



# Policies and Procedures

Compiled by: Joanne Caroline Dovaston  
Date of latest review and amendments: February 2018  
Date of review: February 2019

I confirm that I have received, read and understood the following policies and procedures from Childminder, Joanne Dovaston:-

- Absence Policy
- Accident, Emergency and Health and Safety Policy
- Alcohol and other Substances Policy
- Arrivals and Departures Policy
- Asthma Policy
- Behaviour Management Policy
- Policy on Biting
- Bullying Policy
- Use of Camera and Mobile Phone Policy
- Care, Learning and Play Policy
- Caring for School Aged Children Policy
- Child Sickness/ Illness Policy
- Childminder Statement Policy
- Communication with Parents Policy
- Complaints and Compliments Policy
- Confidentiality Policy
- Critical Incident Policy
- Emergency Evacuation Policy
- Equipment Policy
- Exclusion Policy
- Extreme Weather Policy
- Food and Drink Policy
- Fire Drill Policy
- Handing Over of Responsibility Policy
- Inclusion Policy (Equality of Opportunity Policy and Procedure)
- Independent Arrival at Childminder's Setting Policy
- Internet Safety Policy
- Language Policy
- Lost Child Policy
- Medicines Policy
- Nappy and Toilet Training Policy
- Outings Policy

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- Payment Policy
- Personal Possessions Policy
- Pet Policy
- Policy for Dealing with the Prevention and Spread of Infection and Notifiable Diseases
- Risk Assessment Policy
- Road Safety Policy
- Safeguarding and Child Protection Policy
- Safer Recruitment and Working with an Assistant Policy
- Settling in Policy
- No Smoking Policy
- Special Educational Needs and Disabilities Policy
- Staff Behaviour Policy
- Student on Work Experience Policy
- Policy Supporting Children who are Experiencing Loss or Changes in Their Lives
- Television Policy
- Termination of Contract Policy
- Uncollected Child Policy
- Unexpected Closure of Childminding Service
- Visitors to the Setting Policy
- Whistle Blowing Policy (Raising Concerns Policy)

Signed by:

Date:

Signature:

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## **Absence Policy**

### **Aim: Safeguarding and Child Protection**

My first responsibility and priority is towards the children in my care.

### **Procedure (how I put the statement in to practice)**

Parents or carers must contact the setting at least half an hour before their child is due to arrive to advise us of an absence. If we do not hear from them after half an hour after the time their child was due, as a setting, we will contact them to find out where the child is. This is to ensure the child and carer, or parent are both safe, and also to allow us to continue with our day as we may be waiting to go out. This information is then logged in our register.

See also my Sickness / Illness Policy

### **This policy supports the following requirements and standards:**

#### **England**

Early Years Foundation Stage welfare requirements

#### **Safeguarding Children**

The Children Act 1989 and the Early Years Foundation Stage state that “The registered person must comply with local child protection procedures approved by the Local Safeguarding Children Boards and ensures that all adults working and looking after children in the provision are able to put the procedures into practice”.

#### **Safeguarding and promoting children’s welfare**

The welfare requirements within the Statutory Framework for the Early Years Foundation Stage require providers to take the necessary steps to safeguard and promote the welfare of children in their care. In particular, they are required to implement an effective safeguarding children policy.

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## **Accident and emergency and Health and Safety Policy (Including my Personal Emergency Plan)**

### **Aim: Accident and Emergency, Health and Safety**

It is my policy to keep children safe when they are in my care.

My premises have been checked by Ofsted and they meet the requirements of the Early Years Foundation Stage in England.

I also regularly review, update and practice fire evacuation procedures. I record dates and times of fire drills.

I risk assess my premises to ensure it meets the safeguarding and welfare requirements of the Early Years Foundation Stage.

### **Accidents to minded children, childminder's own children, or the childminder and keeping the children safe.**

As a registered childminder, I am legally required to have a valid first-aid certificate before registration, which I renew every 3 years. I can administer basic first-aid treatment, and my first-aid box is clearly labelled and easily accessible. It is stored in the kitchen. Parent contact numbers are kept securely with the first-aid box. You will need to provide evidence for my records if your child has any known allergies. You will also need to give written permission at the time of accepting a place, for me to seek any necessary emergency medical advice or treatment whilst your child is in my care. **I will keep all contact numbers and medical information in a place that is private but accessible at all times.**

I have a fire blanket in the kitchen and smoke alarms (which are maintained and are in working order) throughout the house. Your child together with me and my children will practice an emergency escape plan at least three times a year.

Children in my care will be supervised sufficiently to ensure they are safe at all times. I will do as much as I can to minimise hazards and risks to children both inside and outside the premises and on visits. Children will be able to play safely outside with the side gate (the only access from the road) bolted top and bottom. During the summer months, when children may be using the paddling pool, I will supervise closely at all times. I request that children are provided with sun hats and sun cream in the summer

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months and that they understand something about the importance of using these. I will avoid taking children out to play in extremely hot weather and will avoid the hottest part of any summer day. Children will be taught the importance of not putting unclean hands in their mouths whilst outdoors and certainly not any plant. Hand washing will always take place when returning inside from the garden.

You may feel that it is necessary for your child to use a walking harness or wrist strap whilst out walking with me. This will be discussed with you when we meet.

I am a member of the Pacey and have public liability insurance. This certificate will be displayed with my registration certificate.

You will find my house clean and hygienic. Children will have clean linen for sleeping and paper towels and disposable face wipe washing throughout the day. Children will learn about personal hygiene through their daily routine. You are welcome to provide your child with slippers or clean plimsolls for indoor use. Alternatively, they can have bare feet or just wear socks. We discourage outdoor shoes being worn inside as the children spend a lot of time playing on the carpets and crawling around floors and small, sharp stones can be brought inside on shoes.

Food will be hygienically stored and prepared according to the 'Safer Food, Better Business' advice.

Please note the following points with regard to medication:

- I will not administer any medicine or other treatment unless the parent has discussed its use and given prior written permission. This forms part of the written contract.

If permission is given to administer medication:

- The medicine will be stored in its original container, clearly labelled and inaccessible to children.
- I will not usually administer any medicine that has not been prescribed by a doctor. The use of 'calpol' for emergencies will be discussed with you and noted in the contract.
- A written record of medicines administered to children will be maintained. The parent will be asked to sign this record book to acknowledge an entry.

I hold written permission from parents, on their children's record forms, to seek emergency treatment for their child if it is needed.



I also have an arrangement with another registered childminder to provide emergency back-up cover if necessary, details below.

### **Procedure (how I will put the statement in to practice)**

If there is an accident to a minded child or childminder's own children:

- First, I reassure the injured child while making sure that the other children in my care are safe. This may mean strapping a baby in a buggy or sitting an older child somewhere safe, where I can see them.
- Then, if the accident is a minor one and requires only basic first-aid, I deal with it myself. If not, I will ring 999 for help.
- If I have to accompany or take a child to hospital, I either take the other children with me, or call my emergency back-up cover. This will be another registered childminder, assistant or known responsible adult. These people will be made known to parents at the settling-in visit and are named below.

If there is an accident, my emergency back-up cover may contact you and you will be expected to collect your child straight away.

If I manage to deal with the accident myself, then I will tell the affected child's parents immediately.

If I accompany or take a child to hospital, I will get the nearest responsible adult to help, while my emergency back-up people are being contacted.

