for reviewing, archiving and updating/replacing documentation.

See Appendices for list of policies and examples of documentation.

The focus for standard 14 – The registered person and staff maintain useful records that underpin the successful management of the setting. Staff observe children’s development and keep records that help them meet each child’s needs. Children’s records are openly shared with parents and their contributions are welcomed.

To meet these criteria it would be useful to show you have considered:

Length of time records are to be kept, availability of records, notification of changes (14.1-14.3)

- How relevant information regarding children will be retained for a suitable length of time after the child has left.
- How this information can be accessed by OFSTED during inspection visits.
- How OFSTED will be informed of any changes within the organisation or of any events which are considered significant.

Contacts

OFSTED

☎ 0845 601 4771

Useful Information

Appendix C Information to Parents In this publication

Appendix D Policies and procedures In this publication

APPENDIX A

Annex A – Alternative Criteria for Open Access Schemes

The focus for Annex A – Children attending open access schemes have a right to play in a safe and suitable environment. This is best achieved where staff, with appropriate training and experience in playwork, actively plan to ensure children are not put at risk. Staff plan a programme of activities and take account of children's own preferences and choices. They talk to and play with children, establishing good relationships. Although children are able to leave unaccompanied, the registered person has effective systems for managing access and informing parents of arrangements.

To meet these criteria it will be useful to show you have considered:

- How positive relationships between staff and children will be built.
- How staff will know what's expected of them.
- Deployment of staff and staffing ratios.
- Risk assessments appropriate to the environment and activities.
- How volunteers can be used.
- How a registration system can be set up to ensure all information needed is available.
- How contingency plans will be used e.g. in wet weather, young children wanting to attend, children being collected by other children.
- How safety will be ensured e.g. access to site, staffing ratios, supervision of other adults.
- How food safety will be addressed.
- How you will work in partnership with parents/carers and obtain necessary information regarding their children.

APPENDIX B

Annex B – Overnight Care

The focus for Annex B – Children being cared for overnight have additional care needs. Registered persons need to ensure children's safety and privacy are safeguarded by suitable staffing arrangements. Children should have easy access to staff and a safe and suitable space to sleep. Children's needs are best met where staff obtain information from parents about routines and habits, and share with the parents their arrangements for care.

To meet these criteria it would be useful to show you have considered:

- How emergencies will be managed at night.
- The suitability and experience of staff on duty at night.
- How continuity of care will be ensured from night to day.
- How the physical environment needs to be different.
- Whether separate risk assessments and Health and Safety policies are needed.
- How fire risks will be handled and changes needed to fire precautions for night care.
- How security will be maintained.
- How hygiene levels will be maintained.
- Food and drink needs of children staying overnight.
- How you will work with parents/carers to ensure the comfort of the child staying and to ensure any extra needs are met.
- What extra information might be needed from parents/carers for overnight care e.g. additional emergency contact numbers, and how this will be obtained and stored.

APPENDIX C

Appendix C – Information for Parents when the Enrol their Children in the Establishment

Parents should be informed about the facility when they enrol their children. Ideally this should be in the form of an information sheet or booklet in addition to any verbal information given. Some establishments also provide written agreements which are jointly signed by a representative of the facility and the parents. Whatever format is used the parents should be aware of the following information:

- 1 How their child will receive continuity of care e.g. whether there will be a staff member with specific responsibility for their child.
- 2 The range of activities offered to meet the child's needs.
- 3 How parents can be involved in the establishment and how they will be notified of changes.
- 4 Fees.
- 5 What measures are likely to be used within the establishment to promote good behaviour and discourage unacceptable behaviour, including any punishments in use.
- 6 What action will be taken if a child has an accident whilst on the premises. For example, in what circumstances the parents will be contacted and when medical attention will be sought from a doctor or hospital visit.
- 7 Religious activities likely to be provided by the establishment (if any).
- 8 The facilities commitment to equal opportunities and how the policy is to be implemented.

- 9 Complaints procedure: This may refer parent firstly to the person responsible for daily management, then on to the management committee of the owner. The information should also make it clear that OFSTED are the registering body and that parents have the right to complain in writing to:

Ofsted
Freshford House
Redcliffe Way
Bristol
BS1 6LX

☎ 0845 640 4040

- 10 Please refer to the document: Child Protection Procedures for Independent Day Care Providers.

ANNEX D

Policies and Procedures

The following is a list of policies and procedures and written information that are recommended by regulatory bodies or are seen as good practice and which should be kept on the premises. This list is by no means exhaustive and you should ensure that you are familiar with all statutory requirements that you must meet.

Item	Nursery Education Grant	OFSTED	Good Practice
Accident Record		Yes	
Administration of Medicine Policy		Yes	
Admissions Policy	Yes	Yes	
Behaviour Management Policy	Yes	Yes	
Child Protection Procedure	Yes	Yes	
Child Registration Procedure		Yes	
Cleaning Rota			
Complaints Procedure	Yes	Yes	
Confidentiality Policy			Yes
Contact Names & Addresses of Staff & Committee	Yes	Yes	Yes
Curriculum Long & Short Term	Yes	Yes	
Diet & Hygiene Policy		Yes	
Environmental Health Officer Report			Yes
Equal Opportunities Policy	Yes	Yes	
Fee Payment Policy	Yes		
Fire Evacuation Procedure		Yes	
Fire Safety Certificate		Yes	
Gas & Electrical Safety Checks			Yes
Incident Record		Yes	
Inspection Reports & Action Plans	Yes	Yes	
Insurance Certificate		Yes	
Inventory of Equipment	Yes		
Key-Worker System		Yes	Yes
Lost / Uncollected Child Procedure	Yes	Yes	
Missing Child Policy		Yes	
No Smoking Policy		Yes	
Nursery Education Grant Information	Yes		
OFSTED – Address & Telephone Number		Yes	
Operational Plan		Yes	
Operation Procedure for Outings		Yes	
Parent Rota		Yes?	Yes
Parental Involvement Policy		Yes?	Yes
Planning Permission Documents			Yes

