

# Crèche Guidelines



for Sports, Recreation and Fitness Organisations



Government  
of South Australia

**be active.**

## Acknowledgements

The Office for Recreation and Sport gratefully acknowledges the New South Wales' Department of Sport and Recreation for allowing the use of some materials from its resource 'Childcare Guidelines for NSW Sport, Recreation and Fitness Organisations'.

This resource refers to the Department of Education and Children's Services document Crèche Guidelines for Crèche Service Providers (June 1998) as a base document, with the addition of relevant updated information and a focus on the provision of a crèche in a sport, recreation and fitness context. The Office for Recreation and Sport would like to thank the Department of Education and Children's Services for its assistance and support in the production of this resource.

## Disclaimer

In developing these guidelines, every effort has been made to ensure that the information reflects the intent of the legislation and/or represents examples of best known practice. The Crown will not be liable for any injury, damage or loss sustained by any party engaging in the provision or use of crèche services. Organisations and individuals are reminded that it is their own responsibility to ensure the safety of their activities and of any services offered, and their own responsibility for any decision to offer or utilise a crèche service. The information contained in these resources does not constitute legal advice. The Office for Recreation and Sport recommends that you seek your own legal advice should you require an interpretation of legislation.

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# INTRODUCTION

The Crèche Guidelines for Sport, Recreation and Fitness Organisations have been developed by the Office for Recreation and Sport (ORS) in collaboration with the Department of Education and Children Services (DECS). Its purpose is to assist groups who wish to provide care for young children on an infrequent basis, for short periods of time and where the service is not required to be regulated under the Children's Services (Child Care Centre) Regulations 1998 of South Australia.

Parents should be confident that their children will be safe and well cared for while they are participating in their sport or physical activity. Quality child care is necessary for the well being of children in our society. The need to provide a quality child care service is not diminished when children are in care for infrequent or short periods of time (Crèche Guidelines for crèche service providers June 1998 DETE). Crèche operators have a duty of care to provide a quality child care service for children in their care.

These guidelines are based on requirements that are considered by the Department of Education and Children's Services (DECS) to be the minimum requirements that are necessary to ensure the health and safety of children in a crèche setting.

## **The importance and benefit of recreation, sport and fitness organisations providing a crèche service for participants**

Research has shown that women with children are less active and that inactivity increases with the number of children per family. One of the factors directly responsible for the low participation rate of mothers is a lack of child care and awareness of child care options. It is also likely that fathers and grandparents, who care for young children, find it more difficult to participate in sport and recreation for the same reason.

In view of this, organisations that provide child care services stand to benefit through increased participation and membership. As a community, we will benefit from a more active and healthy society with parents and grandparents as positive role models for their children.



# ARE YOU REQUIRED TO HOLD A LICENCE?

If a child care facility charges a fee or insists upon a donation or an exchange of goods in lieu of payment (such as being part of the child care roster), then a license is required. That is, the child care service must comply with the regulations under the Children's Services Act 1985 and it must hold a current child care licence as issued by the Director, DECS. (See Appendix A for specific clauses relating to the Children's Services Act 1985)

If there is no fee or enforced donation, then the service is considered to be a crèche and no licence is required. Voluntary donations and a voluntary rotational carers' roster are appropriate in this type of crèche situation.

To be sure whether their child care service will require a licence, organisers should check with Licensing and Standards, DECS when they begin to plan. A copy of the Child Care Centre Regulations, along with other information about providing care for children, can be downloaded from the DECS Website (see Appendix B).

## Crèche examples

There are a variety of ways in which a crèche can be structured to suit the needs and resources of the host organisation. The crèche may be indoors or outdoors and there are a number of options for engaging child carers for the crèche. When planning a crèche, the provision of adequate supervision, in terms of selecting a space/room for the crèche, is of utmost importance. The following are some examples of different crèche structures.

### Example 1:

The local community recreation centre employs experienced casual staff with qualifications in child care, to run a crèche on Tuesday and Thursday mornings for a women's netball competition, which runs during the school term. The crèche is adjacent to the netball court and next to a staffed reception/administration area. The parent of the child provides snacks and drinks, and a voluntary gold coin donation is requested for each child placed in the crèche.