I will do my best at all times to make sure the children in my care are safe, reassured and kept calm.

### **Accidents off-site:**

I will carry parent's contact details with me when I am away from my home, in order to follow procedures above should an accident occur off site.

I also carry my mobile phone with emergency numbers already entered. I will also carry change in case there is no signal and we need to use a telephone box.

### **Other emergencies:**

Should any other emergency occur (such as a terrorist attack, or a member of my family becoming ill in my home) I will contact parents as soon as possible. I expect that parents will also contact me in the event of any accident or emergency which may befall them. Should it not be possible for parents to contact me, then I will keep the children safe until such time as parents can make contact with me.

### **Recording:**

I will record all details in my accident book, and make these available for parents to sign and provide a copy for parents.

If the incident is significant, I will inform Ofsted, the local child protection agency, the Health and Safety Executive and my insurance company as soon as possible.

### **Emergency back-up cover**

Back-up Registered Childminder	Name: Melanie Hill  Telephone: 01452 721549/07761530695
Known responsible adult	Name: Simon Dovaston  Telephone: 01452 536279/07828890427

### **Personal Emergency Plan**

In the case of a more serious accident or situation where medical help may be needed, the following procedure will be put in to action:

- The situation will be made safe for all children where necessary.
- First aid will be given (where permission has been granted from a parent).
- Assistance will be called for (where permission has been granted from a parent) – an ambulance will be sent for by dialling 999 and all necessary details of the situation will be given.
- First aid will continue to be administered as necessary until the ambulance arrives. If the casualty's situation deteriorates, 999 will be dialled again.





- The parents will be called and informed fully of the situation. This may have to be after the ambulance arrives, if first aid still needs to be given.
- The situation will remain calm and other children kept clear of the casualty.
- All registration details of the child must accompany the child to hospital, if they have to go.
- Where necessary I will accompany, or follow the child to hospital.
- The accident/incident will be recorded in detail and signed by the parent.

See also Emergency Evacuation Procedure and Critical Incident Procedure.

**This policy supports the following requirements and standards:**

**England**

Meeting the Early Years Foundation Stage welfare and Ofsted requirements

**Safeguarding and promoting children's welfare**

The provider must take necessary steps to safeguard and promote the welfare of children. The provider must promote the good health of the children, take necessary steps to prevent the spread of infection, and take appropriate action if they are ill.



## **Alcohol and other substances Policy**

### **Aim: Alcohol and other drugs**

It is my policy to keep children safe when they are in my care.

In order to do this I will ensure that neither I, nor anyone else who has contact with the children whilst at my setting, is under the influence of alcohol or any other drug which may affect our ability to care for children.

I will ensure that anyone who has contact with the children in my care whilst at the setting, who is taking medication which may affect their ability to care for children, will seek medical advice. They will only work directly with children if it is confirmed that their ability to look after the children will not be impaired.

### **Procedure (how I will put the statement in to practice)**

I will ensure that alcohol or any other drugs are kept safely under lock and key, away from children.

**This policy supports the following requirements and standards:**

#### **England**

Meeting the Early Years Foundation Stage welfare requirements

#### **Safeguarding and promoting children's welfare**

"The provider must ensure that adults looking after children, or having unsupervised access to them, are suitable to do so".



## **Arrivals and Departures Policy**

### **Aim**

The aim of this document is to inform parents of my policy regarding arrivals and departures in the childminding setting.

### **Procedure (how I, and anyone I employ, put the statement in to practice)**

My normal procedure is to release a child only to his/her parents/carer or someone who the parents designate.

If someone other than the documented people are to pick up the child, I must be notified ahead of time. A verbal notice is fine on the day if the person is on the list of people who are authorised to pick up that child.

If this person is NOT on that list, I must have written permission to release that child.

I ask parents to inform emergency contacts that I will need their password if they are to pick up that child and the child cannot identify them.

The time children arrive and depart is recorded in our attendance register. If a child is not attending that day the parent must contact me before the school run either am or pm and the non-attendance will be logged in our Record of exclusions, children taken off roll, including: extended holidays and absence, incidents of poor behaviour log. This is monitored to look for patterns in absences for safeguarding.

### **Independent Arrival**

As your child gets older, it is healthy to give them increasing independence. More children have road accidents in their first year of secondary school than in any other year, and this is because children have suddenly been given independence to travel to and from school for the first time. I am happy to work with you and your child to give them more and more independence in small steps ready for secondary school. I also have a policy for children arriving independently at my home.

### **Clubs/parties**

I will try to take and/or collect your child from local clubs and activities or birthday parties, however please check with me first before signing up your child, as I may have to take in to consideration other children's commitments and routines.

### **Food**



I am happy to provide snacks and meals for your child; however, we have a healthy eating policy and I therefore encourage children to opt for fruit and vegetables as snacks rather than crisps and chocolate biscuits.

### **Homework**

I am happy to support your child with their homework if required and providing it does not impact on the care I provide to the younger children. I can provide access to the internet if required for research. I am happy to help with the learning of spellings, reading etc. If your child is happy to work independently on their homework I can provide them with a quiet area and ensure they are not disturbed.



## **Asthma Policy**

I am willing to care for a child who has asthma and have put together the following policy and procedures. I recognise that asthma is an important condition that affects many children.

I will:

- Encourage and help children who have asthma to participate fully in activities – inhalers will be kept near to the child. These are either in their named boxes in the hall away from other children, or if we are out they are kept in a backpack which is with myself or one of my assistants. This is to keep them away from other children but are easily accessible for an adult to go and get if required.
- Ensure the environment is favourable to children with asthma.
- Ensure that other children in my care understand that asthma can be serious.
- I will ask parents to tell me about their child's asthma symptoms, how to recognise when their symptoms are getting worse and how to help them take their reliever medicine and record the information in the child's personal record form.
- Allow children with asthma immediate access to their reliever medicine whenever needed. If the child is older this may include allowing them to carry it on them either in their pocket or inhaler pouch, if they are mature enough to do this. I would request that I am also given an inhaler to keep at my house, in case the child forgets to bring it back with them. This should be in a box from the doctors with the child's name on it.
- I will always inform parents if their child has experienced asthma symptoms and had to use their reliever medicine.
- If, after discussion between the parents/carers and the doctor or nurse, it is believed that a child is too young to carry their inhaler, I will keep it as advised above and monitor use throughout the day.

I need parents to provide written information detailing:

- What asthma medicines the child takes and when
- What triggers the child's asthma and what to do if the child's asthma gets worse
- Emergency contact details



I will ensure any spare medicines stored by me are labelled and have not passed their expiry date.

**This policy supports the following requirements and standards:**

**England**

Meeting the Early Years Foundation Stage welfare requirements

**Safeguarding and promoting children's welfare**

The provider must take necessary steps to safeguard and promote the welfare of children



## **Behaviour Management Policy – including Physical Intervention**

### **Aim: Behaviour**

As a registered childminder, I recognise the need to set out reasonable and appropriate limits to manage the behaviour of children in my care.

By providing a happy, safe environment, the children in my care will be encouraged to develop social skills to help them be accepted and welcome in society as they grow up.

### **Procedure (how I, and any one I employ, put the statement in to practice)**

I keep up to date with behaviour management issues and relevant legislation by taking regular training and by reading relevant publications, such as “Who Minds” or “Nursery World” and emails from my Early Years Consultant.