Record of Complaints		Yes	
Record of Visitors		Yes	
Registration Certificate & Schedule		Yes	
Risk Assessment		Yes	
Safety Policy	Yes	Yes	
Purchase & Replacement of Toys Policy			Yes
Settling in the Child Policy			Yes
Sick Child Policy		Yes	
Special Needs Statement	Yes	Yes	
Staff Rota	Yes	Yes	
Staff Training Policy	Yes		
Staffing & Employment Policy		Yes	
Statement of Fees	Yes		
Statement of Premises	Yes		
Statement of Staff Qualifications	Yes		Yes
Suggestion Box		Yes	Yes
Term dates	Yes		
Staff Application Forms			Yes
Volunteer Application Forms (if applicable)			Yes
Volunteer Policy (if applicable)			Yes
Induction Procedure/Checklist for New Employees			Yes
Visitor/Volunteer Supervision Policy/statement			Yes

Organisations Offering Information

These local organisations may be helpful:

ACAS Conciliation

Advice and Conciliatory Arbitration Service

☎ 0117 906 5200

(Excellent helpline)

Avon Co-operative Development Agency

BRAVE Ltd

The Coach House

2 Upper York Street

Bristol BS2 8QN

BS2 8QN

☎ 0117 989 2536

Fax: 0117 944 5661

E-mail: info@avoncda.coop

Brave Enterprise Agency

The Coach House

2 Upper York Street

Bristol

BS2 8QN

☎ 0117 944 5330

Fax: 0117 944 5661

E-mail: admin@brave.org.uk

Mobile: 07710 509236

Free business advice for small businesses

Fire Safety Officer

Yate Fire Station

Station Road

Yate

South Gloucestershire

☎ 01454 866001

Ofsted

Freshford House

Redcliffe Way

Bristol

BS1 6NL

☎ 0845 640 4040

National Organisations

Charity Commissioner for England and Wales

Harmsworth House
12-15 Bouverie Street
London
EC4Y 8DP
☎ 0845 300 0218
Website: www.charity-commission.gov.uk

Commission for Racial Equality

St Dunstons House
201-211 Borough High Street
London SE1 1GH
☎ 020 7939 000
www.cre.gov.uk

Big Lottery Fund

1 Plough Place
London
EC4 A1DE
☎ 0845 4 10 20 30

Day Care Trust

21 St Georges Road
London
SE1 6ES
☎ 020 7840 3350
Website: www.daycaretrust.org.uk

Department for Education and Skills (DfES)

Early Years and Childcare Division
Caxton House
6-12 Tothill Street
London
SW1H 9NA
☎ 0870 000 2288

DfES Publications

PO Box 5050
Sherwood Park
Annesley
Nottingham
NG15 0DJ
www.dfes.gov.uk/publications

Department of Health (DoH)

Richmond House
79 Whitehall
London
SW1A 2NS
☎ 020 7210 4850

Department of Trade and Industry (DTI)

Response Centre
1 Victoria Street
London
SW1H 0ET
☎ 020 7215 5000
www.dti.gov.uk

Directory of Social Change

24 Stephenson Way
London
NW1 2DP
☎ 020 7391 4800

Health and Safety Executive

HSE Books
PO Box 1999
Sudbury
Suffolk
CO10 2WA
☎ 01787 881165

HM Customs and Excise

National VAT Advice Service
☎ 0845 010 9000
Monday – Friday, 8.00am – 8.00pm
Website: www.hmce.gov.uk

Inland Revenue – Business Support Team

Norfolk House

Temple Street

Bristol

BS1 6HR

☎ 0117 907 2303

☎ 07818 035561

Website: www.inlandrevenue.gov.uk

Information on: *PAYE, Tax, National Insurance, Working Families Tax Credit*

Inland Revenue - Charity Helpline

☎ 01514 72 6000

Inland Revenue - New Employers

☎ 0845 6070143

Inland Revenue - Established Employers

☎ 0845 143143

Low Pay Commission

6th Floor, Kingsgate House

66-74 Victoria Street

London

SW1E 6SW

☎ 020 7215 8459

E-mail: lpc@lowpay.gov.uk

Website: www.lowpay.gov.uk

Working Group Against Racism in Children's Resources

Unit 34 Eurolink Business Centre

49 Effra Road

London

SW2 1BZ

☎ 020 7501 9992

E-mail: positiveimages@wgarcr.org.uk

4 Children

☎ 020 7512 2112

National Network of Playwork Education & Training

The Playwork Unit in Skills Active
Castlewood House
77-91 New Oxford Street
London
WC1A 1PX
☎ 020 7632 2000
Fax: 020 7632 2001

Relevant Legislation

Registration

- Care Standards Act 2000
- Childminding and Day Care (Disqualification) (England) Regulations 2001 No. 1827
- Children's Act 1989, ParXA and Schedule (A, as inserted by the Care Standards Act 2000)
- Disability Rights Commission (2001) Draft Code of Practice (School)
- Protection of Children Act 1999
- SEN and Disability Act 2001

Staffing Issues

- Disability Discrimination Act 1995
- Employment Protection (Consolidation Act 1978)
- Equal Pay Act 1970
- National Minimum Wage Act 1995
- Race Relations Act 1976
- Race Relations Amendment Act 2000
- Sex Discrimination Act 1975
- Trade Union Reform and Employment Rights Act 1993
- Working Time Regulations 1999
- Employment Act 2002