### Example 2:

The gym and fitness centre runs a crèche every morning during the week so that stay-at-home parents can attend fitness classes. The crèche is located in a room in the same complex that houses the classes. A voluntary donation of two dollars is requested for each child.

### Example 3:

A state sporting association purchases all of the items needed for a mobile outdoor crèche including marquee, fencing, toys and furniture. They contract an established children's services agency to provide qualified child care workers for events, as needed.

### Example 4:

A local tennis club has a crèche room adjacent to the courts. One of the mums looks after the children while the other four mums play tennis. The mums playing are close enough to provide assistance if needed. They then rotate, so that everyone gets a turn at playing tennis or caring for the children. The tennis club provides the venue and the toys.

### Example 5:

A touch football association conducts a weekly mixed competition and an outdoor marquee is erected with temporary fencing and volunteers staff the crèche.

**Note:** In all of these instances, the parent/guardian should be required to enrol their children in the crèche, book their children in, in advance, for ongoing crèche services and sign their children in and out of the crèche on each occasion. Additionally, the parent/guardian must stay on-site except in the case where the activity does not allow this, such as a fun run.

# STAFFING

The primary responsibility of any children's service is to ensure that the staff are of good character and adequately experienced and/or qualified. It is also important that the service and staff are effectively supervised at all times by people in authority within the organisation, preferably with training and experience in child development. The employment of qualified staff is obviously advantageous in any child care situation.

Under the Children's Protection Act 1993, the organisation must undertake a screening process for all employees and volunteers engaged to work with children. Organisations are strongly advised to thoroughly check the referees and work history of the successful applicants as well as considering criminal history checks. (See Child Protection section page 8)

## Using volunteers

Recruiting volunteers to staff the crèche is an option for consideration, particularly for organisations operating on a tight budget. Volunteers selected for the crèche, should have experience in caring for children and preferably be supervised by someone who has an appropriate qualification. In keeping with 'best practice' in volunteer management, volunteer carers should be provided with a job description outlining their role and responsibilities.

## Qualifications for trained child care workers

The employment of qualified staff is obviously advantageous in any child care situation. The following qualifications are considered appropriate for the care of children:

- two-year qualification (diploma) in child care
- degree in Early Childhood Education.

A list of other appropriate qualifications can be obtained from the Licensing and Standards Unit, DECS (see Appendix B).

Where volunteers are used, it may be more practical to tailor a course to suit the needs of the organisation and to ensure that the volunteers have basic skills training and awareness. The Gowrie Training Centre may be able to assist.

## Advertising for staff / volunteers

Staff can be recruited through:

- sports newsletters
- notice boards
- tertiary institutions that provide early childhood education and child care courses, for example, TAFE
- local child care centres
- employment training scheme offices that run or fund child care courses
- employment agencies
- local newspapers.

When recruiting a staff member it is advisable for the organisation to advertise widely in order to attract a larger pool of individuals from which to select an employee. It is recommended that comments are obtained from referees and that a formal interview takes place to ensure that the skills and suitability of each applicant are thoroughly assessed and the best applicant is selected.

## Pay rates

Information relating to award rates and conditions can be obtained from SafeWork SA (see Appendix B).

## Staff ratios

When organising a crèche service, it is suggested the sporting organisation should be particularly careful to ensure that a responsible person supervises the service and the volunteers/staff at all times. A person with a first aid certificate should be available at all times.

To ensure children's safety, it is recommended a minimum of two adult carers are available at all times when children are on the premises. This is necessary in case one person has to leave the room. A telephone or intercom system is also essential, in case of an emergency. A carer will be required to accompany children to the toilet if the toilet is not immediately accessible to the playroom.

The following minimum staff-to-child ratios should apply at all times (sometimes additional staff and volunteers will be needed, such as when supervision is difficult, when children have special needs or when they are not familiar to the staff):

- 1:5 for children under two years of age
- 1:8 for children between two and five years
- 1:15 for children between five and twelve years of age.

## INSURANCE

To provide a crèche service, organisations need to consider:

- public liability cover
- registering for WorkCover (if you are employing your crèche workers)
- personal accident insurance to cover volunteer workers
- professional indemnity insurance. (This should be considered after discussion with your insurance provider.)