All parents receive or have access to a copy of my Behaviour policy.

I will not administer physical punishment, cause pain, discomfort, humiliate or hurt any child in my care.

I endorse positive discipline as an effective way of setting boundaries for children.

I agree methods to manage children’s behaviour with parents before the placement starts. These are discussed with parents during initial visits before the contract is signed.

Wherever possible I try to meet parent’s requests for the care of their children according to their values and practices. Records of these requirements are agreed and kept attached to the child record forms. These records are revisited and updated during regular reviews with parents.

I expect parents to inform me of any changes in the child’s home circumstances, care arrangements or any other change which may affect the child’s behaviour such as a new baby, parent’s separation, divorce, new partner or any bereavement. All information shared will be kept confidential unless there appears to be a child protection issue.

I work together with parents to make sure there is consistency in the way the children are cared for. A consistent approach benefits the child’s welfare and helps ensure that the child is not confused. I offer regular review meetings with parents to discuss their child’s care and any issues or concerns, preferably when the child is not present.

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Positive physical contact from adults and other children is important to children's wellbeing and development.

I will only physically intervene, and possibly restrain, a child to prevent an accident, such as a child running in to the road, or to prevent an injury or damage. If this happens, parents will be informed on the same day and asked to sign my incident book.

We commit to ensure that no child will be forced to do anything that makes them feel uncomfortable. We will restrain a child (or" children who are fighting) if they are at risk of hurting themselves or others.

We do not accept any forms of bullying. Please see my Bullying Policy.

I record all significant behaviour incidents in an incident book. I will discuss these with the parents of the child concerned so that together we can work to resolve any behavioural issues.

I acknowledge the strength and range of children's feelings and try to help children to find constructive solutions for managing these.

I encourage responsibility by talking to children about choices and their possible consequences.

I aim to be firm and consistent so that children know and feel secure within the boundaries I set.

I will respond positively to children who constantly seek attention or are disruptive.

I will help children maintain their self-esteem by showing I disapprove of challenging behaviour, not the child themselves.

If I have a concern about a child's behaviour which I cannot resolve in partnership with parents, I will ask for permission from the parents to talk it through with another childcare professional. I may contact the Pacey, the NSPCC, health visitor or local early year's team (or other relevant advice services) for confidential advice.



I encourage appropriate behaviour by:

- Setting a good example, I aim to be a positive role model as children copy what they see. Children learn values and behaviour from adults.
- I readily praise, approve and reward wanted behaviour, such as sharing, to encourage it to be repeated. Using praise helps to show that I value the child and it helps to build their self-esteem.
- I praise children to their parents and other people when they have behaved as expected.
- I try to be consistent when saying “No” and explain reasons why it is not appropriate and considered unwanted behaviour.
- My expectations are flexible and realistic and are adjusted to the age, level of understanding, maturity and stage of development of the child.
- I try to involve children in setting and agreeing house rules.

### **House rules**

I have written a few simple ‘House rules’. They are designed to help us all work and play together happily and safely. I will provide parents with a copy of them and they are available for the children to see in my home, both in words and in pictures.

I work with children to ensure that they understand the rules and why I have them. Mostly they are to ensure the safety of all those in the home and to help the children learn to respect each other and other’s property. They are probably very similar to the ‘rules’ that you have in your own home.



## **House rules for preschool children**

**We all sit to the table (or in our highchair) to eat or drink**

This is to prevent spills and choking accidents. It also helps to create a social atmosphere in which children can learn good table manners

**We treat the furniture with respect**

This is to prevent children from falling off settees and hurting themselves and also to learn to respect other's property and to use things for what they were designed.

**We look after the toys and play with them correctly**

We learn not to throw toys as this could hurt someone and/break the toy.

**We remove our shoes in the porch**

We don't want to tread mud (or worse) on to the carpets or flooring where the babies crawl and we sit to play

**We treat others how we would like to be treated**

We learn good manners, please and thank you and are nice to each other. We do not allow any hurting of each other either by physical or verbal means.

**We share our toys and activities and help to tidy away when finished with them**

We will not fall over toys and hurt ourselves if we keep the floor tidy.



## **House rules for School aged Children**

The following rules have been put in place to ensure that everyone feels welcome and valued and so that health and safety issues are addressed. We will:

- Tidy up after ourselves
- Share toys and take turns
- Not exclude anyone from joining in an activity or game
- Be polite and remember to say please and thank you
- Not swear or use offensive language
- Meet you at an agreed time and place after school
- Talk to you if we have a problem rather than taking it out on someone else
- Understand that we sometimes can't watch programmes as they would be too scary for the younger children
- Not hurt anyone, either physically or verbally
- Listen to our instructions and be good role models for the younger children
- Ask before we put the TV or computer on
- Respect the time limits set for watching TV
- Tell you if we are hungry and not just help ourselves to snacks
- Sit at the table to eat and drink
- Practice good personal hygiene, washing our hands and flushing the toilet after use
- Make sure we close the stair gates properly
- Take our shoes off when we come in and hang our coats up and put our bags tidy

**This policy supports the following requirements and standards:**

### **England**

Meeting the Early Years Foundation Stage welfare requirements

### **Safeguarding and promoting children's welfare**

'Children's behaviour must be managed effectively and in a manner appropriate for their stage of development and particular individual needs'.



Little Hands & Feet  
CHILDCARE

## **Policy on Biting**

Biting can be an uncomfortable subject for parents of both the biter and the child who is bitten. I hope that this policy will explain how I deal with biting in my home. Please do discuss any concerns you may have regarding this issue with me. If your child is known to bite - I would prefer to know in advance! If your child do you have a preferred method of dealing with this ie time out or another method.

Children bite for a variety of reasons. This may be because they are teething, frustrated, exploring using their mouth, asserting their independence and wanting to gain control, maybe of a toy or they could be stressed. It may also be because they want to gain attention.

I will work with you and your child to establish when and why they are biting. I will observe the child closely to see if certain conditions or situations trigger the behaviour and then work with them to try and avoid the incidents occurring. This may involve altering the child's routine, giving them more one to one attention, purchasing additional resources so sharing is not such a major issue or if it is because a child is teething provide suitable teething resources.

I will ensure that if a child is bitten that they are comforted and given lots of attention. I will ensure that any first aid is applied correctly if required and the incident will be recorded in my book and parents asked to sign it.

If your child bites then I will remove them from the situation. I will explain to them, according to their age and understanding, that biting is unacceptable behaviour. It may be necessary for me to exclude the child from an activity and use 'time out' until they are calm enough to return.

I will also encourage the child to apologise to the child they have bitten and work with them to develop strategies to help them deal with the reasons.

Many children go through a stage of biting, please don't be alarmed - it doesn't last forever!



## **Bullying Policy**

Bullying can be:

- Physical: pushing, kicking, hitting, biting etc.
- Verbal: name-calling, sarcasm, rumour spreading and teasing
- Emotional: excluding, ridicule, humiliation, tormenting
- Racist: taunts, graffiti and gestures

Being bullied can result in the victim having depression, low self-esteem, shyness, poor academic achievement, isolation and in extreme cases threatened or attempted suicide.

If a bully is left unchecked they will learn they can get away with violence and aggression. A bully has a higher chance of acquiring a criminal record and not being able to have good relationships when they become an adult.

