

DRAFT KENYA STANDARD

DKS : 2019

ICS

First Edition

Early childhood care and education — Full day care services — Specification

PUBLIC REVIEW DRAFT DECEMBER 2019

PUBLIC REVIEW DRAFT

TECHNICAL COMMITTEE REPRESENTATION

The following organizations were represented on the Technical Committee:

Mount Kenya University
Kenyatta University
Africa Early Childhood Network
Environment Institute of Kenya
KEPSA/Kenya National
Kenya Private Sector Alliance
Federation of Jua Kali
Kidogo Early Years
University of Nairobi
Kenya Institute of Education
Kenya National Examinations Council
SUP Kenyan Muslims
Kenya National Union of Teachers
Kenya National Association of Parents
Association of Persons with Disability Kenya
Kenya Private Schools Association
Ministry of Education
Department of Basic Education
City Education Department
Bunks School
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Kenya Bureau of Standards — Secretariat

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REVISION OF KENYA STANDARDS

In order to keep abreast of progress in industry, Kenya Standards shall be regularly reviewed. Suggestions for improvements to published standards, addressed to the Managing Director, Kenya Bureau of Standards, are welcome.

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ICS 0

Third Edition

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PUBLIC REVIEW DRAFT

Foreword

Foreword

This Kenya Standard was developed by the Early Childhood Education Technical Committee under the guidance of the Standards Project Committee and it is in accordance with the procedures of the Kenya Bureau of Standards.

There is need to promote the welfare and development of all young children. Good quality care and education in the early years raise educational standards and opportunities, and enhance children' social development.

All child care services, be they new or established should provide a secure and safe environment children so that parents can have confidence that their children are well looked after.

The national standards represent a baseline of quality below which no provider may fall. However, they are also intended to underpin a continuous improvement in quality in all settings.

This standard does not override the need for providers to comply with other legislation such as that covering health and safety, food hygiene, fire or planning requirements.

During the preparation of this standard reference was made to the following documents:

Early childhood development service standard guidelines for Kenya 2006

Children's Act, Laws of Kenya Cap 141

National Early childhood development policy frame work 2008

Acknowledgement is hereby made for the assistance received from these sources.

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Early childhood care and education — Full day care services — Specification

1 Scope

This draft Kenya Standard specifies the requirements for facilities that provide day care for children under eight for a continuous period of four hours or more in any day, in premises which are not domestic premises. Examples are day nurseries and children's centres, and some family centres.

2 Normative references

The following documents are referred to in the text in such a way that some or all of their content constitutes requirements of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

Children's Act, Laws of Kenya Cap 141

National Early childhood development policy frame work 2008

KS 2573 Hygiene requirements for food establishments and catering operations

KS 1S0 8124 Safety of Toys

3 Terms and definitions

For the purpose of this document, the following terms and definitions apply.

3.1

registered person

a person deemed qualified to care for children and whose name appears certificate of registration. The registered person has overall responsibility for ensuring that the requirements of this standard are met. A company, committee or any other group shall be composed of registered persons

3.1

manager

a person in day to day charge of the setting. The manager need not be the same person as the registered person, if not, the manager will be recruited and vetted by the registered person, a manager must have appropriate qualifications and experience.

3.2

parent

any person with parental responsibility for a child.

3.3

early years childcare inspector

a person employed by the Ministry of Education who is responsible for regulating and inspecting day care and childminding provision.

4 General requirements for a Full day care centre

4.1 Suitable person

The full day care center shall ensure that adults providing day care, looking after children or having unsupervised access to them are suitable to do so.

4.1.1 The registered person shall comply with all conditions of registration, including any which require them to submit to a vetting procedure whereby the information supplied is verified with the relevant sources. The vetting procedure, which includes criminal records check, will enable the early years child care inspector to determine the suitability of those caring for, or having regular contact with, children. If the registered person fails to comply with such a condition the early years child care inspector may, amongst other things, take this into account in determining their suitability.

4.1.2 The registered person, their staff and volunteers shall not have been convicted of an offence or been the subject of an order which disqualifies them from registration under regulations made under Cap 141 of the Children Act. Where disqualification arising from an offence carries a time-limit in the regulations, and that time-limit has expired, or where an offence mentioned in the regulations made under Cap 141 of the Children Act was not subject to a qualifying sentence, or where the person is or has been the subject of an order mentioned in the Regulations, in determining the suitability of the registered person the early years child care inspector will have regard to all circumstances of the offence or order. Factors will include the date of offence or order, the type of offence or order the degree of culpability of the person and the person's activity and involvement with children since the offence or order.

