

AUDIT FEEDBACK - AREAS OF IMPROVEMENT

CRECHE DETAILS	
Creche Name:	
Area:	

Section A Health & Safety	
Indoor Classroom Area	
1	Space: 1,5m2 per child.
2	Easy to clean floor covering.
3	1 Refuse bin with lid in every room.
4	1 Mattress for every child.
5	1 Blanket for every child.
Outdoor Play Area	
6	Play area space: 2m2 per child or public park permission.
7*	Play area enough and varied play equipment.
8	Play equipment in good condition and safe.
9	Play area free of litter and dangerous objects.
10	Refuse bins in separate area outside, away from children and clean.
11	1,8m fence with safety gate.
Facilities	
12	Office, staffroom and sickbay that is marked.
13	Staff bathroom facility with 1 toilet and 1 basin that works.
14	Separate kitchen with child-proof door or gate.
15	Kitchen area that is safe, clean and hygienic.
16	Visible posters about cross-contamination of food and diarrhoea.
17	Double, stainless steel sink in washing up area for dishes washing and rinsing.
18	Fridge to store perishable food and bottles.
19	Separate area for cleaning and storing bottles with cross-contamination poster.
20	Clean drinking water for everyone all the time.
21	1 Bowl, 1 spoon and 1 cup per child.
22	Cleaning utensils and agents for cleaning.
23*	Separate storage space for crockery, cutlery, cookware and kitchen utensils.
24	Cleaning utensils and agents stored in separate area with caps on.
25	Stove with cooker hood, extraction fan and removable grease filters.
26	1 Nutritious cooked meal per day for all children.
27	Menu's displayed and kept up to date.
28	Certificate of Acceptability for Food from the Environmental Health Department.
Bathroom and Nappy Changing Area	
29	Bathroom and nappy changing area separate from eating and play areas.
30	1 Flushing toilet for every 20 children.
31	1 Potty for every 3 children aged 12-18 months.
32	Potties disinfected and washed after every use.
33	Toiletpaper at each toilet at all times.
34	1 Hand-washing basin with running water for every 20 children.
35	Soap and hand-drying towels/paper at each basin.
36	Basin water should be cold only. Or hot water should be temperature controlled.

37	Large container/bath to wash soiled children aged 0-18 months.
General Safety	
38	Local EMERGENCY numbers displayed.
39	1 window (1m x 0,5m) per classroom.
40	Safety glass windows and doors.
41	Multi-storey building: child-proof safety gates at bottom and top of stairs.
42	Dangerous object stored out of reach of children.
43	Indoor/outdoor furniture and equipment safe and in good repair.
44	Child proof plug covers on all low-level electrical sockets.
45	Insulated electrical wires out of children's reach.
46	Only wall-mounted panel heaters installed out of reach of children.
47	No poisonous or harmful plants on the premises.
48	Pets tamed, clean and kept separate from the children.
49	Resourced First Aid Kit.
50	2 Staff members with valid level 1 First Aid Certificate.
51	Annual training for staff on basic health, first aid and infectious disease control.
52	Ill staff members to be sent home.
53	Environmental Health Certificate from the City of Cape Town's Environmental Health Office.
Fire and Life Safety	
54	Serviced Fire Blanket that is easy accessible and out reach of children,
55	Clearly visible emergency evacuation plan and procedure.
56	2 Fire doors in classrooms of 25 children or more.
57	Main EXIT with emergency double-door fitted with emergency push-bar panic bolt.
58	1m wide fire escape path.
59	1 serviced fire extinguisher wall mounted for every 200m ² of building floor space.
60	Fully serviced, wall mounted fire hose reel for centre's with more than 250 m ² building floor space.
61	SANS 1186/5 approved photo luminescent safety signage at all fire escape routes, fire prevention equipment and main exits.
62	Fire -safety points and escape routes kept clear.
63	Annual Basic Fire Safety Awareness Training for all staff.
64	Fire Clearance Certificate from the City of Cape Town Fire Department.
Section B Building	
65	Land Use Management application form completed and submitted to local council.
66	Clear and fully dimensional building plans.
67	Building meets requirements of the National Building Regulations and Standards Act (NHBRC) and plans approved by council.
68	Approval as Place of Instruction from Land Use (zoning).
69	Approved and stamped building plans file at centre.
Section C ECD Leadership & Management	
70	Business plan.
71	Constitution.
72	Non-Profit Organisation registration certificate.
73*	Staff member active on local ECD Forum.
74*	Annual training on basic ECD management and leadership practices.
75	Written admissions policy.
76	HIV/Aids Policy.

77	No Smoking Policy.
78	Child Abuse Policy.
79	Policy on Children with Disability.
80	Policies up to date.
81	Staff members actively using centre's policies and forms.
82	Monthly income and expenditure records.
83	Monthly and annual budgets.
84*	Petty cash system.
85	Annual audited financial statements.
86*	Inventory records.
87	File for every staff member.
88	Staff members have clearance in terms of Part B of National Child Protection Register and National Register for Sex Offenders.
89	Effectively used Child Abuse Procedure.
90	Incident Report Form.
91	Form 11 (Application for Registration as a Partial Care Facility to DSD).
92	Form 16 (ECD Programme Registration).
93	Updated children's attendance register.
94	File for each child with required documents.
95	Child behaviour register.
Section D	
Active Learning	
96	Children supervised at all times.
97	Principal has NQF level 5 qualification.
98	All teachers have NQF level 4 qualification.
99	Assistants have NQF level 1 qualification.
100	Teachers trained in and implementing a DSD registered ECD Programme for 3 - 5 year age group.
101	Teachers trained in and implementing a DSD registered ECD Programme for 0 - 3 year age group.
102	Centre equipped to provide services to mentally and physically disabled children.
103	Humane discipline procedures according to developmental stages of children.
104	1 Teacher for every 6 children under 18 months.
105	1 Teacher for every 12 children between 18 - 36 months.
106	1 Teacher for every 20 children between 3 - 5 years.
107	Progress assessments for every child at the end of the term.
Section E	
Parent Engagement	
108*	Children's progress reports communicated one on one to parents twice a year.
109*	New-parent orientation day.
110*	Referral information of local government services available to parents.
111	One parent represented on Governing Body or Parent Teacher Committee.
112	Parents treated with respect and warmly welcomed.
113*	Notice boards and message books.
114*	6 monthly parent information meetings.
115*	Events/engagements that include parents.

* **Not required for registration, but for quality insurance.**