If I have any concerns that a child in my care is being bullied or is bullying, I will discuss the matter with you immediately. I will work with you to support your child to resolve the problem.

This includes peer to peer bullying

If your child is being bullied:

- I will reassure them that the bullying is not their fault.
- Tell them that I care about them and am 100% on their side.
- I will give them lots of praise, encouragement and responsibilities to help them feel valued.
- I will work with you to help the child to develop techniques to deal with the bully- assertiveness, walking away etc.

If your child is the bully:

- I will reassure your child that I still care about them but it is their behaviour I don't like and I will work with them to help change this.
- I will work with your child to find ways to make amends for their actions.
- I will develop a reward structure for good behaviour.
- I will discuss the matter with you, not in front of your child, to see if there are any problems that may have triggered the bullying.

If you have any concerns regarding your child, please discuss them with me as soon as possible. It is much better to deal with these problems before they become major issues. Publications are available from [www.kidscape.org.uk](http://www.kidscape.org.uk)

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### **Use of cameras and mobile phones policy**

The safeguarding of every child in the setting's care is of paramount importance. Parents may have concerns with the taking of photographs of their child due to media feedback which has shown settings in a detrimental way over the use of images of children in their care.

The setting strives to comply with the wishes of each set of parents that we work for in relation to this matter and it is our intention to provide an environment that keeps children, their families and setting staff safe from images being used in an inappropriate way at any time.

Photographs are used for a variety of purposes at the setting and provide the parents with an insight to what their child has taken part in, and capturing images of new experiences being undertaken and achievements gained.

Photographs may be used at the setting in the following contexts:

- In children's development file/learning journey
- To support recording or developmental stages
- In the setting's photo albums
- On display boards within the setting
- In the setting's prospectus or promotional literature
- To support coursework or qualifications
- In the setting's activity and resource books
- Photographs that the children take during ICT activities and supporting ICT activities
- Personal photographs brought from home to support setting activities

The setting camera is stored safely in a locked filing cabinet, and photographs are uploaded from the memory card regularly to print off images to support the above images which are stored on my computer for safe keeping and the memory card wiped clear. Photographs are only printed at the setting and outside companies are not used for printing or storage of photographs at any time.

All images must be deemed appropriate without putting any child in a compromising position that could cause them to be embarrassed or distressed. Photographs will never be taken of a child in toileting facilities unless it is to capture a child washing their hands to show personal development and self-care.



Parents, carers and visitors to the setting are not allowed at any time to take photographs of children while at the setting and no child will be photographed when parents have not signed the setting's permission forms.

### **Mobile phone use**

Assistants will be asked to store their mobile phone with their personal affects in a safe, or in a designated area of the setting. Mobile phones can only be used to check for missed calls or messages during breaks in an area away from where children are being cared for.

The childminder's mobile phone is only to be used to take images at any time, and only if the setting camera is not available for any reason. Images will be uploaded, the memory card deleted, as per the camera policy listed above.

If any persons are found to be taking photographs of any child whilst they are attending the setting, they will be challenged for failing to adhere to the setting policy and asked to refrain.

If it is a member of staff other than the childminder using a mobile device, the incident will be logged, reported to any outside agencies that need to be notified, investigated and disciplinary action taken if the incident is deemed serious enough to warrant this action.

Parents and carers are asked to refrain from using their mobile devices whilst they are at the setting at drop off and collection times or during any other time they need to access the setting along with visitors to the setting.

**These policies meet the requirements of Section 3 – Welfare Requirements of the Early Years Foundation Stage – Safeguarding and promoting children's welfare and Every Child Matters outcome – Stay Safe.**



## **Care, Learning and Play Policy**

Children learn when they are in a safe and caring environment where they are stimulated through play.

Babies and young children develop best when they are in a caring relationship with an adult. A baby will learn to walk faster when they have a safe pair of arms to walk towards and learn to talk, when they have an adult listening and responding to them.

I will strive to provide your child with an environment that will be caring, fun and stimulating. I will implement ideas from the Early Years Foundation Stage – a copy is available for you to see.

I will provide activities that support the main learning areas:

- Personal, social and emotional development
- Communication and language
- Physical development
- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design

These activities can include:

Dressing up	Books, music and DVDs
Small world toys	Construction toys e.g. building blocks,
Duplo and Lego	Pretend play e.g. toy kitchen/shop
Sand and water play	Arts and Crafts
Outings	Cooking and Baking
Gardening	Outdoor play and equipment
Soft dough and cutters	Threading activities

I will regularly observe your child and make a written record. This will enable me to make simple plans on how I can help your child move onto the next stage of their development. These records are available for you to look at on request.

If there is an activity that you would like me to do with your child, please let me know. I am very happy to support activities that you are doing at home or events that have happened. For example, if you have a new baby at home, I can support activities and learning through resources at the setting.





## **Caring for School aged Children Policy**

### **Aim**

As an Ofsted registered childminder, I am aware that the needs of school aged children will differ from babies and pre-school children and I have adapted my service for them accordingly.

I have in place additional policies and procedures specifically written with the older age group in mind. They have been designed to support the children's growing independence whilst retaining the need to ensure a safe and healthy environment for them.

### **Procedure (how I, or anyone I employ, put the statement in to practice)**

#### **House rules**

These are more detailed than the pre-school rules and support the children to develop their own boundaries. The children have helped to draw up these rules and I involve them regularly in reviewing and amending them. Children are invited to 'join up' to a behaviour management agreement with me, like school, parent, child agreements. They help to design the agreement and discuss the wording. They help to decide on rules and boundaries, rewards for good behaviour and punishments if they are broken. I find that if the children have taken some ownership of this they are more likely to adhere to it.

#### **Questionnaires**

I feel it is important that the children can express their views, likes and dislikes about the service that I provide so that I can tailor it where possible to meet their individual needs and interests. I will ask them to complete an initial questionnaire when they start and then one on a termly basis. I would request that you as parents support your child to complete one if they are unable to read or write.

#### **School Liaison**

If I am going to be taking your child to school and collecting them every day, it helps for me to be able to discuss with your child's class teacher if there have been any issues during the day. It can be very distressing to your child if they have to wait maybe two or three hours for a parent to collect them and feeling they are unable to tell me about an incident that has happened at school that day. If the teacher is given permission to discuss behaviour and incidents with me then I will be able to support your child until and home time, then inform you. I have printed permission forms if you require them. Please ensure that you have informed the child's teacher that I am their childminder and the days that I will be collecting/dropping them off.



## **Child Sickness/Illness Policy**

### **Aim: Illness and Infectious diseases**

It is my policy to keep children safe when they are in my care, promote good health and take necessary steps to prevent the spread of infection within my childcare setting and while I am off site.

### **Procedure (how I will put the statement in to practice)**

#### **Sick Children**

If there is a child in my setting who becomes ill whilst in my care, or whom I believe has an infectious illness or disease (for example a severe cold or stomach upset) I will:

- Contact the parents as agreed to arrange for the immediate collection of the child.
- Ensure that the child is excluded from my setting until they have been well for 48 hours, or in accordance with Health Authority guidelines.

Please notify me if your child has been ill during the night prior to bringing them for minding. Parents or carers must contact the setting at least half an hour before their child is due to arrive to advise us of an absence, as per my absence policy. If we do not hear from them after half an hour after the time their child was due, as a setting, we will contact them to find out where the child is. This is to ensure the child and carer, or parent are both safe, and also to allow us to continue with our day as we may be waiting to go out. This information is then logged in our register.