Public liability insurance supports the interests of persons using the crèche service as well as persons operating the crèche service. Organisations need to check with their current insurer to determine if their existing policy extends to the provision of child care services. If the insurers have not been advised of the child care activities and a claim occurs, they would have strong grounds to reject the claim on the basis of 'Non-Disclosure of Material Facts'.

Ensure that your insurer is aware that:

- the crèche will only operate for a limited period of time, i.e. one or two mornings a week, not all day, every day
- it is not a licensed child care facility and does not provide extended care
- the crèche may be out of normal work hours
- that the parent will always be on the site (or not, in the case of an activity such as a fun run)
- the children are only in care for the period of the parents' participation, e.g. for an hour while the netball match is on.

As insurance policies may vary, organisations should seek guidance from a wide range of insurers to ensure that they buy the most appropriate policy for the group's requirements and that they are adequately covered. For example, in the case of a sporting activity being held off-site, that is where the parents will be away from the location of the crèche, organisers will need to clarify with their insurer as to whether their current insurance policy is adequate.

# DUTY OF CARE

## Child Protection

### CHILD PROTECTION - Children's Protection Act 1993

Children's protection legislation in South Australia requires organisations that are entrusted with the care of children to take responsibility for keeping children safe from harm.

- organisations are expected to have in place standards of conduct for adults in dealing with children and guidelines for the recruitment and supervision of staff and volunteers who may come in contact with children
- all organisations, irrespective of size, must ensure that appropriate standards of care are maintained for the safety and well-being of all young people involved
- staff and volunteers must be made aware of their legal responsibilities as mandated notifiers of child abuse.

### Recruitment of staff and volunteers

Screening checks are recognised as one of a range of measures that can be used to prevent the employment of unsuitable staff and volunteers as carers. Undertaking criminal history checks for staff and volunteers working in an adjunct care crèche, although a sensible idea, is not required unless you are a licensed child care provider, a government agency or you are required by regulation to do so.

### Mandatory notification for child abuse/neglect

Crèche workers, their supervisors and managers are required by law to report any abuse or neglect they suspect has happened to a child who is in their care. This is known as mandatory notification and is a legal obligation. It is important that all staff and volunteers who work with children are aware of this obligation and know what to do should they suspect that a child has been abused.

The resource Keeping Children Safe in Recreation and Sport can be downloaded from the ORS website and provided to staff and volunteers to make them aware of this requirement. It is not required that any training is provided, but various training options are available. These are also outlined in the resource.

The Office for Recreation and Sport's resource, Child Safe Environments: Principles of Good Practice for Recreation and Sport contains comprehensive information about child protection including criminal history checks, staff recruitment and training and mandatory notification. [Click here to download the resource from the ORS website](#)

## Policies and procedures

### First aid kit and first aid training

An age-appropriate first aid kit should be readily available, but inaccessible to children and at least one carer should have a current first aid certificate with an infant component.

Contact the St John Ambulance Service or the Australian Red Cross for advice and costs.

### Hats and sunscreen

Parents should be requested to provide hats and sunscreen for their children if the children will be spending any time outdoors during their stay in the crèche

### Managing the physical environment

Children attending the crèche need to be safe and secure at all times. A thorough safety checklist of the physical surrounds, including indoor and outdoor play areas, can be found in Appendix C.

## Enrolment and parent information form

It is important to know the number and ages of the children to be cared for prior to the event or activity, so that the correct number of crèche staff can be rostered. In the case of an ongoing activity (e.g. weekly basketball game), the crèche provider should require an initial enrolment form and request that parents book their children into the crèche, in advance, each week. For a one-off event this can be achieved by requiring parents/guardians to complete an enrolment form as part of the event registration.

The enrolment form should contain the name, sex, age and address of each child, details of any special requirements concerning the child, the times the crèche is offered, expectations as to provision of refreshments, policy as to the dispensing of medication, sun safe policy, routines for dropping off and picking up children and contact numbers of parents or guardians in case of an emergency (see Appendix D for a sample template). The completed enrolment forms need to be readily accessible to crèche workers at all times.