Health and Safety

- Electricity at Work Regulations 1989
- Fire Precautions Act 1971
- Fire Services Act 1970
- First Aid Regulations 1981
- Food Regulations 1991
- Food Safety Acts 1990 & 1995
- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1992
- Manual Handling Operations Regulations 1992
- Reporting of Injuries, Death and Diseases and Dangerous Occurrences Regulations 1981
- Toy (Safety) Regulations 1995
- Workplace Health, Safety and Welfare Regulations Act 1992

Management

- Building Regulations 1991 & Amendments
- Companies Act 1985
- Employers' Liability (Compulsory Insurance) Act 1969
- Finance Act 1990 Section 21
- Local Government Finance Act 1988
- Town and Country Planning Act 1990
- VAT Act 1994

APPENDIX F

Business and Financial Advice and Guidance

Through its Business and Financial Support Officer South Gloucestershire Department for Children and Young People provide a range of business and financial advice and guidance to prospective new providers.

Contact:

Alan Thomas
Business and Financial Support Officer
Tel: 01454 868113
Email: alan.thomas@southglos.gov.uk

Michelle Jones
Business & Financial Development Worker
01454 862386
Email: michelle.jones@southglos.gov.uk

Support is also available from Children's Playlink, ☎ 01454 865631.

Advice and guidance is available both before and after planned provision has opened.

Other Sources of Assistance

The Inland Revenue has a helpline for new and existing employers:
www.inlandrevenue.gov.uk

DT1 Small Business Service has a helpline for potential employers:
www.businesslink.org

HM Customs and Excise have a VAT support website: www.hmce.gov.uk

Quality Assurance

South Gloucestershire promotes the 'for one child and all children' – a quality assurance framework prepared to assist all childcare provision to develop and improve the quality and effectiveness of their provision. This quality assurance scheme has 'Investors in Children' status. It is designed to be used in all settings that are part of the Partnership, including childminders, pre-schools, voluntary, private and LEA settings.

For further information about the South Gloucestershire Quality Assurance scheme and how it can be used, please contact Children and Young People Information Service ☎ 01454 868008

Children and Young People Information Service

South Gloucestershire Children's Information Service aims to provide clear, informed and unbiased information on the wide range of options available to help parents/carers make informed choices that are right for them and their children.

It offers:

- A telephone help-line service, ☎ 01454 868008
- Briefing sessions and an introduction to childcare
- Advice and support for employers adopting a work-life balance policy
- Advice and support for employees with childcare needs
- Advice on Working Families Tax Credit
- Recruitment and Supply Service

Contacts

Children and Young People Information Service ☎ 01454 868008

Alan Thomas
Business & Financial Support Officer ☎ 01454 868113

Michelle Jones
Business & Financial Development Officer ☎ 01454 862238

Children's Playlink ☎ 01454 865631

Childcare Link
Free access through local libraries www.childcarelink.gov.uk

Information Leaflets Available

- What Can We Offer You
 - Choosing a Babysitter
 - Choosing a Childminder
 - Choosing a Day Nursery
 - Choosing a Nanny or Au-Pair
 - Choosing a Parent/Toddler Group
 - Choosing a Pre-School/Playgroup
 - Choosing an Out of School Club
-
- Information for Parents / Carers Studying or Training
 - What about Regulation? Childcare, Early Education and the Law
-
- Nursery Education Grant – The funding of part time education for three and four year olds

We also have a range of leaflets for people who would like to work in childcare:

- Childminder
- Make a Difference Work in Childcare

If you would like a supply of any of the above leaflets, please give us a call 📞 01454 868008.

ANNEX G



Services Offered by Children's Playlink Office Details

Fromeside Youth Centre, Watleys End Road
Winterbourne, South Gloucestershire BS36 1QG

☎: 01454 865631
Fax: 01454 777628

Email: staff@child-playlink.demon.co.uk
Website: www.child-playlink.demon.co.uk

Office Hours

Monday – Friday 9:30am to 3:30am

Services offered by Childrens Playlink

The aim of Childrens Playlink is to promote and improve play opportunities throughout South Gloucestershire. Childrens Playlink is a registered charity and a company limited by guarantee.

Development Workers

Childrens Playlink Development Workers provide support for childcare groups throughout South Gloucestershire. The Development Workers are able to provide valuable information and help for staff and committee members about any issues involved with opening, extending or running Pre-Schools, Out of School Clubs, Breakfast Clubs, Holiday Clubs and Nurseries (including private Day Nurseries and Neighbourhood Nursery Initiative (NNI) establishments). For new providers, the Development Workers can provide assistance with such things as devising policies, assessing suitability of premises, advice on meeting Ofsted standards and help with proformas for market research.

Membership

Childcare groups and childminders can, for an annual fee, become members of Childrens Playlink to access our toys, play equipment and special needs equipment. Membership benefits include:

Toy Library

This holds an extensive range of toys, play and fundraising equipment suitable for children of all ages. Groups can also borrow bouncy castles, subject to having their own liability insurance, free of charge as part of our membership.

Newsletter

A termly newsletter gives comprehensive details about services offered by Childrens Playlink along with up to date news and articles of interest to the childcare industry.

Special Needs Playschemes

During the school holidays, Childrens Playlink are directly involved in organising a number of special needs playschemes which are sponsored by South Gloucestershire Social Services. In addition to organising schemes dedicated to children with special needs, Childrens Playlink employs "buddies" as adult helpers to provide support on a one to one basis for each special needs child wishing to attend a mainstream play scheme.