4.1.3 The registered person shall ensure that any person who has not been vetted is never left alone with children

4.2 Qualifications for management staff

The manager shall have at least a certificate in early childhood education from an accredited institution or qualification appropriate to the post. In addition

- a) the manager shall have at least 2 years' experience of working in a day care setting;
- b) all managers, staff and volunteers shall be suitable, both mentally and physically, to care for children;
- c) all managers, staff and volunteers shall have the appropriate experience, skills and ability to do their jobs.

4.2 Organization

4.2.1 The registered person shall meet required adult:child ratios, and shall ensure that training and qualifications requirements are met as well as organize space and resources to meet the children's needs effectively.

4.2.2 The registered person shall demonstrate that staff are deployed effectively within the premises to ensure the safety, welfare and development of children.

4.2.3 There shall be a named deputy who is able to take charge in the absence of the manager.

4.3 Size and the key person system

4.3.1 The size of a group shall not exceed 26 children. A provision may include more than one group. Children shall belong to a key group which has consistent staff.

Every child shall be allocated to a member of staff within their key group who is his/her key person and is mainly responsible for his/her wellbeing on a daily basis, and who shall ensure that information about the child is exchanged with the parent. Movement of children and staff between groups in the course of the day may be encouraged within the organisation of the provision, if that is planned to provide a richer experience for children.

4.4 Operational plan

The registered person shall develop and review an operational plan which is available to parents. The aim of this plan is to allow the registered person maximum flexibility in organising the provision according to available resources. The operational plan shall include how staff will be deployed within the provision, how and what activities will be provided and how the continuing training needs of staff will be met.

4.5 Staff training and qualifications

The registered person shall ensure that:

4.5.1 All supervisors shall hold a level 3 qualification appropriate for the care or development of children. Where this cannot be achieved immediately, providers shall set out an action plan detailing how they intend to meet this criterion and in what timescale. A plan for offering their approval or indicating aspects that need improvement shall be put in place.

4.5.2 At least half of all other child care staff shall hold a level 2 qualification appropriate for the care or development of children.

4.5.3 All staff shall have induction training which includes health and safety and child protection policies and procedures in their first week of employment.

4.5.3 Trainees under 17 years of age shall be supervised at all times and shall not be counted in the staffing ratios. Where the registered person is satisfied that trainees of 17 years or over are competent and responsible, they may be included in the staffing ratios.

4.5.4 Accessible individual record shall be kept at the premises containing the name and address of the staff members', any volunteers and committee members and information about recruitment, training and qualifications.

4.6 Staffing ratios

4.6.1 The minimum staffing ratios shall be:

- a) 1: 3 children under 2 years;
- b) 1 : 4 children aged 2 years;
- c) 1: 8 children aged 3-7 years;

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

4.6.2 Any care provided for children aged 8-14 is not allowed to adversely affect the care provided for children under 8 years old.

4.6.3 There shall be a minimum of two adults on duty.

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

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

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

4.7 Registration system

There shall be a system for registering children and staff attendance on a daily basis, showing hours of attendance. The name, address and date of birth of each child who is looked after on the premises shall be recorded*.

4.7 Care, learning and play

4.7.1 The registered person shall meet children's individual needs and promote their welfare. They shall plan and provide activities and play opportunities to develop children's emotional, physical, social and intellectual capabilities.

4.7.2 The registered person and their staff shall encourage children to be confident, independent and develop their self-esteem.

4.7.3 The registered person shall select resources and provide activities, play opportunities and first-hand experiences which allow children to build on their natural curiosity as learners, develop their language and mathematical thinking, use their imagination and develop social relationships.

4.7.4 The registered person shall ensure all staff help children to learn about what is right and wrong.

4.7.5 The registered person shall encourage the building of positive relationships with children and their parents to facilitate a good understanding of individual needs and home circumstances.

4.7.1 The registered person and their staff shall listen and value what children say, talk with them about what they (children) are doing and display high expectations of what they can achieve.

4.7.1 The registered person and their staff shall observe and record what children do and use their observations to plan the next steps for the children's play, learning and development.

4.7.1 The registered person shall organise resources so that they are readily accessible to children and deploy staff to support children's play and learning.

4.7.1 The registered person shall give children opportunities to be active, indoors and out, as well as time to relax.

4.7.1 The registered person shall help children to work towards the Early Learning Goals as described in the National Early childhood development policy frame work.

4.8 Physical environment

The premises shall be safe, secure and suitable for their purpose. Adequate space shall be provided in an appropriate location, it shall offer access to the necessary facilities for a range of activities which promote children's development.