**Tip: Remember to include the crèche enrolment form with the sporting event entry/registration/ membership form.**

## Sign-in / sign-out book

The crèche service should have a sign-in and sign-out book, which parents/guardians complete when dropping off and picking up their child. The system should record the child's name, age and any special requirements concerning the child for that day, the parent's name and their location within the complex in case of an emergency, and a 'time in' and 'time out' signature. Note that parents/guardians must remain on the premises while their child is in the crèche (except during activities such as a fun run).

The person responsible for bringing the child to the crèche should be responsible for collecting the child. Written authority from the parent or guardian should be obtained before the child is handed over to anyone other than the person who brought the child to the crèche. It may also be necessary to view some form of personal identification such as a current driver's license if the person collecting the child differs from the one who brought the child to the crèche.

The children should wear identification tags or stickers in order to help crèche carers monitor the children, particularly in emergencies.

## Catering

The organisation providing the crèche service will need to decide what level of catering will be offered to the children in the crèche. This decision should primarily be based on how long the children will be in the crèche. If the length of stay is only for an hour or two then crèche providers can request that parents provide food and drink for their own children. However, if it is an all-day event then it would be more appropriate for the crèche providers to supply a suitable quantity of food and drinks. In either case, always have extra supplies such as fruit juice, crackers, fruit and plain biscuits in case a parent forgets to supply food for their child. Additionally, plenty of fresh water should always be made available.

## Food policy (including nuts)

Most child care centres have policies excluding food containing nuts or nut by-products such as muesli bars and biscuits due to the severe reactions that can occur in children who are allergic to such foods. Foods such as sweets, carrot, apple, peanuts and popcorn should not be given to babies and toddlers. Chocolates and lollies are not acceptable.

## Play equipment and toys

Having sufficient play equipment, toys and materials available is important, as is ensuring that they are suitable for the age of the children involved. Purchasing new or second-hand play equipment and toys is an option, or to save money consider asking for donations of good quality toys. If the crèche is for a one-off event then organisers may want to consider borrowing play equipment and toys from a local council toy library.

## Miscellaneous

Ensure that there is access to toilets or a modified temporary toilet, change table, mats for rest time, plastic cups for water, first aid training for volunteers, etc.

# Health and safety

## Communicable diseases

Due to the close contact children have with each other in a crèche service, they are more likely to catch each other's illnesses. It is therefore important that the crèche develops a policy for the exclusion of children from child care services when they are suffering from specified infectious diseases.

Children with infectious/contagious conditions should not be accepted into care. Such conditions include:

- measles
- mumps
- chicken pox
- diarrhoea
- vomiting
- head lice
- conjunctivitis
- ring worm/tinea
- gastroenteritis.

It is recommended that crèche services follow the guidelines in the South Australian Department of Health publication 'You've Got What?' (2005) and 'Staying Healthy in Child Care' (2005), produced by the National Health and Medical Research Council (see Appendix B for details). Good hygiene practices for staff and children are recommended in order to reduce the rate of infection.

It is also recommended that organisations operating crèche services develop policies that deal with the admission of children with minor ailments such as colds.

## Dispensing medications

Crèche providers should develop a policy regarding the dispensing of medication to children in their care. As parents are on-site, it is recommended that the policy should be that no medication will be administered by crèche staff and that parents may administer medication to their child while in care. Where this may be impractical (e.g. the parent is participating in a fun-run) then written instructions for dispensing the medication should be obtained from the parent and the following guidelines implemented:

- medication should be stored in a safe place, inaccessible to children
- medication must only be administered to the child:
  - for whom it has been prescribed, from a container bearing the child's name and with a current use-by date
  - from its original packaging
  - with the written permission of a parent/guardian. This permission and instructions for administration should be written on the sign-in/sign-out book for the day of administration.
- a record of medication administered to the child while in care should be kept. This record should include:
  - the name of the medication
  - date, time and dosage
  - the name and signature of the person who administered the medication and the person who checked it.

For further information, see Health Support Planning Guidelines, DECS (see Appendix B).

## Accident and illness

A record should be kept of all accidents, injuries and illnesses to assist in any insurance claims or the outbreak of contagious diseases. If a child is injured in more than a minor way, or falls ill, the parent or guardian should be contacted immediately.