Yate Open Access Playschemes

Childrens Playlink organise open access playschemes which are aimed at children aged 5 to 11 years. These are free of charge and run during the school summer holidays for children in the Yate area.

Play events

Free 2 hour play sessions are provided for children aged 5 to 11 years every day of the school holidays (with the exception of Christmas) thanks to funding from the South Gloucestershire Children's Fund.

Training for childcare workers

Childrens Playlink organise a range of childcare related short training courses throughout the year. Courses include Child Protection, Paediatric First Aid, Behaviour Management, Equal Opportunities, Committee Training, Food Hygiene and other appropriate courses.

Criminal Records Bureau (CRB) checks

Childrens Playlink offer a comprehensive Criminal Records Bureau (CRB) disclosure service which is available to anyone working (either in a paid or voluntary capacity) with children or young people within South Gloucestershire. All of our checks are processed as Enhanced Disclosures. The Enhanced Disclosure contains details of all convictions held on the Police National Computer including current and 'spent' convictions as well as details of any cautions, reprimands or final warnings. In addition, the Enhanced Disclosure includes a check on local police records.

Payroll service

Childrens Playlink provides a payroll service for childcare groups taking the headache out of tax and national insurance calculations.

Website

Childrens Playlink have an extensive website which gives detailed information regarding it's products and services. It also publishes useful information for childcare providers.

BOOK LIST

PLAY/ACTIVITIES
A PLACE TO PLAY Else P (2000) Play Words, Issue 13
A PLAYWORKERS TAXONOMY OF PLAY TYPES Hughes B (1996) London: Playlink
AN INTRODUCTION TO CHILD DEVELOPMENT Davenport G C (1998) London: Collins Educational
BEST PLAY CPC, Playlink & NPFA (2000) London: NPFA ISBN 094608533
CHILD DEVELOPMENT FROM BIRTH TO EIGHT YEARS Lindon J (1993) London: National Children's Bureau ISBN 1874579091
CHILDREN, PLAY AND DEVELOPMENT Hughes B (1996) Allyn and Bacon ISBN 0205282563
CHILDREN: RIGHTS AND CHILDHOOD Archard D (1993) London: Routledge ISBN 041 5082528
EVOLUTIONARY PLAYWORK AND REFLECTIVE ANALYTIC PRACTICE Hughes B (2001) London: Routledge ISBN 0415251656
FROM LITTLE ACORNS Else P (2000) Play Words, Issue 11
GROWING UP – FROM EIGHT YEARS TO YOUNG ADULTHOOD Lindon J (1996) London: National Children's Bureau ISBN 187457961X
HOW CHILDREN THINK AND LEARN Wood D (1997) Oxford: Basil Blackwell ISBN 063120007X
HUMAN MINDS: AN EXPLORATION Donaldson M (1992) London: Penguin ISBN 0140170332M

MAKING DECISIONS ABOUT CHILDREN – PSYCHOLOGICAL QUESTIONS AND ANSWERS Schaffer H (1990) Oxford: Blackwell Publishers ISBN 0631202595
MAKING SENSE: PLAYWORK IN PRACTICE Playlink (2001) London: Playlink ISBN 0955356653
NEW CHARTER FOR CHILDREN'S PLAY Children's Play Council (1999) London: Children's Society ISBN 1 899783229
PLAY AND CARE OF CHILDREN Davy A (2000) Thomson Learning ISBN 1861526660
PLAY AND CARE: OUT OF SCHOOL Petrie P (1994) London: The Stationary Office ISBN 0117018449
PLAY CYCLES AND PLAYWORK Sturrock G (2000) Play Words, Issue 12
PLAY ENVIRONMENTS: A QUESTION OF QUALITY Hughes B (1996) London: Playlink
PLAY: ITS ROLE IN DEVELOPMENT AND EVOLUTION Bruner J S (1978) London: Penguin ISBN 0140811265
PLAYING AND REALITY Winnicott D W (1971) Routledge: London ISBN 0415036895
PLAYWORK – THEORY AND PRACTICE Brown F (ed) (2002) Buckingham: Open University Press ISBN 0335209440
PLAYWORK: A GUIDE TO GOOD PRACTICE Bonel P & London J (2000) Cheltenham: Stanley Thorne ISBN 0748754962
QUALITY IN PLAY: QUALITY ASSURANCE FOR CHILDREN'S PLAY PROVIDERS London Play (2001) London: London Play

THE CAN DO SERIES Enriching Children's Play 4 Children ☎ 020 7512 2112
THE ECOLOGY OF IMAGINATION IN CHILDHOOD Cobbe E Dallas, Texas: Spring Publications ISBN 0882143603
THE FIRST CLAIM: A FRAMEWORK FOR PLAYWORK ASSESSMENT Play Wales (2001) Cardiff: Play Wales ISBN 095401300X
THE MANAGEMENT OF LEARNING Davies I K (1971) New York, McGraw Hill
THE NATURE OF PLAY SPACE Sturrock G (2000) Play Words, Issue 14

HEALTH & SAFETY

ACCIDENT PREVENTION IN DAY CARE AND PLAY SETTINGS A practical guide - Training Resource The Child Accident Prevention Trust 18-20 Farringdon Lane London EC1R 3AU
PLAY SAFETY GUIDELINES NPFA (1998) London: NPFA
RISK AND SAFETY IN PLAY: LAW AND PRACTICE FOR ADVENTURE PLAYGROUNDS Potter D (1997) London: E & FN Spoon ISBN 0419223703