4.8.1 The premises shall be designed to be welcoming and friendly to children and parents.

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

4.8.3 The registered premises shall be for the sole use of the facility during the hours of operation.

4.8.4 The registered person shall ensure they operate within local planning and building control requirements.

4.8.5 There shall be access to a telephone on the premises.

4.8.6 Rooms shall be maintained at an adequate temperature.

4.9 Indoor play area

The following space standards represent minimum space per child for the whole provision:

Table 1 Indoor play area space

SN	Age	Sq. Meters
1.	under 2 years	3.5
2.	2 years	2.5
3.	3-7 years	2.3

4.9.1 Provision shall be made (space or partitioned area) for children who wish to relax, play quietly or sleep, equipped with appropriate furniture. This area may be converted from normal play space providing children can rest safely without disturbance.

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

4.9.1 There shall be adequate storage space for equipment.

4.10 Outdoor play area

Outdoor play space adjoining the premises shall be provided. It shall be safe, secure and well maintained. Exceptionally, where outdoor play space cannot be provided, children are safely escorted to local parks, playgrounds or the equivalent on a regular basis.

4.11 Toilet facilities

There shall be a minimum of one toilet and one wash hand basin with hot and cold water available for every 10 children over the age of two years.

4.12 Staff facilities

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

4.12.2 There shall be separate toilet facilities for adults.

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

4.13 Kitchen

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

4.13.1 The kitchen shall conform to environmental health and food safety regulations.

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

4.14 Laundry facilities

4.14 .1 A separate laundry shall be provided or adequate arrangements made to launder nursery linen. Where laundry facilities are provided on site, children shall not be allowed access.

4.14 .2 Arrangements shall be made to ensure that an adequate supply of clean bedding, towels, spare clothes etc. are always available.

4.15 Equipment

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

4.15.1 The registered person shall ensure that sufficient, suitable toys and play materials are available to provide stimulating activities and play opportunities for the children in all areas of play, learning and development. These are appropriate for the ages and individual developmental needs of the children.

4.15.1 Furniture, toys and equipment on the premises shall be in good repair and conform to KS ISO 8124 Safety standards for the Toys where applicable. Where public playgrounds are used, the registered person shall ensure that the children do not use faulty equipment.

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

4.16 Safety

4.16.1 The registered person shall take positive steps to promote safety within the setting and on outings and ensure proper precautions are taken to prevent accidents.

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

4.17 Risk assessment

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

4.18 Gas/electricity

Gas, electrical and other appliances and fittings shall conform to safety requirements and shall not pose a hazard to children.

4.19 Security

4.19.1 The premises and outside play area shall be secure and children shall not be left unsupervised. The registered person has an effective system for managing access to the premises, ensures that it is used, and keeps a record of visitors.

4.19.2 Children shall be supervised at all times. In the event of a child being lost or not collected there shall be a clearly defined procedure to be followed.

4.20 Outside area

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

4.20.1 Ponds, drains, pools or any natural water shall be made safe or inaccessible to children. Outdoor water activities shall be closely supervised at all times.

4.20.1 The registered person shall not keep hazardous indoor and outdoor plants on the premises. However, if these are present, they shall be made inaccessible to children.

4.21 Fire safety

4.21.1 There shall be clearly defined procedures for emergency evacuation of the building*, which include any special measures to be taken where children are located above or below ground level. The procedures shall be known to all staff and fire drills shall be carried out periodically. The registered person shall comply with any recommendations made by the Fire Safety Officer. Records shall be kept to his satisfaction in a fire log book for inspection and certificates obtained.

4.21.2 Fire doors shall not be obstructed and fire exits shall be clearly identifiable and easily opened from the inside.

4.21.3 Fire blankets, extinguishers, alarms and smoke detectors which conform to safety standards shall be provided as necessary, checked to the frequency specified by the manufacturer and kept in working order.

4.22 Outings and transport

The registered person shall ensure that there are operational procedures for the safe conduct of any outings provided. Records shall be kept about vehicles in which children are transported, including insurance details and a list of named drivers. Drivers using their own transport shall have adequate insurance cover.

4.23 Insurance

The registered person shall carry public liability insurance for the provision.

4.24 Health

The registered person shall promote the good health of children and take positive steps to prevent the spread of infection and appropriate measures when they are ill children.

4.25 Hygiene

4.25.1 The premises and equipment shall be kept clean.

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

4.25.3 Children shall be encouraged to learn about personal hygiene through the daily routine.
Animals

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

4.26 Sandpits

Sandpits shall be protected from contamination and the sand shall be clean.

