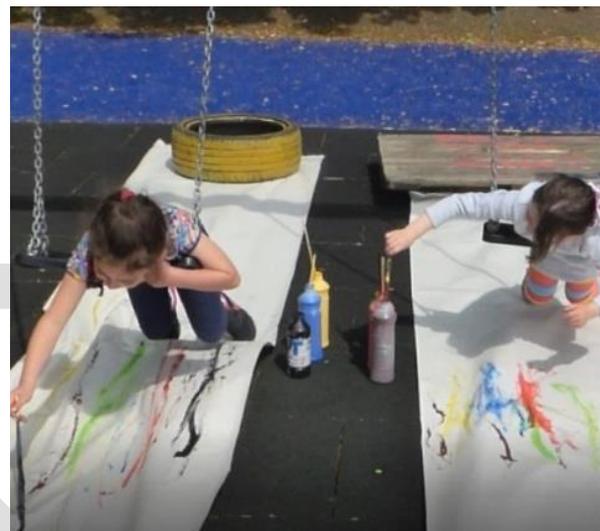


# Childhood Statutory Requirements

A Regulatory Framework for Childhood Provision



**“Anyone working with or for children should  
do what is best for each child.”**

(Article 3 of the United Nations Convention on the Rights of the Child)

November 2019  
(last updated June 2020)



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## Foreword



### **Ministerial foreword for the Early Years and Childhood Statutory Requirements**

The Government of Jersey Common Strategic Policy 2018-2022 has identified putting children first as one of its 5 key priorities.

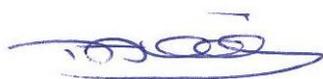
As Minister for Education, this priority ensures a commitment that our children and young people will be acknowledged and considered by all Government departments. This is essential in ensuring that all children have the best start in life and grow up to be safe, supported and successful.

It is my ambition that we have systems in place that always put children first and respect their rights as recognised through the United Nations Convention on the Rights of the Child.

I am pleased to endorse a set of requirements that have at its central core, the well-being of children. They acknowledge that experienced, well trained staff are fundamental in nurturing children's play, learning and development. That high quality settings contribute to positive outcomes for children and their families. Safeguarding practices that are robust and understood by all are essential, as is effective leadership and management.

The standards addressed in this document will ensure all settings can meet and maintain compliance with the articles of the Day care of Children (Jersey) Law 2002.

By working together to ensure these standards are maintained through the regulatory work of our childcare officers, we can be confident that children in your care will be happy, healthy and thrive as confident individuals, well placed to make a positive contribution to society.

A handwritten signature in blue ink, appearing to read 'Tracey Vallois', with a horizontal line underneath.

Senator Tracey Vallois

Minister for Education



## Introduction

The Statutory Requirements for Childhood Provision apply to those settings registered as a Childhood Setting and have been written with the collective guidance, co-operation and support of our Play workers and other professionals.

The Day Care of Children (Jersey) Law 2002 provides the legal framework for the Government of Jersey's Education Department to determine the specific requirements that must be met and maintained to become a registered provider. The intention is clear; to work together to ensure our children are safe, supported and stimulated.

## Definition of Childhood Settings

A Childhood setting is one that cares for children age 3 years (nursery/pre-school year) to 12 years and is registered under the terms of the Day Care of Children (Jersey) Law 2002. A Childhood provision is a facility that provides care for children before school, after school and during school holidays.

Children who have completed their pre-school year can access a holiday club during the summer holidays prior to starting a Reception class in school; requirements for registration state that appropriate provision must be made for these younger children.

**Single Activity Club** is a service offering a single activity to children. Examples of this could be an art club, a drama club, a nature club, a digital club, an adventure club or sports based club.

**Play work/Multi Activity Club** is an after school or breakfast club or holiday club, or a combination of all three. Providing care for children between the ages of three (pre-school year) and 12 years.

**Early Childhood Care** is one aspect of Childhood Provision for EYFS children, which takes place outside of the nursery and school day.

## Vision

The long-term goal for all children is that they grow and develop successfully to find their place in life. The way we, as practitioners and parents, support and empower children has an enormous effect upon these goals. Within the broad range of our island settings, the aim is to nurture children so that they are confident, motivated and excited to play and learn new skills. The Statutory Requirements for Childhood Provision will provide a framework that ensures that the safety and welfare of children is central to this. The Regulatory team will work together with parents, partners and other agencies to ensure the best care for children in Jersey. Through positive relationships and effective interactions, we will put every child's individuality at the centre of our practice and will consistently aim to support the delivery of the highest quality provision.