EQUAL OPPORTUNITIES

A PRACTICAL GUIDE TO EQUAL OPPORTUNITIES Malik H (1998) Cheltenham: Nelson Thornes Ltd ISBN 0748736522
A PRACTICAL GUIDE TO EQUAL OPPORTUNITIES Hyacinth Malik Pab Stanley Thornes ISBN 07487 36522

ANTI-BIAS CURRICULUM: TOOLS FOR EMPOWERING YOUNG CHILDREN

Derman-Sparks and the ABC Task Force
NAEYC: Washington DC
Available from NEYN
£14.50

ASIAN CHILDREN PLAY

Kapasi H (1992)
Birmingham: Play Train
ISBN 0951901303

THE EQUAL OPPORTUNITIES HANDBOOK: HOW TO DEAL WITH EVERYDAY ISSUES OF UNFAIRNESS

Clements P & Spinks T (2000)
London: Kogan Page Ltd
ISBN 0749431199

FOOD & DRINK

A PRACTICAL GUIDE TO CHILD NUTRITION

Angela Dare, Margaret O'Donovan
Stanley Thomas
ISBN 07487 23757

ORGANISATION/BUSINESS/LEGAL

A PRACTICAL GUIDE TO FINANCIAL MANAGEMENT FOR CHARITIES

Directory of Social Change
24 Stephenson Way
London
NW1 2DP
☎ 020 7391 4800
Website: www.dsc.org.uk

ARTICLE 31 ACTION PACK – CHILDREN'S RIGHTS AND CHILDREN'S PLAY

Shier H (1995)
Birmingham: Playtrain
ISBN 0951901311

BARRY'S BAD DATA DAY

Video
Order free from www.dataprotection.gov.uk

CHILDREN'S RIGHTS IN THE BALANCE, THE PARTICIPATION – PROTECTION DEBATE

Marshall K (1997)
London: The Stationary Office
ISBN 0114958521

<p>FROM BIRTH TO EIGHTEEN YEARS: CHILDREN AND THE LAW Maclean S, Shiner M & Maclean I (2000) Rugeley: Kirwin Maclean Associates</p>
<p>LEGISLATION AND CHILDREN'S PLAY NPFA (1998) London: NPFA</p>
<p>SORTING THINGS OUT: HOW TO SET UP AND OR RUN A COMPLAINT PROCEDURE National Early Years Network</p>
<p>THE UN CONVENTION ON THE RIGHTS OF THE CHILD Unicef (2000) London: UK Committee for UNICEF ISBN 1871440114</p>

SPECIAL NEEDS
<p>ALL TOGETHER: HOW TO CREATE INCLUSIVE SERVICES FOR DISABLED CHILDREN AND THEIR FAMILIES M Dickens and J Denxiloe (NEYN) £13.00</p>
<p>ALL OF US – AN INCLUSION CHECKLIST FOR SETTINGS KIDS (from Oct 04) kidsactive@mail.vresp.com</p>
<p>CODE OF PRACTICE OF THE IDENTIFICATION AND ASSESSMENT OF SPECIAL EDUCATIONAL NEEDS DfES, Ref: PPY 943 ☎ 0845 6022260</p>
<p>EARLY YEARS AND THE DISABILITY DISCRIMINATION ACT – WHAT PROVIDERS NEED TO KNOW www.DfES.prolog.uk.com</p>
<p>GOOD PRACTICE IN CARING FOR YOUNG CHILDREN WITH SPECIAL NEEDS Angela Dare and Margaret O'Donovan Stanley Thomas ISBN 07487 28716</p>
<p>PICK & MIX York Publishing Services E-mail: orders@yps-publishing.co.uk</p>
<p>PLAY HELPS Butterworth Heinmann</p>
<p>THE BUSKERS GUIDE TO PLAYWORK Colour photocopyable puzzle sheets and CD Rom E-mail: www.commonthreads.org.uk</p>
<p>THINKING IT THROUGH Beth Tarleton, Narcie Kelly & Fiona Macaulay E-mail: despatch.services@barnardos.org.uk</p>

CHILD PROTECTION
CHILD PROTECTION PROCEDURE FOR INDEPENDENT DAY CARE PROVIDERS South Gloucestershire Council Available from the Department for Children and Young People Information Service
PROTECTING CHILDREN: A GUIDE TO RECOGNISING AND RESPONDING TO CHILD ABUSE National Early Years Network
WHAT TO DO IF YOU ARE WORRIED A CHILD IS BEING ABUSED Department of Health Publication ☎ 08701 555 455 Website: www.doh.gov.uk Ref 31553

APPENDIX I

Suppliers Index

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Caveat:

We are not recommending any of the following companies for their products or services

BUILDINGS
<p>ADROIT MODULAR BUILDINGS www.adroitmodular.com ☎ 0800 115544</p>
<p>BUSINESS DEVELOPMENT Accommodation House Main Street Torksey Lincs LN1 2EE ☎ 01427 711238</p>
<p>DECKHOUSE UK Designs and constructs timber-framed buildings ☎ 020 7350 2345 www.deckhouse.com</p>
<p>ELLIOTT GROUP ☎ 01543 404040 www.elliott-group.co.uk</p>
<p>HOMELODGE BUILDINGS LTD Kingswell Park Crawley Winchester Hampshire SO21 2PU ☎ 01962 881480 www.homelodge.co.uk</p>
<p>MODUFORM LTD School buildings, sports pavilions, libraries, laboratories and classrooms ☎ 01924 497986 www.moduform.ltd.uk</p>
<p>PASUDA Specialists in modular nursery building Highfield Lane Orgreave Sheffield S13 9NA ☎ 0114 254 0188 E-mail: sales@pasuda.co.uk Website: www.pasuda.co.uk</p>
<p>PORTAKABIN LIMITED Accommodation solutions for crèches and nurseries ☎ 0845 401 0010 0845 401 0020</p>
<p>SGB ROVACABIN ☎ 01454 325010 www.sgb.co.uk</p>
<p>SECURRACCOM LIMITED Modular buildings designed to inspire the imagination of the future ☎ 0845 2303200</p>
<p>SERVACCOMM</p>

