

## **CRECHE PROCEDURES**

You must have read and signed Job Description Creche BTS.

You must have completed Breaking the Silence screening and training.

There must always be a 4:1 child:carer ratio (currently two volunteers) on Crèche. If this is not possible, the single volunteer should inform the MC and offer the use of Crèche facilities to parents who remain with their children, and offer assistance to them.

The Front of House Overseer will have a copy of the meeting plan for your reference.

Advise parents, where possible, to take their children to the toilet before putting them in Crèche.

A box of toys is available from up on the stage. only use toys in the box marked 'Crossroads Church'. Make sure you collect this before the meeting begins! Please pack it up and return it at the end of each session.

Start time is the beginning of the church meeting (currently 5:30pm) and finish time is at the end of the formal meeting. Make sure parents know to come out to collect their children immediately.

Parents sometimes keep children in the service for the beginning of the meeting and then bring them to Creche.

Make sure that the crèche room is absolutely off limits to all other people during the public meeting. Keep the door closed. Put sign up. If there are any issues get an elder to talk to the person.

Any food or drinks should be provided by parents. Please ask parents at the start if they would like you to give their child anything to eat or drink during crèche. Supervise closely.

Beware of safety hazards in the room. Keep children away from the kitchen

area at all times.

Children attending crèche must be old enough to sit unassisted.

It is strongly recommended that all those involved in creche ministry be immunised (and maintain their immunisations) against those diseases that represent a particularly high risk to young children and babies. (Please consult with your GP for details).

Any questions? Ask the Front of House overseer.

linked to Downloads section of the website [Guidelines-Creche.pdf](#)