We want to see the children in Jersey grow into strong, independent and caring members of our society.

Our core values and principles underpin this ambition for children, families and practitioners in our island's settings and schools...

- Children's voices and rights are embedded and promoted through everyday activity
- Equality of opportunity for children and families
- Respectful and reciprocal relationships
- Working together in partnership with families and communities
- Effective leadership and self-evaluation
- Securing quality and standards that enable all children to thrive



## Extract from the Day Care of Children (Jersey) Jersey Law 2002

### 1 Interpretation

- (1) In this Law, unless the context otherwise requires – “day care accommodation” means any place where children under the age of 12 years are looked after for reward for a period or periods the total of which exceeds 2 hours in any day and 6 days in any calendar year and which is not –
- (a) wholly or mainly used as a private dwelling;
  - (b) a place (such as a supermarket or hotel crèche) where the parents of, or other persons who normally care for, those children are not expected to leave the vicinity while the children are being looked after; or
  - (c) a place which, in respect of those children, is operating as a school, hospital, nursing home, mental nursing home, residential care home or voluntary home;

“day carer” means a person –

- (a) who looks after one or more children under the age of 12 years in his or her home or other place wholly or mainly used as a private dwelling for reward;
- (b) who looks after any such child for a period or periods the total of which exceeds 2 hours in any day and 6 days in any calendar year; and
- (c) who is not –
  - (i) a parent or relative of, or person with parental responsibility for, all such children,
  - (ii) an appointed foster parent or a person who is fostering them privately, and
  - (iii) employed as a nanny for all such children by a parent of, or other person who normally cares for, those children and who is looking after the children wholly or mainly in the home of his or her employer;

“Minister” means the Minister for Education;

“premises” means day care accommodation or the place where a day carer looks after, or proposes to look after, any children. *(Article 1(1) amended by R&O. 158/2015)*

- (2) Words and phrases used in this Law shall, unless the context otherwise requires, have the same respective meanings as in the Children (Jersey) Law 2002. *(chapter 12.200)*

### 4 Power to impose requirements in respect of day care accommodation and day carers

- (1) Where the Minister registers an application under Article 2, the Minister may impose any or all of the following requirements -
- (a) specify the maximum number of children, or the maximum number of children within specified age groups, who may be looked after (having regard to the number of other children who may at any time be on the premises);
  - (b) require the applicant to secure that the premises and the equipment used on the premises, are adequately maintained and kept safe;

- (c) require the applicant to keep records in relation to the children received, and persons living or working, at the premises containing such particulars as the Minister may specify; and
  - (d) specify the training and qualifications to be possessed by the day carer or any person employed at day care accommodation;
  - (e) in the case of day care accommodation –
    - (i) specify the number of persons who may be employed at that accommodation,
    - (ii) require to be kept informed of the persons there employed, their names, addresses, training and qualifications, and the facilities provided and the period during which they are provided; and
  - (f) impose such other requirements as to the health and welfare of children being looked after as the Minister considers appropriate.
- (2) The Minister may at any time vary any requirement imposed under this Article, impose any additional requirement or remove any requirement.

## Legislation

Which legislation do these Statutory Requirements refer to?

[Day care of children \(Jersey\) Law 2002](#)

[Education \(Jersey\) Law 1999](#)

[Children \(Jersey\) Law 2002](#)

[Health and Safety at Work \(Jersey\) Law 1989](#)

[Restriction on Smoking \(Workplaces\) \(Jersey\) Regulations 2006](#)

[Employment \(Jersey\) Law 2003](#)

[Discrimination \(Jersey\) Law 2013](#)

[Discrimination \(Disability\) \(Jersey\) Regulations 2018](#)

[Data Protection \(Jersey\) Law 2018](#)

[Freedom of Information \(Jersey\) Law 2011](#)



## Statutory Requirements Description

### 1. Safeguarding and Promoting Children's Welfare

- 1.1 Child Protection and Safeguarding Children
- 1.2 Suitable People
- 1.3 Staff qualifications, training, support and skills
- 1.4 Staffing and ratios
- 1.5 Outings