# PROGRAMS AND SERVICES

## Toys and Play Equipment

Toys and play equipment that are age appropriate, stimulating and safe are an essential component when providing a stimulating environment for children in care.

When buying toys and play equipment for children up to three years of age, make sure that the toys are durable and easily cleaned. It is recommended that only toys that comply with Australian Standards be provided.

When purchasing or providing toys, check that there are:

- no loose parts that can be inhaled or swallowed
- no sharp edges or points that can cause cuts
- no splinters, rust or flaking paint
- no lids that can close on top of children such as toy chests or boxes
- stable supports, e.g. ride-on toys and rockers
- no toxic ingredients (in the case of paint or glue).

All toys should be clean, and those that are dirty will need to be washed or disinfected after use as recommended by the Playgroup Association of South Australia. That is, toys that are mouthed, such as in the under eighteen-month age group, should be put in a container to be wiped or washed with a diluted Detol solution at the end of the session. This age group may opt to bring in their own toys from home. For the older than eighteen-month toddler age group, washing dirty toys at the end of the session with soap and water is recommended.

## Type of toys

The Playgroup Association of SA has a useful resource called 'Learning and Developing through Play' that lists basic toys and play equipment for playgroups that would also be suitable for a crèche setting.

### Choose from the following:

- a variety of balls, small bats
- interlocking or wooden blocks, construction sets (at least 20 pieces)
- washable dolls, doll's bed and bedding
- baby toys, rattles, soft toys, washable or cardboard books
- large crayons, paste and paint brushes, non-spill paint pots, blunt-ended scissors
- puzzles
- sets of animals, cars, trains, musical instruments, tea sets, cooking sets
- buckets, spades, scoops, dump trucks and graders for the sandpit or digging patch
- push or pedal wheeled toys, tricycles, walker wagons, pull-along toys, doll's prams, wheelbarrows
- floor rugs, play mats
- tarpaulins or sheets of strong plastic to protect floor from messy play activities
- storage boxes
- furniture for small children.

Further information on play equipment and toys can be found on the Children, Youth and Women's Health Service (Parenting and Child Health, Toys) website and the DECS, Licensing and Standards website (see Appendix B).

# PROGRAM AND ACTIVITIES

The length of time that children will spend in a crèche care service while their parents are participating in a sporting activity will be relatively short. It is therefore difficult to implement a formal program of activities for children. However, the following are some basic principles that should be considered when planning programs suitable for the crèche situation:

- the timetable and activities should be flexible and suited to the ages of children participating
- opportunities should be provided at all times for children to develop oral communication
- there should be a balance between vigorous activity, quiet activity, inside and outside play, and meal or snack times
- there should be opportunity for children to move freely from one activity to another
- children should be gainfully occupied if they are required to sit and wait
- there should be opportunities for creative activities, imaginative play, musical activities and stories.

For further information on program and activities, contact the Playgroup Association SA or DECS (see Appendix B).

# BUDGETING FOR A CRÈCHE SERVICE

The following costs will need to be taken into consideration when budgeting for the provision of a crèche service if an appropriate setting is not already available.

## Facility costs

- rental/cleaning fee for use of an existing community/child care facility
- hiring or buying a marquee and safe, childproof or pool-type fencing
- furniture such as age-appropriate tables and chairs
- safety equipment, if necessary, such as stair barriers, power-point covers and childproof cupboard locks.

## Salaries

There is no requirement that paid staff must be used; volunteers are an option in a crèche.

Should you choose to employ staff, the rates of pay for child care workers vary according to qualifications, the level of responsibility expected, whether the employment is part-time or casual, and whether it is on a weekday or weekend basis. For current rates, contact SafeWork SA or the Gowrie Resource Centre (see Appendix B).

Volunteers may, if you choose, also be paid an honorarium to cover the out-of-pocket cost of providing their services. More information on what constitutes reasonable out-of-pocket expenses for a volunteer is available from the Australian Taxation Office ([www.ato.gov.au](http://www.ato.gov.au)).

*Note: Funding support to develop and operate a crèche facility may be available through the ORS, local councils and other funding bodies.*

# APPENDIX A

## THE CHILDREN'S SERVICES ACT (1985) CLAUSES

The Children's Services Act 1985 (as amended) states:

3. "'a child care centre' means any place or premises in which more than four young children are, for monetary or other consideration, cared for on a non-residential basis apart from their guardians."

