



# Crèche Prep Guide Booklet

**Name**

## Welcome to the Kids Matter crèche preparation training!

This booklet is for the facilitator and all members of the crèche team to work through together as you thoughtfully and practically design an integral element of any Kids Matter programme: the crèche.

This booklet has been designed to work together with the training video (available on the website), and you will have opportunities to complete the questions as you go through the video.

At no point should you need to stop or pause the video, as time for conversations have been incorporated into the running time of the video; there will be a timer across the screen for each of these slots.

There are, however, two questions at the beginning of the booklet which are not included in the video, **so before you press play** take five minutes to discuss these questions together and fill in the boxes. We'll then guide you through the rest of the questions on the video.

**Thank you** so much for taking the time as a team to work through this, we really hope this process leaves you feeling better equipped and inspired to get started, and we look forward to hearing stories of your crèche in the future.

Best wishes,

**The Kids Matter Coaches**

## Section 1 – Vision

*Before you start watching the video training, here are a couple of questions for you to consider together.*

Why do we ask churches running Kids Matter programmes to run a crèche alongside their groups?

How does running a crèche thoughtfully fit within the vision of your church?

**Start video now**

We're excited about...

## Section 2 - Pre-planning and set up

### **Planning and preparing the crèche room**

- How many children can you accommodate in the room?
- How flexible is the space?
- Is there space for the children to run around and play?
- Where will nappies be changed, and will there be a designated nap area?
- Will the children be able to move around safely and freely? If not, what can be done to support this?
- What toys/resources do you have to support play?
- Are there any challenges you need to address?
- Is there anything additional you need or any support you require?

### Further things to be aware of

You must have at least two on the crèche team – one **must** be DBS checked if others are still pending, however please refer to your own church and/or venue Safeguarding policy to ensure this is the case as policies may differ slightly.

The number of helpers you need will depend on the ages of the children attending (please check ratio requirements according to the ages of the children and any additional needs):

- Number of children attending and age range of children
- The behavioural needs of children attending (e.g. babies may need 1:1 if they're awake)

### Planning the time well

Using the crèche programme example template as a guide/for ideas, design a crèche session, think about what topics or activities you can do, how to break up the two hours and what resources you will need.

*For ideas: Crèche programme example sheet is in the Resources section of website.*

Topics/Activities	Time allocated	Resources required

## Team planning

- Have you identified a crèche team leader?
- Do you have sufficient crèche team members with relevant, up to date DBS checks?
- Are all team members trained in safeguarding?
- Do you have all the policies in place to satisfy the church's (and/or venue's) health and safety, insurance and safeguarding requirements?
- Have you identified a crèche team leader?
- What is your supervision and debrief structure to ensure best practice is always followed and good news stories of the session can be shared?
- How will you create a rota that will allow flexibility whilst still providing stability for the children?
- If you have more or less children than expected what is your backup plan?
- How will you respond if children are distressed and/or require 1:1 support?
- What experience does the crèche team have amongst them? How can these be best used during a session?

## Section 3 - Getting started

### **All about ACES**

Some of the children attending the crèche may be encountering Adverse Childhood Experiences, commonly known as “ACES”.

Living with ACES may lead children to:

- Struggle to engage with unfamiliar and noisy surroundings
- Struggle to engage with play
- Struggle to be left with unfamiliar people
- Display other unexpected behaviours

### **Personal reflection questions**

- How do you feel about some of the children being unsettled or displaying challenging behaviour?
- How will you manage this?

### **Group questions**

- What do you each need to do to best prepare yourselves to work in this context?
- How and when will you debrief whilst keeping confidentiality?

Now that you have completed this training and preparation session, share with each other what you are most looking forward to, and if you wish to, you can also take some time to pray together.

This box is also here to write down any questions you may still have, or any things you need to follow up later.