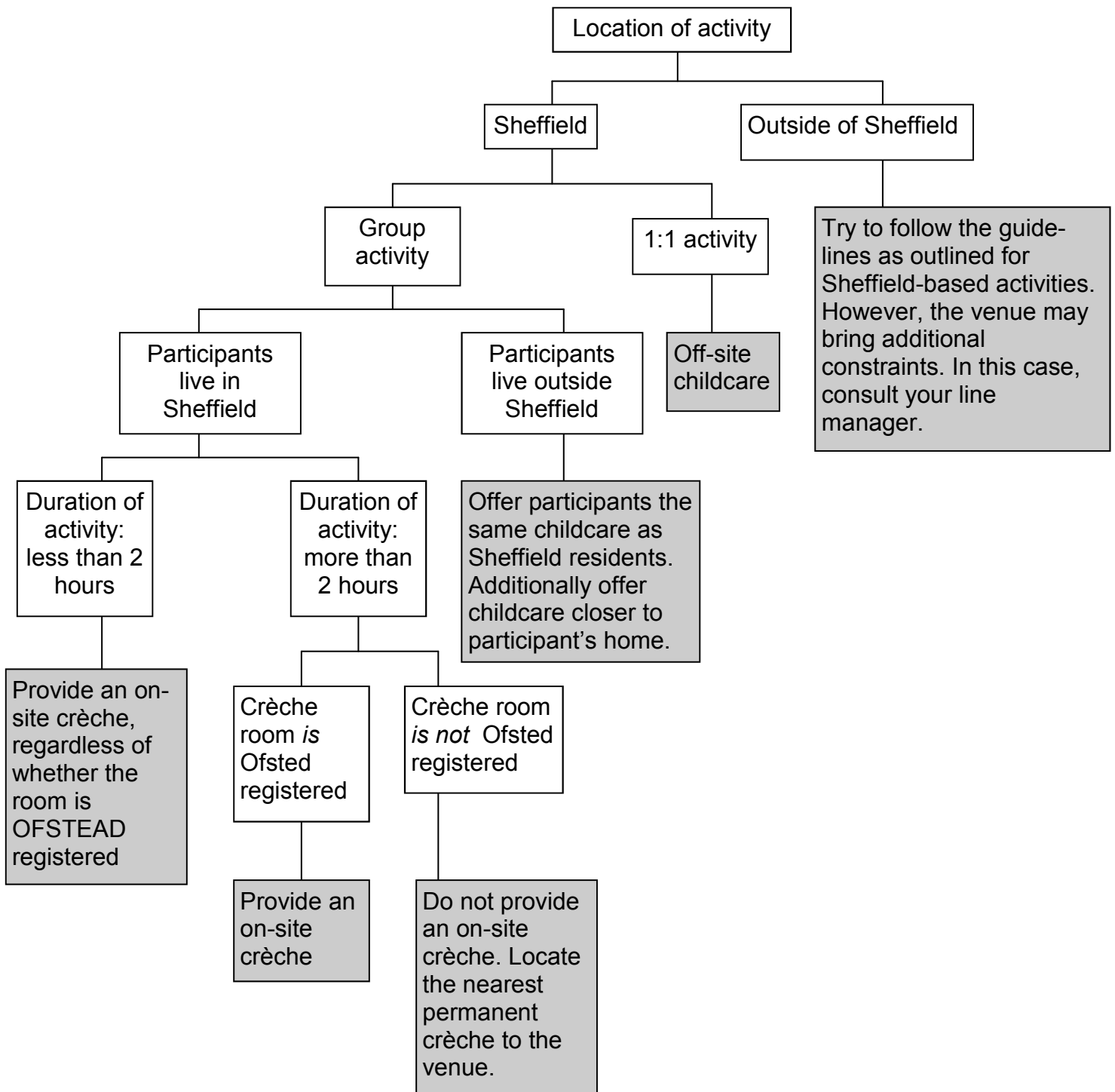


Appendix 2: Guidelines for NRC Staff: How to Provide Childcare Alongside NRC Activities



Notes

- In order for these guidelines to be operational all NRC activities should be planned as far in advance as possible.
- If off-site childcare is the appropriate option, NRC staff should be pro-active and offer as much support to the service user as required in sourcing the off-site childcare. The ideal option would be a place in a permanent crèche located close to the venue of the NRC activity.
- If an on-site crèche is the appropriate option NRC staff should book a separate room for the crèche and arrange for a mobile crèche provider to be present.
- To find out whether a room is OFSTEAD registered staff should consult the building manager.
- Staff must only employ registered childcare providers.
- Payment must be arranged directly with the childcare provider.
- Please see the directory for assistance in sourcing childcare.