### 2. Healthy Child and Adult

- 2.1 Health and Well-being
- 2.2 Smoking, vaping, taking medication or other substances
- 2.3 Food and drink
- 2.4 Accident, injury or incident, involving the emergency services
- 2.5 Managing behaviour and positive interventions
- 2.6 Special Educational Needs and Disabilities

### 3. Enabling Environment- Premises

- 3.1 Safety and suitability
- 3.2 Premises
- 3.3 Risk assessments

### 4. Information and Records

- 4.1 Record Keeping
- 4.2 Information about the child
- 4.3 Information for parents and carers
- 4.4 Complaints
- 4.5 Information about the provider

### 5. Interactions, Engagement and Working Together

- 5.1 Respectful and Positive Relationships

### 6. Effective Leadership and Management

- 6.1 Organisation
- 6.2 Staffing

### 7. Early Childhood Care

- 7.1 Meeting the needs of Younger Children



## Statutory Requirement 1

### Safeguarding and Promoting Children's Welfare

*Day Care of Children (Jersey) Law 2002: 4 (1) (a) (b) (c) (d) (e) (ii) (f)*

#### 1.1 Safeguarding and Child Protection

- 1.1.1 A practitioner must be designated to take lead responsibility for safeguarding children and have undertaken relevant training i.e. Designated Safeguarding Lead (DSL) via the Safeguarding Partnership Board (SPB) or other recognised training centre.
- 1.1.2 There must be a policy for safeguarding and child protection, to include guidance on whistleblowing.
- 1.1.3 The deputy manager must also have undertaken DSL training. There must be a Designated Lead staff member on site at all times.
- 1.1.4 The DSL is responsible for liaison with the Children and Families Hub and Childcare and Early Years Service (CEYS) where necessary.
- 1.1.5 There is a duty and responsibility to ensure that all children are kept safe within a culture where safeguarding is everybody's business.
- 1.1.6 There is an understanding, acceptance and responsibility to act in accordance with the Children's (Jersey) Law 2002 (Part 5: Protection of children).
- 1.1.7 Children must only be released into the care of authorised individuals.
- 1.1.8 Procedures must be in place to handle an allegation against a member of staff. The Independent Safeguarding Standards organisation (ISS) must be informed.
- 1.1.9 Providers must have an e-safety policy, to include the use of devices such as mobile phones, digital cameras, hand held digital devices etc.
- 1.1.10 All staff employed by the setting must have attended the CEYS 6 hour safeguarding training.
- 1.1.11 If providers have concerns about children's safety or welfare, they must notify the Children and Families Hub immediately.
- 1.1.12 Children must always be within sight and/or sound of adults.

#### 1.2 Suitable people

Providers must follow a robust safer recruitment process to:

- 1.2.1 Ensure that people looking after children are suitable to do so.
- 1.2.2 All staff must obtain an "enhanced with barring" DBS certificate; this includes people who live or work on the premises. All staff must join the DBS update scheme and renew this annually.
- 1.2.3 People whose suitability has not been checked must **not** have unsupervised contact with children.
- 1.2.4 Record information about staff qualifications.
- 1.2.5 Record information about the identity checks and vetting processes that have been completed, including the DBS disclosure number, date it was obtained and who obtained it.
- 1.2.6 A central record of all staff information must be available to CEYS staff.

- 1.2.7 Ensure that a referral to the Disclosure and Barring Service and the Independent Safeguarding Standards is made where a member of staff is dismissed (or would have been, had the person not left the setting first) because they have harmed a child or put a child at risk of harm.
- 1.2.8 Conform to the Employment (Jersey) Law 2003.

### **1.3 Staff qualifications, training, support and skills**

- 1.3.1 All practitioners must have the appropriate qualifications, training, skills and knowledge for the position they hold (see Appendix B).
- 1.3.2 Managers must have a minimum of 2 years relevant experience in a position of responsibility before being appointed.
- 1.3.3 All practitioners must have a clear understanding of their roles and responsibilities via a thorough induction process.
- 1.3.4 The provider must ensure there is a deputy who is capable and qualified to take charge in the manager's absence.
- 1.3.5 A First Aid at Work qualification must be held by one member of staff (Health and Safety (First-Aid) Regulations 1981) once the staff team has in excess of five members.
- 1.3.6 All staff working directly with children must have a current paediatric first aid certificate.
- 1.3.7 Providers must ensure that staff can understand and use English to ensure the well-being of children in their care.
- 1.3.8 Regular supervision meetings and annual appraisal must support staff.
- 1.3.9 All staff must complete the annual staff survey and personal declaration.
- 1.3.10 Ensure that all new staff have completed the Health Declaration booklet and are fit to work with children.