"'Young child' means a child under the age of 6 years who has not yet commenced attending school."

48 'No person shall, by public advertisement, represent that he is prepared for monetary or other consideration, to mind, look after or care for young children away from their own homes unless he is the holder of a valid licence under this Act in respect of caring for such children or unless he is an approved family day care provider.'



# APPENDIX B

## CONTACT LIST FOR ADDITIONAL ASSISTANCE, INFORMATION AND RESOURCES

### Child Protection

Office for Recreation and Sport  
+61 (0)8 74247677  
[www.recsport.sa.gov.au](http://www.recsport.sa.gov.au)

Department for Families and Communities  
08 8226 8800  
24-Hour Child Abuse Report Line - 13 14 78  
24-Hour Parent Help Line - 1300 364 100  
Families SA 08 8226 7000  
[www.dfc.sa.gov.au](http://www.dfc.sa.gov.au)

### Early Childhood Resources

Lady Gowrie Child Centre  
39a Dew Street  
Thebarton SA 5031  
08 8352 5144  
[www.gowrie-adelaide.com.au](http://www.gowrie-adelaide.com.au)

Playgroup SA Inc.  
91 Prospect Road  
Prospect SA 5082  
1800 171 882  
[www.playgroupaustralia.com.au](http://www.playgroupaustralia.com.au)

Children, Youth and Women's  
Health Service  
L2/77 King William Rd  
North Adelaide SA 5006  
08 8161 6003  
[www.cywhs.sa.gov.au](http://www.cywhs.sa.gov.au)

### Guidelines, Licensing and Standards

Department of Education and Children's Services  
(DECS)  
15th Floor, 31 Flinders Street  
Adelaide SA 5000  
Childcare Licensing and Standards:  
08 8226 0077  
[www.decs.sa.gov.au](http://www.decs.sa.gov.au)  
[www.chess.sa.edu.au](http://www.chess.sa.edu.au) for Health Support Planning  
Guidelines

**SafeWork SA:** SafeWork SA is responsible for administering occupational health, safety and welfare and industrial relations laws in South Australia.  
General telephone: 1300 365 255  
[www.safeworksa.sa.gov.au](http://www.safeworksa.sa.gov.au)

**Childcare Guidelines**  
For NSW Sport, Recreation and Fitness  
Organisations  
NSW Department of Sport and Recreation  
13 13 02  
[www.dsr.nsw.gov.au](http://www.dsr.nsw.gov.au)

**WorkCover**  
100 Waymouth St  
Adelaide SA 5001  
13 1855  
[www.workcover.com.au](http://www.workcover.com.au)



## Toy Libraries

### Toy Libraries Association of SA

101 Goodwood Rd  
Goodwood SA 5034  
08 8274 1983

Alternatively, contact your local council for a list of toy libraries.

**SERU** (Toys for Children with Special Needs)  
Department of Education and Children's Services  
(DECS)

08 8235 2871

<http://web.seru.sa.edu.au/>

## Safety, Medical and Nutritional Issues

### Kidsafe SA

The Child Accident Prevention Foundation of  
Australia

Women's and Children's Hospital  
72 King William Road  
North Adelaide SA 5006  
08 8161 6318  
[www.kidsafe.com.au](http://www.kidsafe.com.au)

Kidsafe has leaflets and home safety products such  
as:

- childproof cupboard and drawer locks
- poisons cabinets
- door or stair barriers
- door guards to prevent finger jams
- coiled cords for jugs and urns
- fire blankets or smothering cloths
- smoke detectors
- power-point covers
- heater guards
- corner covers for tables and benches.