4.27 Food handling

Those responsible for the preparation and handling of food shall be fully aware of, and comply with, regulations relating to food safety and hygiene in accordance with KS 2573 Hygiene requirements for food establishments and catering operations.

4.28 Medicine

The registered person shall have a clear policy, understood by all staff and discussed with parents, regarding the administration of medication. If medicine is to be given the following shall be in place:

4.28.1 Medicines shall be stored in their original containers, clearly labelled and inaccessible to children.

4.28.2 Medicines shall not be administered unless they have been prescribed for that child by a doctor;

4.28.3 The parent shall give prior written permission to administer any medication.*

4.28.4 Written records shall be kept of all medicines administered to children, and parents shall sign the record book to acknowledge the entry.

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

4.29 First aid

4.29.1 There shall be a first aid box, the contents of which will be determined in the first aid training course, and are checked frequently and replaced as necessary. This shall be kept in an accessible place out of the reach of children.

4.29.1 There shall be at least one member of staff with a current first aid training certificate on the premises or on outings at any one time. The first aid qualification shall include training in first aid for infants and young children which is consistent with any guidance issued to local authorities.

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

4.29.1 A record shall be maintained, signed by the parent, of any accidents.

4.30 Sick children

There shall be a policy about the exclusion of children who are ill or infectious which is discussed with parents. This includes a procedure for contacting parents or another adult designated by the parent if a child becomes ill whilst in day care.

4.30 Smoking

There shall be a no smoking policy.

4.30 Food and drink

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

4.30.2 Fresh drinking water shall be available to children at all times.

4.30.3 Children who stay in day care for the whole day shall be offered a midday meal and other snacks and drinks routinely.

4.30.4 The registered person shall request information from parents about any special dietary requirements, preferences or food allergies the child may have. Where these exist, the registered person shall make a record and take heed of the information provided.

4.30.5 If parents provide packed lunches, they shall be informed of what can be stored safely.

4.31 Equal opportunities

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

4.31.2 The registered person shall have in place, and periodically review, an equal opportunities policy which is consistent with current legislation and guidance. All staff and volunteers shall understand and implement this policy and it shall be available to parents.

4.31.3 All children and adults shall be treated with equal concern and the registered person shall have regard to relevant anti-discriminatory good practice. The registered person shall promote equal opportunities with regard to employment, training, admission to day care and access to the resources, activities and facilities available.

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

4.32 Special needs (including special educational needs and disabilities)

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

4.32.2 The registered person shall have regard to the Code of Practice for the Identification and Assessment of Special Educational Needs.

4.32.3 The registered person shall have a written statement about special needs which is consistent with current legislation and guidance and includes both special educational needs and disabilities. It shall also be made available to parents.

4.32.4 Staffing arrangements shall be designed to meet the needs of individual children who attend and have special needs. Such children shall be welcomed appropriately.

4.32.5 The physical environment shall be, as far as is reasonable, suitable for children with disabilities.

4.32.6 Children with special needs attending day care shall have access, alongside their peers, to the facilities, activities and play opportunities provided whenever reasonable, in order to promote their welfare and development.

4.32.7 The registered person consults with parents about the need for any special services and equipment for the children in their care.

4.32.8 The registered person shall ensure the privacy of children with special needs when intimate care is being provided.

4.33 Behaviour

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

4.33.1 The registered person shall produce a written statement on behaviour management, including bullying, which states the methods used to manage children's behaviour. This shall be fully understood and followed by all staff and discussed with parents and children.

4.33.1 The registered person shall create an environment that encourages good behaviour.

4.33.1 Adult handling of behaviour shall be consistent and developmentally appropriate, respecting individual children's level of understanding and maturity.

4.33.1 Physical punishments, or the threat of them, shall not be used.

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

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

4.34 Working in partnership with parents and carers

4.34.1 The registered person and staff shall work in partnership with parents to meet the needs of the children, both individually and as a group. Information shall be shared.

4.34.2 Information shall be given to parents which includes:

- a) basic written information about the setting, e.g. the admissions policy, hours, contact information, staffing, routines etc;
- b) the role of parents, including any expectations that parents participate on the management committee or as volunteers;
- c) details of policies and procedures which are available to parents;
- d) a written complaints procedure which includes the address and telephone number of the regulatory;
- e) information about activities provided for children.

4.34.3 Volunteers or committee members shall be given full information and guidance on their roles and responsibilities.

4.34.4 There shall be a system in place for the regular exchange of information between parents and staff members. Parents shall be able to share information and their views and concerns shall be respected and acknowledged. Appropriate and prompt action shall be taken on any concerns raised and a record of all complaints shall be maintained.