For further information see Appendix B "Qualifications and Training Matrix" at the end of this document.

### **1.4 Staffing and ratios**

- 1.4.1 Only staff aged 16 or over may be included in ratios.
- 1.4.2 Manager must be supernumerary when the number of children exceeds 30.
- 1.4.3 At least two qualified staff must be present on the premises at all times and there must be adequate care to meet children's needs at staff break times.
- 1.4.4 The minimum adult/child ratios for children from 3 years (end of nursery) up to 12 years, which are to be maintained at all times are:
  - One adult to every eight children under the age of five years
  - One adult to every 10 children over the age of five years
- 1.4.5 The balance of qualified and unqualified staff must be organised so that no more than 25% of unqualified staff are caring for children at any one time.

## 1.5 Outings

- 1.5.1 There must be an Outings policy, which identifies risks to be assessed and appropriate actions taken.
- 1.5.2 Adult to child ratios for trips to be adhered to:
  - One adult to every six children under the age of five years
  - One adult to every 10 children over the age of five years
  - A minimum of two adults must be present on an outing; one staff member must hold a level 3 qualification.
- 1.5.3 Comprehensive insurance must be in place for drivers and vehicles in which children are being transported.
- 1.5.4 A minimum of two adults must be in a moving vehicle at all times unless a risk assessment has been provided.
- 1.5.5 Children must not be left unattended in a vehicle.
- 1.5.6 Service records must be available for vehicles used to transport children and staff.
- 1.5.7 A policy for missing children must be provided.



## Statutory Requirement 2 Healthy Child and Adult

*Day Care of Children (Jersey) Law 2002: 4 (1) (a) (b) (c) (d) (e) (ii) (f)*

### 2.1 Health and Well-being

Providers must have:

- 2.1.1 A policy for illness and infections.
- 2.1.2 A policy and procedure for administering medicines.  
([http://www.publichealth.hscni.net/sites/default/files/Guidance\\_on\\_infection\\_control\\_in%20schools\\_poster.pdf](http://www.publichealth.hscni.net/sites/default/files/Guidance_on_infection_control_in%20schools_poster.pdf)).
- 2.1.3 A policy and ethos which ensures that the mental health and well-being of staff and children is valued and supported

### 2.2 Smoking, vaping, taking medication or other substances

- 2.2.1 Smoking or vaping is not permitted near to children. This includes both inside and outside areas, where children are, or are about to be present.
- 2.2.2 Staff who smoke must not do so in work clothing. Staff must also ensure that their hands are washed thoroughly.
- 2.2.3 Any staff medication on the premises must be stored securely and out of reach of children at all times.
- 2.2.4 Practitioners must not be under the influence of alcohol or any other substance that may affect their ability to care for children. Please refer to Restriction on Smoking (Workplaces) (Jersey) Regulations.

### 2.3 Food and drink

- 2.3.1 If food or snacks are supplied by the setting, they should be healthy, balanced and nutritious.
- 2.3.2 Fresh drinking water must be available and accessible at all times.
- 2.3.3 Information must be sought and recorded on each child's dietary and health needs.
- 2.3.4 All staff who handle food must have a Level 2 Food Hygiene qualification.

### 2.4 Accident or injury or incident involving the emergency services

Providers must:

- 2.4.1 Have a Health and Safety policy.
- 2.4.2 Ensure there is an appropriate first aid box, accessible at all times.
- 2.4.3 Keep written records of accidents and first aid in an appropriate format, to be shared with parents/carers.
- 2.4.4 Complete the notifiable accident link online immediately in the case of serious accident, illness, injury or death.

## **2.5 Managing behavior and positive interventions**

- 2.5.1 Providers must have a policy and procedure for managing the behavior of children and adults in the setting.
- 2.5.2 Providers are responsible for managing individual children's behaviour; advice to be sought should behavioural norms not be met on a regular basis.
- 2.5.3 Providers must not give or threaten physical punishment; they must not humiliate or frighten children.
- 2.5.4 Providers must keep a record of any occasion where physical intervention is used, and parents and/or carers must be informed on the same day, or as soon as reasonably practicable.