☎ 01964 624444

www.servacomm.co.uk

WRAITH ACCOMMODATION PLC

Fully fitted nursery classrooms

☎ 01427 711238

www.wraith.co.uk

SANITARY PROVISION

COMMUNITY PLAYTHINGS

Napping changing units for children rather than babies

☎ 0800 3877 457

www.communityplaythings.co.uk

SMUDGE AND DRIBBLE

Iron House

Handcross Road

Plummers Plain

West Sussex

RH13 6NZ

☎ 0800 980 2774

Fax: 01444 401614

E-mail: sales@smudge-dribble.co.uk

Website: www.smudge-dribble.co.uk

CONSTRUCTIONAL

LEGO

Dacta Europe North

Capital Point

33 Bath Road

Slough

Berkshire

S11 3UF

☎ 0800 5346 1111

Website: lego.co.uk

ARTS AND CRAFTS

PHILIP AND TACEY LTD
Educational art and craft supplies
North Way
Andover
Hampshire
SP10 5BA
☎ 01264 332171
Fax: 01264 384808
www.philipandtacey.co.uk

FURNITURE / STORAGE

AEL SOLUTIONS
Commercial leisure furniture and play equipment
☎ 01189 230300
www.aelsolutions.com

COMMUNITY PLAYTHINGS
Indoor play equipment and furniture
Brightling Road
Roberstbridge
East Sussex TN32 5DR
☎ 0800 387 457
Fax: 0800 387 531
E-mail: sales@communityproducts.com
Website: www.communityproducts.co.uk

CROSSBROOK FURNITURE LTD
Storage and Furniture
☎ 01992 557000
www.crossbookfurniture.co.uk

EFM CHESTERFIELD
Pottery Lane West
Whittington Moor
Chesterfield S41 9BN
☎ 01246 455191
Fax: 01246 456506
E-mail: sales@efmchesterfield.co.uk
Website: www.chesterfield.com

GOPAK LTD
Design and manufacture lightweight aluminium framed folding tables
Range Road
Hythe
Kent CT21 6HG
☎ 01303 265751
Fax: 01303 268282
E-mail: info@gopak.co.uk
Website: www.gopak.co.uk

HERON EDUCATIONAL LTD

Manufacture mobile storage containers

Novara House, Excelrior Road

Ashby Park

Ashby-de-la-Zouch

Leicestershire LE65 1NG

☎ 0800 373249

Fax: 0800 373249

E-mail: sales@heron-educational.co.uk

Website: www.heron-educational.co.uk

LAPPSET UK

Lappset House

Henson Way

Telford Way Industrial Estate

Kettering

Northamptonshire NN16 8PX

☎ 01536 412612

Fax: 01536 521703

E-mail: play@lappset.com

Website: www.lappset.co.uk

MORLEYS OF BICESTER LTD

Educational furniture

Arkwright Road

Bicester

Oxfordshire OX26 4UU

☎ 01869 320320

Website: www.morleys.co.uk

PAPWORTH FURNITURE LTD

4 Stirling Way

Papworth Everard

Cambridge CB3 8GX

☎ 0845 130 8300

Fax: 01480 830516

E-mail: enquiries@papworth-furniture.co.uk

Website: www.papworth-furniture.co.uk

SEBEL FURNITURE LTD

7 Cannon Harnett Court

Warren Farm Offices Village

Wolverton Mill

Milton Keynes

Buckinghamshire MK12 5NF

☎ 01908 317766

Fax: 01908 317788

Website: www.sebel.com.au

SHERWOOD INDUSTRIES

Sherwood Industries
Southwell Road West
Rainsworth
Mansfield
Nottinghamshire NG21 0HW
☎ 01623 792151
Fax: 01623 796530
Website: www.sherwoodindustries.co.uk

TOY TIDY COMPANY

Breydon Acre Road
Carlton
Newmarket
Suffolk CB8 9LF
☎ 01223 291430
Website: www.toytidy.com

GENERAL EQUIPMENT / TOYS

ARTFUL DODGERS (KIDSTUFF LTD)

Sevendale House
7 Dale Street
Manchester M1 1JB
☎ 0845 458 2588
Fax: 0161 236 9440
E-mail: info@artfuldodgers.co.uk
Website: www.artfuldodgers.co.uk

ASCO EDUCATIONAL SUPPLIES LTD

19 Lockwood Way
Leeds LS11 5TH
Supplies early years educational toys and equipment
☎ 01132 707070
Website: www.ascoeducational.co.uk

THE CONSORTIUM

Hammond Way
Trowbridge
Wilts BA14 8RR
☎ 0845 330 7780
Website: www.theconsortium.co.uk

<p>EDUCATION ESSENTIALS Building Two Aston Down Industrial Estate Minchinhampton Road Nr Stroud Gloucester GL6 8GA ☎ 0870 121 7045 Fax: 0870 121 7046 Website: www.educationessentials.co.uk</p>
<p>HELO HEALTH ENGINEERING LTD ☎ 01284 772400 Fax: 01284 772401 E-mail: sales@hel-o.co.uk Website: www.hel-o.co.uk</p>
<p>NES ARNOLD ☎ 0845 120 4525</p>
<p>PHILIP AND TACEY North Way Andover Hants SP10 5BA ☎ 01264 332171 Website: www.phlipandtacy.co.uk</p>
<p>TOCKI Stocks glitter tubes, kaleidoscopes and holographic mobiles ☎ 01430 410515 Fax: 01430 410184 Website: www.tocki.demon.co.uk</p>

