

Creche Team



**Keswick
Ministries**

Keswick Convention 2025

This year Creche will be based within the Pencil Factory on the ground floor. It will be next to one of the main seminar rooms which will also be used as a Relay venue for the Morning Bible Readings and the Evening Celebrations. At the back of the seminar rooms there will be some tables available for parents with other children to sit if there is no space within the Creche.

Each week there will be 2 Fulltime creche volunteers and 1 or 2 Part time volunteers (depending on the week). Part time volunteers will be there to assist with the morning sessions.

The Creche will be open:

- Saturday: 7:15 – 9:15pm (Evening Celebration)
- Sunday: 10:30 – 11:30 (All Age Service) and 7:15pm – 9:15pm
- Monday – Friday
 - 11:15am – 1:00pm
 - 7:15pm – 9:15pm
- Wednesday it will also be open for the Keswick Lecture 9:30 – 10:30

General Tasks

- On arrival for duty at Crèche: ensure room is **tidy** and **clean**, ready for people to come in.
- The Hospitality team will top up **tea/coffee/sugar/cups** and bring **milk**. They will also turn on the hot water urn.
- **Welcome** parents/carers and give a helping hand where needed but the adult **MUST** stay with baby or toddler at all times.
- Please wear the high-vis gilet to distinguish volunteers from other adults/volunteers.
- **Sound, visuals, etc.** may need adjusting – the technical team will usually come and check before the start of the meeting, but if you need someone to help at another point, please see contact details for who to contact. Use remote control to adjust volume but **please don't turn on or off or change the position.**

- Supervise the **entrance** to the Crèche; the gate must remain closed except for letting people in or out to ensure safety of the babies and toddlers at all times.
- Keep **attendance figures** of adults and children and be aware of reaching capacity. At the end of each session, radio the numbers to Event Control.
- **Tea** and **instant coffee** are available for parents/carers to make drinks throughout the meeting. **Drinking water** should also be available throughout. Please encourage parents/carers to bring their own cups/mugs/flasks for hot drinks to cut down on disposable cups usage. Lids must be kept on all hot drinks.
- The space should be **tidied** and **cleaned** after each session (there will be a vacuum /cleaning items/ bin liners provided)
- Nappy bin – PHS bin will be emptied once a week. Use the spare bin if PHS bin is full.
- If you realise at the end of a session that more tea/coffee, sugar or other **supplies** will be required, let the Hospitality Team know and arrange to collect for the next session.
- In the evening, parents may want to bring **older children** into Creche with their younger siblings. We cannot accommodate the older children, especially when it is busy. Encourage parents to use Base Camp or the overflow café area if available.
- Photography/videography are not allowed in Creche - please remind any parents/carers if you see them doing this.
- There will be space at the back of the relay venue next to creche for overflow. This can be managed in the morning with the Part Time Team.

CONTACT DETAILS

You will be given access to an **on-site radio** where you will be able to contact Event Control, KM Staff, Welcome Team and other teams.

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| • For any medical, safety related issues | Event Control TBC |
| • Sound or video help | Technical Team on TBC |