4.34.5 Staff shall be aware of the need to maintain privacy and confidentiality.

4.34.6 Parents shall have access to all written records about their children.

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

4.34.8 Children shall only be released from the care of the provision to individuals named by the parent.

4.34.9 If a child is identified as a child in need (section 17 of the Children Act) the registered person, usually with parents' permission, shall give appropriate information to referring agencies.

4.35 Child protection

4.35.1 The registered person shall comply with local child protection procedures approved by the Child protection services and ensure that all adults working and looking after children in the provision are able to put the procedures into practice.

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

4.35.3 The registered person shall have a written statement, based on the procedures laid out in the booklet. This statement should clearly state staff responsibilities with regard to the reporting of suspected child abuse or neglect in accordance with local Child protection services' procedures and should include contact and telephone numbers for the local police and social services. It includes procedures to be followed in the event of an allegation being made against a member of staff or volunteer'. These procedures shall be shared with parents before admission to day care.

4.35.4 The registered person shall ensure that:

a) a designated member of staff shall have attended a child protection training course and shall be responsible for liaison with local child protection agencies and with the respective Ministry in any child protection situation;

b) other staff shall be aware of child protection issues and are able to implement the policies and procedures in the absence of the designated member of staff.

4.35.5 The registered person shall ensure that all staff are aware of possible signs and symptoms of children at risk and are aware of their responsibility to:

a) report concerns to police or social services in accordance with local Area Child Protection Committee procedures without delay;

b) keep concerns confidential following the guidelines in the booklet.

4.36 Documentation

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

4.36.1 Records relating to individual children shall be retained for a reasonable period of time after the children have left the provisions.

- The Child protection services in each local authority area shall bring together representatives from the main agencies responsible for helping to protect children from abuse and neglect

4.36.1 The records shall be always available for inspection by the early years child care inspector.

4.37 Notification of changes

The early years child care inspector shall be informed of the following at the earliest opportunity:

- a) any changes in members of staff and people living on the premises;
- b) any significant changes to the premises;
- c) any significant changes to the operational plan;
- b) allegations of abuse by a member of staff or volunteer, or any abuse which is alleged to have taken place on the premises;
- d) any other significant events.

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Annex A (Normative)

Babies/ children under 2

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

A.1 Organisation

The registered person shall ensure that:

- a) children aged under two years are cared for in groups of no more than 12;
- b) staff caring for babies are competent to do so;
- c) at least 50% of staff caring for babies have received training in this specific area;
- d) the person in charge of the babies room has suitable experience of working with children under two years;
- e) arrangements for staffing minimise the number of carers for the individual child.

A.2 Care, learning and play

The registered person ensures that:

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

A.3 Physical environment

The registered person ensures that:

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

A.4 Equipment

The registered person shall ensure that:

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

A.5 Safety

The registered person shall ensure that:

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

A.6 Food and drink

The registered person shall ensure that:

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

A.7 Partnership with parents

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

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Annex B Overnight care

These are additional criteria to be met by a registered person providing full day care who wishes to care for children overnight.

B.1 Organisation

The staff:child ratios for the day care registration held shall be maintained overnight. A minimum of two members of childcare staff shall be on the premises of which at least one is awake at all times during the night.

B.2 Physical environment

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

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

B.4 Safety

The sleeping areas shall not have any health or safety hazards.

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

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

B.7 Health

There shall be a good general level of hygiene, decoration and cleanliness in all sleeping areas.

B.8 Food and drink

Suitable meals/feeds/drinks shall be provided. Requirements shall be discussed with parents in advance.

B.9 Working with parents

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

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

B.11 Documentation

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

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

Annex C Nursery schools

A variety of institutions may describe themselves by this title. They have in common that they deal exclusively or almost exclusively with children under the age of five and are neither maintained by a local education authority nor administered as an integral part of an independent school, but they differ in the extent and form of their educational provision.

For the purpose of registration an institution comes within the definition of a private nursery school and is thus distinguished from the generality of day nurseries if its distinctive educational emphasis is such as to fulfill each of these conditions:

- a) It is open for the period of the school day during school term;
- b) It provides for children in the 3-5 age range;
- d) The children are under the oversight of a qualified teacher (that is a qualified teacher within the meaning of the Education (Teachers' Regulations))

Support shall be provided by a qualified nursery assistant who holds a level 3 qualification. The head shall combine teaching and administrative tasks, and like his/her peers in maintained nursery schools, is included within the staffing ratios.

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

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