Likewise, I will inform you if my own children or myself have had an illness that could be passed on. Children and babies must be kept away for at least 48 hours after the cessation of diarrhoea, vomiting or high temperature. Again, if my own children or myself are affected you will be notified and will have to keep your child away. You will not be charged for non-attendance due to mine or my children's illnesses or our holidays. In accordance with the contract agreed with parents, I expect to be paid for the child's place even if they are excluded from my setting due to an illness or infectious disease.

Child, who has had communicable diseases e.g. chicken pox, should be kept away for the required period of time as per health protection agency guidance which is at least 5 days from the onset of the rash and can come back to the setting once the last spot has crusted over.



If your child has had antibiotics prescribed, please keep him/her away for the first 48 hours after being prescribed these. Likewise, please observe this 48 hour period of non-attendance after an inoculation.

If I believe a child in my setting is suffering from a notifiable disease, identified as such in the Public Health (Infectious diseases) Regulations 1988, I will act on advice given by the Health Protection Agency (details of which can be found at [www.hpr.org.uk](http://www.hpr.org.uk)) and inform Ofsted of any action taken.

I make parents aware of my sickness policy and keep a record of the arrangements for the exclusion of a child should they become ill whilst in my setting.

If I, or one of the members of my family, have a confirmed infectious disease, I will inform parents as soon as I am able. As I will not be able to offer my childminding service, I do not charge parents for the time the service is unavailable, as agreed in the contract.

I inform the parents of the other children in my setting if a child I care for has a diagnosed infectious disease.

### **Hygiene**

I ensure all adults and children in my setting are aware of good hand-washing procedures, before eating or handling food and after using the toilet.

I use disposable hand towels in the bathroom for the children to use when they wash their hands.

I ensure that there is a supply of tissues available for the children.

I immediately clean up any spillage of body fluids using a disposable cloth and gloves.

I wear disposable gloves for changing nappies. I will discard these gloves after each change.

I ensure that any animals on the premises are safe to be around children and do not pose a health risk.

I ensure that litter trays and pet food dishes are kept away from children.

I have read and understand the illness and infectious diseases policy.



**The policy supports the following requirements and standards:**

**England**

Meeting the Early Years Foundation Stage welfare requirements

**Safeguarding and promoting children's welfare**

The provider must promote the good health of the children, take necessary steps to prevent the spread of infection, and take appropriate action when they are ill.



## **My Childminder Statement Policy**

I, Joanne Dovaston and any of my assistants, aim to work in partnership with parents and to meet the needs of their children. All children and adults are treated with equal concern and are made to feel welcome during their time at my setting.

All parents will receive a copy of my policies and procedures which detail how my setting is run.

As a childminder:

- I draw up and sign a written contract with parents before the placement starts, which detail the expectations of the care to be provided, activities and business arrangements
- The contract is signed by both parties and dated
- A copy of the contract is given to the parents
- I will issue monthly invoices on the third week of the month, detailing the hours the child has been cared for and meal charges
- There will be a charge made to parents who make payments late. This amount will be set at the discretion of the childminder
- The contract will be reviewed annually or when circumstances such as new days or hours change, by completing relevant paperwork to support change

I will notify parents in advance when I am to be inspected by Ofsted so that the parents can contribute their views to the inspector if they wish. I will supply parents with a copy of the report within five days of receipt.

I will keep parents regularly informed about daily routines and childcare practices, and share information about the children by keeping a diary for preschool children which will be sent home daily. Informal chats at the beginning or end of the day will outline a brief rundown with the parents about their child's day.

Children will only be released to the parents, family member or friend whose details have been given to me prior to pick up. Parents will be given the opportunity before placement to set up a password system if they wish.



## **Communication with Parents Policy**

### **Aim: Parental involvement**

I aim to work in partnership with parents and carers to meet the needs of the children I care for.

In line with the EYFS principles, I respect that parents are children's first and most enduring educators. When parents and practitioners work together in early year's settings, the results have a positive image on children's development and learning.

I treat all children and adults equally and create a welcome, inclusive environment in my home.

### **Procedure (how I put the statement in to practice)**

I keep up to date about working in partnership with parents and carers and with relevant legislation by taking regular training and by reading relevant publications such as "Who Minds" and "Nursery World" and emails from my Early Years Consultant.

All parents receive or have access to a copy of my policies and procedures.

### **Contracts and Records**

I draw up and sign a written contract with parents before the placement starts. The contract is signed by the parent/s and myself and dated. I give copies to the parent/s and any other party involved in the contractual arrangements.

I review the contract with parents annually or when circumstances change.

I issue an invoice with a receipt for all payments received from parents.

I meet parent's requests for care of their children according to their values and practices, preferences and attitudes.

I keep records of these requests with the child record forms which also contain emergency contact numbers, dietary requirements/preferences, food allergies, health requirements, and information about who has legal contact with the child and who has parental responsibility for the child. These records are revised and updated during regular reviews with parents.



I would also appreciate it if you could inform me if there are any changes to contact numbers for yourselves, including work and mobile numbers and those of your emergency contacts.

### **Communication with parents**

I work with parents to make sure that the care of their child is consistent.

I make time for discussion about a child's needs by sharing information with parents about daily routines and activities in my setting and in the child's home.

Ways of sharing information can include inviting parents to add to children's profile books, daily diary, photos, development sheets, emails, telephone, face to face meetings and informal day to day feedback.

Daily, you will have an opportunity to exchange information about your child. You will also be given written information about the child's day e.g. with regards to development. Please also feel able to speak to me daily if you have any concerns or feedback about my service. This may mean that any problems can be remedied as soon as they arise. However, in the unfortunate event of a complaint being made formally against me, I will document this and follow the procedure set out in the complaints policy. I welcome parent's feedback on my service.

I will keep records about your child such as allergies and other medical conditions, records of accidents and incidents and family details including information such as GP contact number, emergency contacts (with signatures and passwords) and various signed consent forms. This information will be kept private from other clients and confidentiality will be practiced always. In the event of your child being identified as a child in need, it may be necessary (normally with your consent) to give appropriate information to referring agencies.

I will give you advance notice (at least 4 weeks) of holidays that I will take in order for you to arrange alternative care for your child. I will also try to give as much notice as possible if for some reason, I am not able to care for your child on a particular day e.g. I am ill or one of my own children are ill.

I will discuss any changes in my or the child's home circumstances which may impact on the child's development or my ability to care for a child.

I offer regular 6 monthly review meetings with parents to discuss their child's care.



I display my Ofsted registration certificate and the Ofsted poster for parents who introduce Ofsted's childcare responsibilities and give Ofsted contact details.

### **Ofsted Inspections**

I will notify all parents in advance when I am to be inspected by Ofsted in England so that parents can contribute their views to the inspector.

I will supply parents with a copy of the Ofsted report within five working days of receiving the report.

All significant incidents are recorded in an incident book and will be shared and discussed with parents so that we can work together to resolve any issues.

**This policy supports the following requirements and standards:**

### **England**

Meeting the Early Years Foundation Stage welfare requirements

### **Safeguarding and promoting children's welfare**

The provider must take necessary steps to safeguard and promote the welfare of children. (EYFS principles – 2.2 Parents as partners)





## **Complaints and Compliments Policy**

### **Aim**

As a registered childminder, I aim to work in close partnership with all parents to meet the needs of their children. Maintaining good communication between both parties will aid this. I expect that parents will immediately bring to my attention any aspect of my service they are not happy with so that every effort can be made to resolve the matter. Parents can make a complaint to me verbally or in writing.