## **2.6 Special Educational Needs (SEN) and Disabilities**

- 2.6.1 Providers must have a policy and appropriate arrangements in place to support children with additional or disabilities.
- 2.6.2 Parents are expected to share all information with the provider.
- 2.6.3 Managers must ensure the Discrimination (2013) Jersey Law is adhered to.

## Statutory Requirement 3

### Enabling Environment - Premises

*Day Care of Children (Jersey) Law 2002: 4 (1) (a) (b) (c) (d) (e) (ii) (f)*

#### 3.1 Safety and suitability

- 3.1.1 Premises, outdoor space, furniture and equipment must be suitable and fit for purpose and risk assessed where necessary.
- 3.1.2 There must be sufficient storage for all resources, consumable and durable.
- 3.1.3 Premises must be secure where applicable.
- 3.1.4 Providers must comply with health and safety legislation i.e. Health & Safety at Work (Jersey) Law 1989.
- 3.1.5 Providers must take steps to ensure the safety of children, staff and others in case of fire/other emergency.
- 3.1.6 A Safety Audit must be available to CEYS officers on request.
- 3.1.7 Emergency evacuation procedures must be in place.
- 3.1.8 Providers must have fire detection and control equipment which is in working order and records of annual checks must be made available where applicable.
- 3.1.9 Fire awareness course to be gained by manager or team leader with responsibility for a team or building (to be updated every 3 years or when building changes).
- 3.1.10 Clearly marked fire exits that are free from obstruction, where applicable.
- 3.1.11 Providers must ensure there is protection for children from heat and sunlight.
- 3.1.12 The indoor temperature must be between 16 – 22 degrees. There must be procedures for ensuring the health and welfare of children during weather extremes and heat wave guidance must be followed.

#### 3.2 Premises

- 3.2.1 Providers must have and display public liability insurance.
- 3.2.2 Premises and equipment must be organised to meet the needs of all children.
- 3.2.3 Indoor space must be sufficient, with a minimum useable play/floor space for each child of 2.3 sq. meters. (a third of the measured space will be deducted from the final total for any fixed and large furniture and equipment)
- 3.2.4 There must be direct access to an outdoor play area unless children are involved in sporting activities.
- 3.2.5 Outdoor space should be sufficient to allow all children to move freely and energetically.
- 3.2.6 For children attending a sedentary indoor activity for longer than 1 hour i.e. a tuition club, there must be access to an outdoor area and if not directly accessible, the route must be risk assessed.
- 3.2.7 Buildings must have windows to the outside and natural light opportunities must be maximized to allow for both ventilation and children's enjoyment.
- 3.2.8 Providers must ensure adequate toilets (1:10) and hand basins. Advice to be sought from CEYS when required. Where there are no dedicated toilets, a risk assessment must be completed that ensures the safety of children when accessing public toilets.
- 3.2.9 There should usually be separate toilet facilities for adults.

### **3.3 Risk assessments**

Providers must:

- 3.3.1 Take reasonable steps to ensure that staff and children are not exposed to unacceptable risk and that risk is managed appropriately.
- 3.3.2 Be able to demonstrate how risks are managed by providing written risk assessments, clearly showing where the benefit outweighs the risk.
- 3.3.3 Risk assessments should identify aspects of the environment that need to be checked on a regular basis, when and by whom those aspects will be checked, and how the risk will be removed or minimised.

## Statutory Requirement 4 Information and Records

*Day Care of Children (Jersey) Law 2002: 4 (1) (a) (b) (c) (d) (e) (ii) (f)*

### 4.1 Record Keeping

Providers must:

- 4.1.1 Obtain, maintain and share information with parents/carers and other professionals to ensure the safe and efficient management of the setting and to meet the needs and safety of all children.
- 4.1.2 Apply retention schedules.
- 4.1.3 Keep a register of children and staff attendance to ensure ratios are met and requirements are maintained.
- 4.1.4 Keep records of visitors to the setting, including maintenance staff (where applicable).
- 4.1.5 Ensure records are accessible and available and stored securely, these can be held digitally if encrypted.
- 4.1.6 Ensure confidential information is stored securely and only accessible to those who have a right or professional need to see them.
- 4.1.7 Adhere to the Data Protection (Jersey) Law 2018 and the Freedom of Information (Jersey) Law 2011.
- 4.1.8 All registered settings must comply with current data protection legislation; be registered with the Jersey Office of the Information Commissioner and have a Privacy Notice.