### Women and Children's Hospital

08 8204 7000

[www.wch.sa.gov.au](http://www.wch.sa.gov.au)

Poisons Information Centre

13 11 26

### South Australian Department of Health Communicable Disease Control Branch

'You've Got What?' (2005)

08 8226 7177

[www.health.sa.gov.au](http://www.health.sa.gov.au)

### SA Department of Health – Infection Control Service

Information regarding infectious diseases and  
other health issues

[www.health.sa.gov.au/infectioncontrol](http://www.health.sa.gov.au/infectioncontrol)

### The National Health and Medical Research Council (NHMRC)

'Staying Healthy in Child Care' (2005)

[www.nhmrc.gov.au/publications](http://www.nhmrc.gov.au/publications)

### St John Ambulance Australia SA Inc.

First Aid Training 08 8306 6900

The St John Shop 08 8306 6920

[www.stjohnsa.com.au](http://www.stjohnsa.com.au)

### Australian Red Cross

First Aid Kits 08 8293 9209

First Aid Training 08 8293 9200

Safety Stores 08 8443 9700

[www.redcross.org.au](http://www.redcross.org.au)

# APPENDIX C

## MANAGING THE PHYSICAL ENVIRONMENT

The following checklist, adapted from Childcare Guidelines for NSW Sport, Recreation and Fitness Organisations (NSW Department of Sport and Recreation, 2002), is useful in ensuring the safety and security of the children attending the proposed crèche service. While not exhaustive this checklist provides a starting point for managing the physical environment.

Prior to an event, or on a regular basis if the crèche is an ongoing service, organisers should ensure that the following criteria are met.

### Indoor crèche service:

- the building is in sound condition (inspect the room well before the date of use to ensure safety, cleanliness and comfort for the children)
- emergency exits are accessible with direct access to the outside or to another safe fire rated area
- there is access for children with disabilities
- all glass up to one metre above floor level and any other glass that children can access, such as windows or cabinets, is shatterproof or protectively screened and any high windows are secure.

### Outdoor marquee crèche service:

- the crèche marquee is for child care only and is located in a safe environment away from cars, water, cycle paths and dogs
- consideration is given to the location of the marquee in terms of ground slope, weather and shade.
- the tent area is fenced off to provide an enclosed play area for children and to restrict access to power cords, urns and other safety hazards.
- the marquee is enclosed on at least three sides, with an in-built floor or with adequate flooring material
- temporary fencing installed to enclose the child care area is at least 1.25 metres high with a support stake at every 1.5 metres of its length (so that children are not able to climb over)
- tent pegs and the tops of fencing support stakes are covered to prevent injury (for example, by brightly coloured plastic covers)
- where possible, an existing toilet facility or portable toilets are in close proximity to, and for the exclusive use of, the crèche service.

### Outdoor areas:

- age-appropriate climbing equipment/swings are placed over impact absorbent material that is rated for the fall height of the equipment
- outdoor areas are covered with grass or artificial grass
- the sandpit area is shaded
- the outdoor area should be adequately fenced. That is, children are not able to climb over, under or through the fence. It should have a self-closing lockable gate and have no gaps greater than 100 mm
- there should be approximately three square metres of play space per child outside
- there should be adequate shade for hot weather conditions.