It is a condition of my registration to investigate all written complaints relating to the requirements of the Early Years Foundation Stage and I will notify the complainant of the outcome within 28 days of the receipt of the complaint.

I display Ofsted's poster for parents which introduces Ofsted's childcare responsibilities and gives the Ofsted contact details.

### **Procedure (how I will put the statement in to practice)**

If I do receive a formal written complaint, I will inform Ofsted within 14 days that a complaint has been made.

I will investigate all complaints and notify the complainant of the outcome of the investigation within 28 days.

I will keep a written record of all complaints and their outcome for at least three years. Confidentiality will be maintained but, as required, I will provide Ofsted, on request, with a written record of all complaints within a specified period and the action taken because of each complaint.

I will record the following information:

- The name of the person making the complaint.
- The Early Years Foundation Stage requirement(s) to which the complaint relates.
- The nature of the complaint.
- The date and the time of the complaint.
- Any action taken in response to the complaint.
- The outcome of the complaint investigation (for example, ways the service has improved).
- Details of the information and findings that were given to the person making the complaint, including any action taken.



If the complaint cannot be resolved, or if the complaint is of a serious nature and you feel that you cannot discuss it with me, please contact Ofsted on 0300 123 1231.

Ofsted produces guidance on concerns and complaints about childminders and childcare providers. This is available on the Ofsted website and provides guidance on the complainant's right to contact Ofsted.

Ofsted address:-

The National Business Unit  
Ofsted  
Piccadilly Gate  
Store Street  
Manchester  
M1 2WD

**This policy supports the following requirements and standards:**

### **England**

Meeting the Early Years Foundation Stage welfare requirements.

### **Safeguarding and promoting children's welfare**

The provider must take necessary steps to safeguard and promote the welfare of children. Providers must engage with, and provide the following information for parents:

- The complaints procedure (copies to be available on request)
- Details for contacting Ofsted and an explanation that parents can make a complaint to Ofsted should they wish.



## **Confidentiality Policy**

### **Aim**

All information on children, families and anyone working with me, is kept securely and treated in confidence.

Information will only be shared if the parents/carers/co-workers gives their permission or there appears to be a child protection issue. All paper records will be kept confidential and records are kept secure in a locked cabinet.

The details are easily accessible if any information is required for inspection by Ofsted in England.

### **Procedure (how I put the statement in to practice)**

All parents receive, or have access to if you do not want a copy, a copy of my policies and procedures, which detail how I run my setting. These are updates annually or sooner if required.

My certificate of registration is displayed and available to all parents.

I am aware of my responsibilities under the Data Protection Act 1998 and the Freedom of Information Act 2000.

I maintain up to date records of parents and/or emergency contact details, the contact details of the child's GP and appropriate signed consent forms.

If a child is identified as a child in need (Section 17 of the Children Act 1989) I will, normally with the parent's permission, give appropriate information to referring agencies.

I expect parents to inform me of any changes in the child's home circumstances, care arrangements, who will drop off and collect the child or any other change which may affect the child's behaviour such as a new baby, parent's separation, divorce, new partner or any bereavement.

I will keep all the information confidential and not disclose this without parents' consent, except as required by law, for example, if there may be a child protection issue. (Please refer to my Safeguarding Children policy for more details on this).



I expect parents to keep private and confidential any sensitive information that they may accidentally learn about my family, assistants, setting or other children and families attending, unless it is a child protection issue.

Ofsted may require to see my records at any time.

Parents have the right to inspect all records about their child at any time.

I record all accidents in an accident book. I will notify Pacey of all accidents which may result in an insurance claim, e.g. an accident involving a doctor or hospital visit. Pacey will log and acknowledge receipt of the correspondence and forward the information to the company providing my Public Liability Insurance to enable a claim number to be allocated.

I will inform Ofsted, the local child protection agency and the Health and Safety Executive of any significant injuries, accidents or deaths as soon as possible.

If I am using the Pacey Public Liability Insurance, the total life of the policy is 21 years and 4 months to enable the child to make a claim against the policy at a later date.

I record all significant incidents in an incident book and I will share these with parents so that together we can work to resolve any issues.

If I keep records relating to individual children on my computer I will ask for the parent's permission. I will store the information securely, for example, in password-protected files, to prevent viewing of the information by others with access to the computer. Back up files will be stored on a memory stick which I will lock away when not being used.

If I record information on a personal computer, or take digital photographs or videos as part of my observations, I have taken the necessary action to register with the Information Commissioners Office (ICO).

### **This policy supports the following requirements and standards:**

#### **England**

Meeting Early Years Foundation Stage welfare requirements

#### **Organisation**

Providers must maintain records, policies and procedures required for the safe and efficient management of the settings to meet the needs of the children.



## **Critical Incident Policy**

### **Aim:**

It is my policy to keep children safe when they are in my care.

My premises have been checked by Ofsted and they meet the requirements of the Early Years Foundation Stage in England.

**Please see Emergency Evacuation Plan for escape routes and fire alarms.**

### **Procedure (how I, and any one I employ, put the statement in to practice)**

In light of recent Terror attacks in the country, this procedure is designed to be followed in the event of a major incident, accident or terrorist attack.

As precautionary measures, I will take the following steps to try to protect all children within my care:

- During outings, children are to wear hi visibility vests. These state my mobile number, to be used in the unlikely event that a child is missing from sight. Hi visibility vests allow me to see children more easily in busy areas such as school playgrounds and parks, and will be printed with the words "Little Hands and Feet Childcare"
- During outings, I will carry a "grab bag", containing a backup mobile phone, contact details and emergency information for all children linked to the setting and a first aid kit.
- I have "ICE" contacts in my phone, which are numbers that the emergency service will look for to call "in case of emergencies" – E.g. My partner's number is saved as "ICE Simon". Again, this is something that I advise parents to also do, as this is a widely known system for emergencies.
- We will avoid busy places such as city centres, large train stations, and other places where large crowds of people congregate, to the best of our ability



If we are involved in a major incident, I will attempt take the following steps to protect children to the best of my ability:

- Remain calm at all times
- Attract children's attention, and reassure them if frightened
- Taking my 'Grab Bag', lead the children to the nearest place of safety, whether it is to hide or leave the area
- Contact the emergency services and follow their advice
- Contact children's emergency contacts, and ask for children to be collected as soon as is safely possible and appropriate, and keep parents updated as I am able
- Record the incident, including dates, times, details of the incident, names of anybody involved, and action taken, including as much information as I can
- Report the incident to OFSTED within 14 days
- Report the incident to my insurance provider
- Review Emergency Procedure as needed

If a parent is involved in a major incident, accident or terror attack, or is delayed due to any of these instances, I will continue to care for their child(ren) for as long as needed, until the child is collected.

**This policy supports the following requirements and standards:**

### **England**

Early Years Foundation Stage welfare requirements

### **Safeguarding Children**

The Children Act 1989 and the Early Years Foundation Stage state that "The registered person must comply with local child protection procedures approved by the Local Safeguarding Children Boards and ensures that all adults working and looking after children in the provision are able to put the procedures into practice".