### 4.2 Information about the child

Providers must record the following information for each child in their care:

- 4.2.1 Full name.
- 4.2.2 Date of birth.
- 4.2.3 Name and address of every parent and/or carer who is known to the provider (and information about any other person who has parental responsibility for the child).
- 4.2.4 Which parent(s) and/or carer(s) the child normally lives with.
- 4.2.5 Who is authorised to collect the child and who is not.
- 4.2.6 Emergency contact details for parents and/or carers.
- 4.2.7 SEND information relevant to the care and ongoing support for the child.
- 4.2.8 Information about relevant allergies to enable an individual care plan to be provided. This must contain a description of the allergy consequences and treatment from the child's GP or Consultant.
- 4.2.9 Parents must provide written permission if their child is to walk home without an adult.
- 4.2.10 Parents must provide written permission if a child is to travel in a taxi.

### **4.3 Information for parents and carers**

Providers must make the following available to parents and/or carers:

- 4.3.1 A parent's policy that sets out the setting's ethos and expectations.
- 4.3.2 The range and type of activities and experiences provided for children and the daily routines of the setting.
- 4.3.3 How the setting supports children with special educational needs and disabilities.
- 4.3.4 Food and drinks provided for children where applicable.
- 4.3.5 Details of the provider's policies and procedures (all providers must make copies available on request) including the procedure to be followed in the event of a parent and/or carer failing to collect a child at the appointed time, or in the event of a child going missing at, or away from, the setting.
- 4.3.6 Policies can be published electronically i.e. website or via email.
- 4.3.7 Staffing in the setting including the individual roles and qualifications.
- 4.3.8 A telephone number for parents and/or carers to contact in an emergency.

### **4.4 Complaints**

Providers must:

- 4.4.1 Publish a written procedure for dealing with concerns and complaints from parents and/or carers.
- 4.4.2 Keep a log of any complaints, and their outcome, to be made available to CEYS upon request.
- 4.4.3 Make available to parents and/or carers details about how to contact CEYS if they feel the provider is not adequately caring for their child or taking their concerns seriously.

### **4.5 Information about the provider**

Providers must hold the following documentation:

- 4.5.1 Name, home address and telephone number of the provider and any other person living on the registered premises or employed by the provider.

## Statutory Requirement 5

### Interactions, Engagement and Working Together

*Day Care of Children (Jersey) Law 2002: 4 (1) (a) (b) (c) (d) (e) (ii) (f)*

#### 5.1 Respectful and Positive Relationships

- 5.1.1 Providers must ensure that each child is encouraged to build positive and responsive relationships with both adults and other children.
- 5.1.2 Providers must ensure that respectful and equitable relationships are developed and supported.
- 5.1.3 Providers must ensure that children and young people have time and space to work collaboratively with their peers.
- 5.1.4 Providers must ensure that practitioner interventions are appropriate and sensitive to the individual needs of the children and young people.

Providers must ensure that reflective practice observations are used as a tool to ensure that levels of well-being and involvement are consistently good; and a plan of support is developed where necessary.



## Statutory Requirement 6

### Effective Leadership and Management

#### 6.1 Organisation

- 6.1.1 Develop, review and implement all mandatory policies and procedures, considering the relevant laws, guidance and the setting practice. See Appendix A for a list of mandatory policies.
- 6.1.2 Effective leadership and management must promote a positive experience.
- 6.1.3 Leadership and management must ensure that administrative systems are in place to enable the effective management of the provision.
- 6.1.4 The relevant person or organisation is notified of any changes to the operation of service, serious incidents and any complaints that allege a breach of legislation.
- 6.1.5 All registered settings must hold and display their Certificate of Registration.
- 6.1.6 Policies and procedures must be annually reviewed in consultation with staff members.
- 6.1.7 All registered providers must notify CEYS immediately, in writing, should any of the following be proposed:
  - Any changes with regard to the premises that may affect the space available to children and the quality of care provided.
  - Any proposal to change the hours during which childcare is provided.
  - Where the provision is made by a company or charity, any change to the name or registration of the company or charity.
  - A new registered person, including their name, any former names or aliases, date of birth, and home address.
  - If there is a change of manager or deputy manager and new staff have been appointed.