## Crèche services should also have:

- an emergency evacuation procedure that is clearly written and accessible to all
- a clear understanding among staff of emergency evacuation procedures and the location and operation of a fire extinguisher
- easy access to the loudspeaker and medical attention in the case of outside sports events or large sports complexes
- secure fencing, self-closing childproof gates and doors enclosing the crèche service
- easy access to a telephone
- emergency numbers located close to the phone
- no direct child access to hazardous areas, such as an activity area in use, an exercise room, a swimming pool or a road. It is recommended that the organisation install self-closing or self-locking doors or two doors separated by a holding space.
- an outside play area fenced and fitted with self-locking, self-closing gates
- no access by the children to service areas including rubbish bins, urns, bottles, cleaning products or poisons
- adequate light, ventilation and temperature control with child-safe heating or fans
- safe electrical fittings, switches, heating and cooling equipment and power outlets that are out of children's reach and fitted with earth leakage circuit breakers or childproof safety plugs
- continuous clean flooring, free from hazards
- adequate cover in the event of wet weather or for protection from the sun (particularly with marquee accommodation)
- safe storage of a first aid kit as recommended by St John Ambulance or Australian Red Cross
- access to an adequate supply of drinking water, with separate cups for each child
- easy access to the toilets and hand washing facilities. If an adult toilet and hand basin is used, it is advised that a modified toilet seat and stable step suitable for children's use be provided.
- clean water, soap for hand-washing and individual hand-drying facilities for all children at the service
- adequate hand-washing and hygienic nappy-changing facilities in close proximity to each other for staff
- a change table, mat or bench with a plastic cover for easy cleaning
- a sanitary facility for the storage of soiled nappies
- a policy where children do not use common face cloths, towels, combs or hairbrushes
- a supply of antiseptic wipes, paper towels, disposable cups and a covered garbage bin
- access to a refrigerator or cooler for the storage of children's food and drinks (may not be necessary for short duration crèches)
- access to a sink and equipment for heating baby bottles (may not be necessary for short duration crèches)
- a table for the sign-in book
- a number of crates for the toys/games, arts and crafts materials
- enough clear space to enable the children to play safely
- a separate secure area for babies and toddlers to play in away from older children
- a car park nearby and parking spaces that are wide enough for pram access
- space within the venue to allow for pram parking
- a clear policy that smoking and alcohol will not be permitted on the premises
- supplemental light refreshments (for example, biscuits or sandwiches) if parents forget to pack food for a snack
- child-size tables and chairs
- comfortable rug/mats/cushions for floor sitting
- room dividers if caring for children younger than two or when caring for a large number of children
- boxes/shelves/storage space for children's personal belongings
- cupboards, trestles, etc that are not fixed to the floor positioned or secured in a way that will eliminate the possibility of children moving or pulling these structures onto themselves.

# APPENDIX D

## EXAMPLE ONLY

### CRÈCHE ENROLMENT/PARENT INFORMATION FORM AND SIGN-IN/SIGN-OUT SAMPLE TEMPLATES

Below is a sample template that organisations can adapt (according to specific circumstances) and use for enrolment and signing-in/signing-out procedure.

It is the responsibility of the recreation, sport or fitness organisation to produce forms appropriate to their own circumstances. These should contain full explanations of what parents and other care-givers can expect from the organisation and the crèche.

#### SAMPLE Enrolment and Parent Information Form

Welcome to our crèche! In order to provide a safe and happy environment for your child, we have made a few rules by which we ask everyone to abide:

- children with infectious conditions cannot be accepted into the crèche. Such conditions include chicken pox, mumps, measles, conjunctivitis, gastroenteritis, diarrhoea, vomiting and head lice
- if you want your child to have a snack while in the crèche, please bring fruit or sandwiches  
Chocolates, nuts and lollies will not be accepted
- all possessions, bottles, dummies, bags, special toys, etc must be clearly named.
- Please bring any necessary toilet provisions (nappies, change of clothing for emergencies) and sunscreen and a sun hat.

Crèche staff agree to work specific times and parents are required to abide by these times.  
Please complete the following enrolment form, detach and return.

#### Child's information

Name: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Male/Female: \_\_\_\_\_

#### Medical conditions and special needs

Medical conditions, e.g. epilepsy, asthma

Any allergies, e.g. foods, bee stings

Special needs

Medications (dosage, time, special instructions)

#### Parent/guardian information

Name \_\_\_\_\_

Home address \_\_\_\_\_

Postcode \_\_\_\_\_

Telephone \_\_\_\_\_

Mobile \_\_\_\_\_

#### Emergency contact

The following emergency contact person has permission to collect my child from the crèche if unforeseen circumstances arise:

Name \_\_\_\_\_

Relationship \_\_\_\_\_

Telephone \_\_\_\_\_

Mobile \_\_\_\_\_

In the case of an accident, I give permission for crèche staff to administer first aid to my child.

(Parent/Guardian's signature) \_\_\_\_\_ Date \_\_\_\_\_

## SAMPLE Signing-in and signing-out book

In addition to enrolment, all children must be signed in and out of the crèche service.  
Below is a template that can be utilised for this purpose:

Child's name _____	sex _____	age _____
Enrolment form completed    Yes <input type="checkbox"/> No <input type="checkbox"/>		
(if no, parent must complete enrolment form before using the crèche service)		
Arrival time _____		
Parent/guardian signature _____	Departure time _____	
	parent/guardian signature _____	
Specific location of _____		
parent(s) _____		
Any special needs or medication for today _____		



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