### **Safeguarding and promoting children's welfare**

The welfare requirements within the Statutory Framework for the Early Years Foundation Stage require providers to take the necessary steps to safeguard and promote the welfare of children in their care. In particular, they are required to implement an effective safeguarding children policy.

The provider must ensure that anyone working with them understands the safeguarding policy and procedure



## **Emergency Evacuation Policy**

### **Aim:**

It is my policy to keep children safe when they are in my care.

My premises have been checked by Ofsted and they meet the requirements of the Early Years Foundation Stage in England.

**Please see Emergency Evacuation Plan for escape routes and fire alarms.**

### **Procedure (how I, and any one I employ, put the statement in to practice)**

My biggest priority is at all times, the children's safety and wellbeing. I carry out emergency evacuation practices on a regular basis, on different days and at different times, to ensure that all of the children and I are aware of what to do. I will record all emergency evacuation drills, the outcomes, and evaluate the drill. Like all of my policies and procedures, I will frequently review my emergency evacuation Procedure, and make any changes as needed – Parents and carers will be asked to sign to acknowledge any amendments.

For emergencies and outings, I have 'Grab bags' kept in the kitchen and in my car. When on outings, I will take the kitchen grab bag with me – these contain the following:

- First aid Kit
- Foil blankets
- Spare house keys
- Children's emergency contact details, at least 3 per child, including parents/carers, in a sealed envelope
- Any important health care information of children, including allergies and medical requirements, in a sealed envelope
- A fully charged mobile phone
- Contact details for my next of kin (Simon Dovaston) and my own emergency contacts, including a 'back up' child minder contact details



In the case of an emergency within the setting, I will:

- Remain calm at all times
- Attract children's attention, and reassure them if frightened
- Taking registers and 'Grab Bag', exit the building with all of the children, using the safest route possible, closing doors as I go. If for any reason, we are unable to exit the building, for example if we are upstairs and unable to go downstairs safely, it may be safer to stay in the building. In this case, I will take all of the children into one of the bedrooms, which is the furthest point from most of the house. I will close the door, and in the event of a fire, line the door with damp towels, which I will get from the bathroom.
- Go to the evacuation point (either at the end of my drive or at the bottom of my garden whichever is safest), and ask children to sit down/line up at the wall. I will stay with the children at all times.
- Contact the emergency services
- Contact children's emergency contacts, and ask for children to be collected immediately
- If we are unable to return to the house, I will take the children to either Melanie Hills, 33 Springdale Close, Hardwicke, Gloucester, GL2 4JD or to Hardwicke Parochial Primary Academy, Poplar Way, Hardwicke, GL2 4QG till the children can be collected.
- Record the incident, including dates, times, details of the incident, names of anybody involved, and action taken
- Report the incident to OFSTED within 14 days
- Report the incident to my insurance provider if appropriate, depending on the emergency
- Review Emergency Procedure as needed

### **Emergency Plan Details**

#### **Emergency Back Up**

- Melanie Hill
- 01452721549 or 07761530695

#### **Telephone**

- Living room, next to the printer
- Master bedroom, next to the bed
- Kitchen next to the hob
- Mobile in kitchen & outing grab bag

Compiled by: Joanne Caroline Dovaston  
Date of latest review and amendments: February 2018  
Date of review: February 2019



### Emergency numbers

- Hospital: 0300 422 2222
- Partner: 07828890427 or 07941602839
- Ofsted: - 0300 123 1231
- GP: 01452720011
- Early Years contact: 07717693024 Catherine Davenport.

### First Aid Box

- In kitchen on side under the stairs
- On stairs

### Fire Drill

- Practiced frequently, at different times of the day and on different days to include all children. This will be recorded in my fire drill log, and shared with parents

### Keys

- In lounge in pot
- On hooks by all external doors
- At Melanie Hill's (33 Springdale Close, Hardwicke, Gloucester, GL2 4JD)

### Fire Blanket

- On back of kitchen door

### Smoke Alarm

- In living room, in playroom, in hallway and 2 in the landing
- Checked monthly, recorded in file with fire drill log

### **This policy supports the following requirements and standards:**

#### **England**

Early Years Foundation Stage welfare requirements

#### **Safeguarding Children**

The Children Act 1989 and the Early Years Foundation Stage state that "The registered person must comply with local child protection procedures approved by the Local Safeguarding Children Boards and ensures that all adults working and looking after children in the provision are able to put the procedures into practice".



### **Safeguarding and promoting children's welfare**

The welfare requirements within the Statutory Framework for the Early Years Foundation Stage require providers to take the necessary steps to safeguard and promote the welfare of children in their care. In particular, they are required to implement an effective safeguarding children policy.

The provider must ensure that anyone working with them understands the safeguarding policy and procedure.



## **Equipment Policy**

### **Aim**

The aim of this document is to inform parents of my policy regarding equipment in my childminding setting. To ensure the children in my care have equipment and toys for the age and stage of their development and they are kept safe.

### **Procedure (how I, or anyone I employ, put the statement in to practice)**

I have access to a wide range of both indoor and outdoor equipment and facilities.

As each child arrives in my setting, I risk assess the needs and abilities of that child to ensure appropriate safety measures are in place to keep the child safe both indoors and outdoors.

I also assess each individual child's stage of development and abilities to ensure transport, toys, games, outdoor equipment and creative activities are appropriate, stimulating and accessible to each individual child.

I use local toy libraries and scrap stores, toddler groups and parks to ensure each child has access to as wide a range of equipment and materials as possible.

Where possible I take children out and about to become part of the local community.

### **This policy supports the following requirements and standards:**

#### **England**

Meeting the Early Years Foundation Stage welfare requirements

#### **Safeguarding and promoting children's welfare**

"The provider must take necessary steps to safeguard and promote the welfare of children".



## **Exclusion Policy**

### **Aim**

I operate an inclusive childminding setting where all children are welcome regardless of their race, religion, culture, sex, ability or disability, social background etc.

### **Procedure (how I and anyone I employ, put the statement in to practice)**

There are, however, certain occasions when it may be necessary to ask a parent not to bring their child to my home, for a short period of time. These reasons include:

- If a child is ill (see sickness policy for more detailed information)
- If a child has a highly infectious condition such as Impetigo or Conjunctivitis
- If the child has a notifiable disease
- If a child has had about of sickness or diarrhoea within the last 48 hours
- If a child is on antibiotics that they haven't taken before and it is within the first 3 days of the course (in case of allergic reaction)

I reserve the right to terminate a contract with immediate effect and exclude a child permanently from my setting in the following situations:

- If the child continually demonstrates aggressive behaviour to other children in my setting
- If the child continually uses inappropriate language (swearing)
- If the child continually makes inappropriate remarks, such as racist comments
- If the child is likely to cause harm to other children at the setting
- If the child is found to be stealing from me or my home

I would already have discussed my concerns with the child's parents and worked with them over a period of time to address their child's behaviour. I would have used a variety of different strategies and with parental permission, sought support from outside agencies. I would only exclude a child if their behaviour was very severe and having a continued negative impact on the other children in my care. I keep a log of all these comments.

**This policy supports the following requirements and standards:**

### **England**

Meeting the Early Years Foundation Stage welfare requirements



### **Safeguarding and promoting children's welfare**

The provider must take necessary steps to safeguard and promote the welfare of children.