#### 6.2 Staffing

- 6.2.1 The Management actively supports staff professional development.
- 6.2.2 The Management maintains systems that promote staff stability and well-being.



## Statutory Requirement 7

### Early Childhood Care

*Day Care of Children (Jersey) Law 2002: 4 (1) (a) (b) (c) (d) (e) (ii) (f)*

#### 7.1 Meeting the needs of younger children

- 7.1.1 There must be a separate area for Early Childhood Care, set up with appropriate resources and equipment.
- 7.1.2 The Early Childhood Provision must be compliant with the Childhood Statutory Requirements 1- 6.
- 7.1.3 Providers of Early Childhood Care must ensure that staff have a good understanding of the Characteristics of Effective Learning.
- 7.1.4 The Early Childhood Care environment must ensure that it supports the playful child in being able to develop the Characteristics of Effective Learning.
- 7.1.5 Providers of Early Childhood Care must have arrangements in place to identify and support children with additional needs or disabilities and promote equality of opportunity.
- 7.1.6 Providers of Early Childhood Care must consider the individual needs, interests and stage of development of all children in their care and this knowledge must be used to ensure that the experience is appropriate and enjoyable.
- 7.1.7 Early Childhood Care providers must ensure that the toilet facilities are appropriate for the age group of the children.
- 7.1.8 Early Childhood Care providers must ensure that furniture and equipment are appropriate for the needs and age of the children.
- 7.1.9 Early Childhood Care staff must have an Early Years qualification, in addition to the mandatory training requirements.

Children develop quickly in the Early Years and this is evident in Early Childhood Care play settings. It is important that staff who work in these settings have a good understanding of the Characteristics of Effective Learning as set out below:

#### Characteristics of Effective Learning

- Playing and exploring – engagement: finding out and exploring, playing with what they know, being willing to “have a go”
- Active learning – motivation: being involved and concentrating, keep on trying if they encounter difficulties, and enjoy achievements
- Creating and thinking critically – thinking: children have and develop their own ideas, make links between ideas, and choosing ways to do things

**An effective Early Childhood Care environment will allow for the following:**

- Is there sufficient space both indoors and out for children to play and explore?
- Do children have uninterrupted time to play and explore?
- Does the learning environment allow the engagement of all the senses?
- Is the learning environment challenging and full of creative and innovative opportunities?
- How are resources or equipment actually used by children? And how can these be built on?
- Are resources open-ended so that they can be used, moved and combined in a variety of ways?
- Do resources reflect children's interests?
- Can children make choices and decisions and self-regulate?
- Are children's ideas and imagination developed?
- Are children given opportunities to test their ideas, themselves, their relationships and materials?
- Are children's concepts, skills, attitudes and achievements extended through play and exploration?
- Can children follow an interest or line of enquiry?

## Appendix A: Mandatory Policies

The list below details the policies required however, your organisation may also have other policies to support practice and procedures.

Administration of Medication
Central Log
Child Protection
Complaints
Data Protection (to include a Privacy Notice)
Emergency and Fire Evacuation
First Aid and Accidents
Health and Safety (to include Risk Assessments)
Inclusion (to include Equal Opportunities)
Infection Control
Intimate Care and Toileting
Missing Child
E-Safety and Online Safety
Outings and Visits
Partnership with Parents
Positive Behaviour Management (to include Biting)
Safeguarding
Smoking, Vaping and Alcohol
Whistle Blowing

## Appendix B: Qualification and training matrix



Minimum Childhood required qualifications and mandatory training framework. The information in this chart provides information of the minimum qualifications for staff employed in childhood provision.