BOOKS AND LANGUAGE DEVELOPMENT

<p>BOOKSPREAD AND CHILDREN'S DISCOVERY CENTRE Supplies fiction and non-fiction, dual language, multi-cultural, and non-sexist children's books. Also runs literacy and storytelling activities. ☎ 0845 200 4954</p>
<p>COMMUNITY INSIGHT Stocks of books for people working with children on equal opportunities, childcare and education, and children with special needs and more. Also have multicultural dual language books. ☎ 01793 512612 Website: www.communityinsight.co.uk</p>
<p>EASTSIDE BOOKS Specialises in multicultural books, dual language books and black authors ☎ 0207 247 0216 Website: www.eastsidebooks.co.uk</p>

<p>LETTERBOX LIBRARY Book club specialising in non-sexist/positive images/multicultural books ☎ 0207 503 4801 Website: www.letterboxlibrary.com</p>
<p>LFC ☎ 08458 506507 Website: www.lfc-ltd.co.uk</p>
<p>MAGI PUBLICATIONS Publishes picture and dual language books ☎ 020 7385 6063</p>
<p>MANTRA PUBLISHING Produces single and dual language picture books, multi-lingual friezes and posters ☎ 020 8445 5123</p>
<p>ONE WORLD BOOK CO Supplies books from a black and multicultural perspective and picture books – many designed to appeal to boys Tel: 020 7381 4994 Fax: 020 7385 0534 www.one-world-books.demon.co.uk</p>
<p>PUPPETS BY POST Finger puppets, hand puppets, large body puppets and professional entertainers' puppets The Puppet Workshop Ltd Unit 2, 3 and 4 Cam Centre Wilbury Way Hitchin Herefordshire SG4 0TW ☎ 01462 446040 Fax: 01462 446401 Website: puppetsbypost.com</p>
<p>RDS Supplies dual language books ☎ 020 8521 6969</p>
<p>ROY YATES BOOKS Supplies every known dual-language book in print from the UK and many other English speaking countries, and bilingual titles from other countries ☎ 01403 822299</p>
<p>TAMARIND LTD Supplies books with positive, non-sexist images of multicultural families ☎ 02088 668808</p>
<p>THE WORKING GROUP AGAINST RACISM IN CHILDREN'S RESOURCES Have a compiled list of recommended books for children 'Guidelines and Selected Titles: 100 Picture Books'. It also produces two posters titles 'All Children Should Be Seen' and 'Anti-Racist Childcare is Good Childcare'. WGARCR 460 Wandsworth Road London SW8 3LX ☎ 020 7627 4594</p>

MUSICAL
ACORN PERCUSSION Provides quality general and multicultural musical instruments ☎ 020 7720 2243
KEYBOARDS IN ACTION Darklake View Estover Plymouth Devon PL6 7TL ☎ 01752 313331 Fax: 01752 313336 E-mail: kia@starland.co.uk Website: www.keyboardsinaction.co.uk
KINDESCOPE SONG BOOKS Nether Lorn House Eakring Road Wellow Newark Notts NG22 0ED ☎ 01623 861 157 E-mail: enquiries@kindescope.com Website: www.kindescope.co.uk
KNOCK ON WOOD A global music supplier ☎ 01132 429146 Website: www.knockonwood.co.uk
MUSICAL EDUCATION SUPPLIES LTD 101 Banstead Road South Sutton Surrey SM2 5LH ☎ 020 8770 3866 Fax: 020 8770 3554
OUT OF THE ARK MUSIC Sefton House 2 molesley Road Horsham Green Walton on Thames Surrey KT12 4RQ ☎ 01932 232250 Fax: 01932 703010 Website: www.outoftheark.com

PERCUSSION PLUS

The Mill
Great Bowden Road
Mark Harborough
Leicestershire LE16 7DE
LE65 1NG
☎ 01858 433124
Fax: 01858 462218
Website: www.percussionplus.co.uk

SPECIAL NEEDS / DISABILITY

DON JOHNSON SPECIAL NEEDS LTD

19 Clarendon Court
Calver Road
Winwick Quay
Warrington
WA2 8SP
☎ 01925 256500
Fax: 01925 241745

EDU-PLAY

Wooden educational products
P O Box 7075
Grantham NG32 1WE
☎ 01476 573444
Fax: 01476 573886
Website: educplayuk.com

INCLUSIVE TECHNOLOGY LTD

Riverside Court
Huddersfield Road
Delph
Oldham
OL3 5FZ
☎ 01457 819790
Fax: 01457 819799
E-mail: inclusive@inclusive.co.uk
Website: www.inclusive.co.uk

KNOCKABOUTS

Supplies hand-made wooden traveller, gypsy and fairground toys and jigsaws
☎ 01842 762560

NATIONAL DEAF CHILDREN'S SOCIETY

Adds sign language symbols to a range of well known children's books
☎ 020 7490 8656
Website: www.ndcs.org.uk

ROMPA

☎ 01246 211777
Website: rompa.com

<p>SAVE THE CHILDREN Supplies posters on children's rights, play, discrimination etc – many are free ☎ 020 7012 6400</p>
<p>SPEECHMARK PUBLISHING LTD 8 Oxford Court St James Road Brackley NN13 7XY ☎ 01282 845570 Fax: 01280 845584 Website: www.speechmark.net</p>
<p>TFH SHOP ON LINE Catalogue requests ☎ 01299 827802 Website: www.specialneedstoys.com</p>

