



REGISTRATION OF GROUPS & RECOMMENDED STAFFING LEVELS

REGISTRATION OF CHILDREN'S GROUPS:

Any group that includes children who are under 8 years old and that meets regularly for more than two hours in any one day, e.g. a youth group, or for more than six days a year, e.g. a holiday club, must register their group with OFSTED.

Please contact the local branch of OFSTED for advice. Registration includes standards for workers as well as premises, and tries to ensure that children do not come into contact with unsuitable people who may also be using the premises.

A registration fee is payable annually, and inspections are made.

Most church groups will not need to register; nevertheless, it is advisable to adhere to the standards as closely as possible. Details of recommended staffing levels is on this sheet. Health and safety is covered elsewhere in these guidelines.

A register should be kept of all children's groups that meet regularly. For one-off events a list of the children attending should be kept. These lists should be retained.

RECOMMENDED STAFFING LEVELS:

The minimum required staffing levels for children's groups are given below. More help may be required if children are being taken out or undertaking physical activities.

0-2 years 1 person for every 3 children 1:3

2-3 years 1 person for every 4 children 1:4

3-8 years 1 person for every 8 children 1:8

Over 8 years 1 person for the first 8 children and then one extra person for every extra 12 children

Each group should have at least two adults and it is recommended that a gender balance be maintained.

If groups are in the same room or adjoining rooms with doors open one person per group is permissible.

Young people aged 16 and 17 may help with groups but should be supervised by an adult helper who will be responsible for ensuring that good practice and the child protection procedures are followed. Young people under 16 may help with other things but should not have responsibility for children.

Adults asked to help on a very occasional basis may be seen as visitors but must be accountable to an appointed worker. If they become part of a regular rota they should become part of the team and be properly appointed through the normal recruitment process.