Role	Qualifications Required	Mandatory Training
<p><b>Organisational Lead or Co-ordinator</b></p>	<ul style="list-style-type: none"> <li>• Management training at level 4 and a qualification at level 3 in the activity offered i.e. playwork or early years</li> <li>• Sports qualifications must conform to the guidance laid down by the National Governing Organisation (NGO)</li> <li>• Additional HE qualifications in related areas would be recognised i.e. PGCE, etc.</li> <li>• Early years qualified staff are mandatory if children aged 3 - 5 are being cared for</li> <li>• One staff member must hold a First Aid at Work Qualification to ensure the safety of the adults on site if over 5 staff members are employed.</li> </ul>	<ul style="list-style-type: none"> <li>• Designated Lead training via SPB</li> <li>• 6 hrs CEYS Safeguarding training course or agreed equivalent</li> <li>• Safeguarding annual CPD update*</li> <li>• Food Hygiene Level 2 if handling food (updated every 3 years)</li> <li>• Paediatric First Aid (updated every 3 years)</li> <li>• Fire Awareness (updated every 3 years, or when building changes)</li> <li>• JCF Working Role C.</li> </ul>
<p><b>Deputy Manager</b></p>	<ul style="list-style-type: none"> <li>• Management training at level 3 and a qualification at level 3 in the activity offered i.e. playwork or early years</li> <li>• Sports qualifications must conform to the guidance laid down by the NGO</li> <li>• Deputy manager/practice manager may have a dual role and be a team leader (with a level 3 management qualification) but would be expected to step up to co-ordinators role and be supernumerary to cover sickness and holidays.</li> </ul>	<ul style="list-style-type: none"> <li>• Designated Lead training via SPB</li> <li>• 6 hrs CEYS Safeguarding training course or agreed equivalent</li> <li>• Safeguarding annual CPD update*</li> <li>• Food Hygiene Level 2 if handling food (updated every 3 years)</li> <li>• Paediatric First Aid (updated every 3 years)</li> <li>• Fire awareness (updated every 3 years, or when building changes)</li> <li>• JCF Working Role C.</li> </ul>

<p><b>Team Leader in charge of a satellite centre or area/room and staff</b></p>	<ul style="list-style-type: none"> <li>• A qualification at level 3 in the activity offered i.e. playwork or early years</li> <li>• A team leader level 2 qualification (or be working towards this). In the case of sports qualifications, this is likely to be at level 1.</li> </ul>	<ul style="list-style-type: none"> <li>• 6 hrs CEYS Safeguarding training course or agreed equivalent</li> <li>• Safeguarding annual CPD update*</li> <li>• Food Hygiene Level 2 if handling food (updated every 3 years)</li> <li>• Paediatric First Aid (updated every 3 years)</li> <li>• Fire awareness if in charge of a team/building (updated every 3 years, or when building changes)</li> <li>• If no playwork qualification is held, Basic Playwork is a requirement for all staff</li> <li>• JCF Working Role C.</li> </ul>
<p><b>Qualified practitioner</b></p>	<ul style="list-style-type: none"> <li>• A qualification at level 2 in the activity offered i.e. either Early Years or Playwork</li> <li>• In the case of sports qualifications, this is likely to be at level 1.</li> </ul>	<ul style="list-style-type: none"> <li>• 6 hrs CEYS Safeguarding training course or agreed equivalent</li> <li>• Safeguarding annual CPD update*</li> <li>• Food Hygiene Level 2 if handling food (updated every 3 years)</li> <li>• Paediatric First Aid (updated every 3 years)</li> <li>• Fire awareness if in charge of a team/building (updated every 3 years, or when building changes)</li> <li>• If no playwork qualification is held, Basic Playwork is a requirement for all staff</li> <li>• JCF Working Role B.</li> </ul>
<p><b>Unqualified practitioner</b></p>	<ul style="list-style-type: none"> <li>• Basic Playwork course.</li> </ul>	<ul style="list-style-type: none"> <li>• 6 hrs CEYS Safeguarding training course or agreed equivalent</li> <li>• Safeguarding annual CPD update*</li> <li>• Food Hygiene Level 2 if handling food (updated every 3 years)</li> <li>• Paediatric First Aid (updated every 3 years)</li> <li>• Fire awareness if in charge of a team/building (updated every 3 years, or when building changes)</li> <li>• If no playwork qualification is held, Basic Playwork is a requirement for all staff</li> <li>• JCF Working Role B.</li> </ul>

\* Safeguarding updates are required annually; this can be completed on-line, via the Safeguarding Partnership Board, by in-house training or own study. Practitioners must retain a record of their own study; this could be research into a particular area of interest. The team must have staff with a balance of appropriate training for the activities on offer. One staff member must hold a First Aid at Work qualification to ensure the safety of the adults on site. Any queries about occupational qualifications obtained in other jurisdictions should be directed to CEYS officers, with a copy of the certificate and a transcript of studies and assessment of competence – staff must not be employed until CEYS have provided permission.