MULTICULTURAL

<p>AIMER (THE UNIVERSITY OF READING) Publishes resource lists on multicultural, anti-racist teaching materials – many produced by LEA's and not available elsewhere ☎ 01189 318820</p>
<p>ARTICLES OF FAITH Supplies religious and multicultural artefacts and resources for education ☎ 01617 636232 E-mail: hello@resourcehouse.co.uk Website: www.articlesoffaith.co.uk</p>
<p>THE BANGLADESH RESOURCE AND MULTICULTURAL BOOK CENTRE Offers dual-language children's books, books about Bangladesh, puppets, dolls and cards ☎ 020 85481405</p>
<p>CENTRE FOR MULTICULTURAL EDUCATION Supplies posters and classroom resources ☎ 01162 313399</p>
<p>THE FESTIVAL SHOP Supplies the Festival Year Multi-faith spiral year planner, books, posters and cards about festivals and religions, but not religious artefacts ☎ 02124 440 444</p>
<p>KNOCKABOUTS Supplies hand-made wooden traveller, gypsy and fairground jigsaws and toys ☎ 01842 762560</p>
<p>LILLIAN REEVE Supplies hand-made parentage, Asian and Caribbean rag dolls ☎ 020 7221 2630</p>
<p>OXFAM EDUCATION Has posters of women, children and people in the majority of the world and other resources ☎ 020 7931 7660</p>
<p>REDE EDUCATIONAL</p>

Supplies hand-made multi-ethnic wooden puzzles and games ☎ 01342 715538
SOMA CRAFTS Stocks Indian crafts and toys produced by traditional craftsmen and women, and books ☎ 020 7735 2101
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OUTDOOR PLAY

CREATIVE PLAY PO Box 707 Mold Flintshire CH7 1FG ☎ 01224 375627 Website: www.creativeplayuk.com
EIBE-PLAY LTD Eibe House Home Farm Hurtmore Godalming Surrey GU8 6AD ☎ 01483 813834 Website: www.eibe.co.uk
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SAMSON OUTDOOR FURNITURE

<p>75 Estridge Way Tonbridge Kent TN10 4JX ☎ 01732 356623 Website: samsonoutdoorfurniture.co.uk</p>
<p>SMITH BROTHERS GROUP Manufacturers of playground safety tiles and rubber matting Unit 1 Oyster Industrial Estate Jackson Close Farlington Portsmouth PO6 1QN ☎ 023 92387199 Fax: 023 92387199</p>
<p>SOVEREIGN PLAYGROUND EQUIPMENT 40 Towerfield Road Shoeburyness Southend on Sea Essex SS3 9QT ☎ 01702 291129 Fax: 01702 290092</p>
<p>TIMBERLINE Quality British made children's outdoor play equipment Highlands Place Foxwood Industrial Park Foxwood Road Sheepbridge Chesterfield Derbyshire S41 9RN ☎ 01246 454484 Fax: 01246 465000 Website: www.timerline.co.uk</p>
<p>WICKSTEED LEISURE LTD Digby Street Ketterington Northamptonshire NN16 8YJ ☎ 01536 517028 Fax: 01536 410633 E-mail: sales@wicksteed.co.uk Website: www.wicksteed.co.uk</p>

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Units 6 & 7 Flynn Row

Fenton Industrial Estate

Stoke on Trent ST4 2SW

☎ 01782 417133

Fax: 01782 747268

E-mail: info@charliecrow.co.uk

Website: www.charliecrow.co.uk

J & M TOYS

46 Finsbury Drive

Wrose

Bradford BD2 1QA

☎ 01274 599314

Fax: 01274 591887

E-mail: Sales@jandmtoys.co.uk

Website: www.jandmtoys.co.uk

THREE BEARS PLAYTHINGS

Steward House

High Street

Rothbury

Northumberland NE65 7LT

☎ 01669 620315

Fax: 01669 621900

www.threebearsplaythings.co.uk

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Worcestershire WR14 1AQ
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Website: www.coaster.co.uk

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SHERSTON SOFTWARE LTD
Angel House
Sherston
Near Malmesbury
Wiltshire SN16 0LH
☎ 01666 843200
Fax: 01666 843216
E-mail: sales@sherston.co.uk
Website: www.sherston.co.uk

SCIENCE

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Kiln Farm
Milton Keynes
Buckinghamshire MK19 6ZH
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Fax: 01908 262654
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Website: www.insectlore.co.uk

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Fax: 01949 843036
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Saltham Lane
Runcton
Chichester
West Sussex
PO20 6PU
☎ 01243 779969
Fax: 01243 532471
E-mail: learning@synergy-group.co.uk
Website: www.synergy-group.co.uk

Companies Specialising in Insuring Day Care

Ecclesiastical Insurance

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Gloucestershire GL1 1JZ

☎ 01452 528533

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Croydon
CR9 3DD

☎ 0845 257 0900
Fax: 0845 257 0547

Sweet William Nursery Insurance

☎ 01708 855141

Abbey National Business

☎ 0800 328 0210
Website: www.anbusiness.com

Poundgates

☎ 01473 216 406
Website: www.poundgates.com

Towergate Solutions

8th Floor Block C
White Friars
Lewins Mead
Bristol BS1 2NT
☎ 0117 945 2900

Requirements

- Building Insurance
- Employer Liability Insurance
- Equipment and Contents Insurance
- Public Liability Insurance
- Vehicle Insurance (if the nursery provides transport)