## **Extreme Weather Policy**

The Early Years Foundation Stage framework advises, as part of the Welfare requirements, that whenever possible there should be access to an outdoor play area or space that can allow for children to be outdoors. As a registered childminder, I aim to get the children outdoors every day. Activities and play times will be planned in and undertaken daily. This will not happen only when for example: the weather conditions would make access to the outdoors area unsafe or equipment unusable.

I provide outdoor play space and take the children on regular outings to:

- Outdoor area of setting e.g. patio and lawn
- Park area and canal walk
- Shops, library visit
- School run
- Places of interest e.g. Selsley Common, Westonbirt Arboretum, Slimbridge Wetlands Trust

To ensure the safety and well-being of the children, I request that parents supply me with clothing for their children, and appropriate footwear, that is suitable for the time of the year and the weather we may be experiencing. Parents will be asked to sign a contract at the commencement of care where it is highlighted that parents must supply relevant clothing and spare clothing to allow their child to join in activities but to also be comfortable throughout the day.

In extreme weather conditions, I will risk assess the situation and discuss concerns with parents before taking children out. Sometimes it may be necessary, for example, to collect other minded children from school if an assistant is not available to stay with younger children at the setting.

If there is heavy snow then I will discuss with parents about taking the children out in it to play. There are many learning opportunities from playing in the snow, from construction (building a snowman), science (snow and ice melting in changing temperatures) to physical exercise. The children will need to be correctly clothed for the snow, boots, coat, scarf, gloves etc. They will be closely supervised at all times and we will come back indoors if any of the children are unhappy or feeling cold.



## **Food and Drink Policy**

### **Aim**

As a registered childminder, it is my policy to provide children with healthy, balanced and nutritious meals, snacks and drinks.

### **Procedure (how I put the statement in to practice)**

I will collect, record and act on information from parents about a child's dietary requirements.

Where parents provide meals for their children to eat at my setting, I will provide chilled storage for packed lunches and appropriate storage areas for other food stuffs.

I will also provide children with clean and age-appropriate crockery and eating utensils.

I will respect diversity of practice around mealtimes e.g. use of chopsticks or fingers for eating.

I will provide children with healthy meals, snacks and drinks as appropriate and recommended by the Food Standards Agency literature.

I will ensure fresh drinking water is available always, both in and outside my setting.

As a provider of meals and snacks I am aware of my responsibilities under Food Hygiene legislation. This includes registration with the relevant Local Authority Environmental Health Department. I am happy to have my premises inspected by a Food Safety Officer.

I will keep pets out of the food preparation area. If a family pet does gain access to this area, then I will ensure that all work surfaces and cooking utensils have been thoroughly cleaned before any food preparation or food handling takes place.

Baby changing facilities will not be near food preparation areas.

I will ensure I, and everyone caring for children, as well as the children themselves, are aware of good hand washing procedures and how these are carried out.

I will not undertake laundry during times of food preparation and I will ensure that any soiled clothing or detergents will not come in to contact with food preparation areas.



If there is an outbreak of food poisoning affecting two or more children looked after on my premises, I will notify Ofsted as soon as possible and definitely within 14 days of the incident occurring in order to comply with regulations.

I will keep all food receipts, including those under £10.00, so that if there is an outbreak of food poisoning on my premises I will be able to trace the outlet where the food was purchased.

**This policy supports the following requirements and standards**

**England**

Meeting the Early Years Foundation Stage welfare requirements

**Safeguarding and promoting children's welfare**

The provider must promote the good health of the children in their care.





## **Fire drill policy**

I ensure our setting presents no risk of fire by ensuring the highest possible standard of fire precautions. I oversee:

- all staff understands how to complete a fire drill
- a drill is practised on average every 8 weeks.

My setting has been checked by the local Fire Service to check safety levels and how to evacuate the setting quickly in the event of a fire. On recommendation of an attending Fire Officer, a carbon monoxide detector has been fitted near the boiler, situated in the playroom and the gas hob in the kitchen

The smoke alarm and carbon monoxide detector are checked on a weekly basis. If either appliance is broken, it will be replaced with immediate effect.

The smoke alarm is pressed just prior to the fire drill commencement to advise the children of a fire in the building to allow them to be accustomed to the sound.

I understand the importance of seeking expert advice at any time to familiarise myself with any current legislation requirements that needs to be implemented at the setting. Information will be sought from the local fire service:

**<http://www.glosfire.gov.uk>**

The setting has a fire safety risk assessment in place and this is updated annually or before if needed.

There is a map of the setting layout displayed in the hallway to advise adults and children where safe places are to escape the setting in the case of a fire breaking out. This information is reiterated to the children during fire drill practices.

Details of fire drills completed are logged in the safety folder and is completed by filling in key information such as:

- the date and time the drill took place
- who was attending the setting and any adults present at the time
- a brief statement of how the drill went, time taken and any key points to adapt or add to make the fire drill more effective.
- Overtime I try to ensure all children are present at one to ensure that they are all aware of what to do in case of a real fire.



**In the event of a fire: please also refer to the setting “Evacuation procedure”.**

**This policy supports the following requirements and standards:**

**England**

Meeting the Early Years Foundation Stage welfare and Ofsted requirements

**Safeguarding and promoting children’s welfare**

The provider must take necessary steps to safeguard and promote the welfare of children.



## **The Handing Over of Responsibility Policy**

Accidents and incidents can occur when both childminder and parent are present during dropping off and collection times.

Reasons for this can be:

- The child may feel that with both adults talking they are being ignored, therefore they misbehave to gain attention.
- The child senses that neither adult feels comfortable taking responsibility and tests boundaries further than they would normally.
- No one is supervising the child sufficiently and accidents occur.
- The child does not want to leave an activity that other children may be involved in.

Every child at the setting needs to understand who is responsible for them at drop off and collection time.

If the parent is to take responsibility of their child as soon as they arrive, they will be expected to adhere to my House Rules as found in my Behaviour policy.

Alternatively, I am prepared to take responsibility of the child until they leave my setting.

If I need to spend a few minutes talking with you or asking for you to sign paperwork, I will try to do so whilst your child is still getting ready for home or whilst they are still playing so that your departure from the setting runs smoothly



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## **Inclusion Policy**

### **Aim: Inclusion**

I make sure that I actively include all children and their families.

### **Procedure (how I put the statement into practice)**

I provide a range of challenging and enjoyable opportunities for each child to learn and develop to their full potential, taking in to account age and stage of development, gender, ethnicity, religion, home language and ability.

In my role as a parent and childminder, I am committed to providing a service where each child is treated as an individual and with equal concern. In my provision of the childminding service, I will consider the whole child including his/her age and stage of development, capabilities as a learner, individual need (e.g. for a particular diet, home language), home routine, state of health, likes/dislikes, physical strengths and abilities, past experiences etc.

Every individual will be helped to reach their full potential and I will not discriminate against racial origins, cultural or social background, gender or special needs. My intention is to provide opportunities for all children so that they can learn, develop, progress and achieve and go on to grow into capable, fulfilled and happy adults.

I aim to create a childminding environment which shows all children that they are welcome in my home whatever their gender, skin colour, tradition or cultural background, family background or disability. I will endeavour to use materials and display images of girls, women, boys and men of a range of ages, people of various racial origins and cultural/religious groupings, various family groupings, disabled people. I will try to show the children different cooking equipment, ingredients and clothing used in various cultures and have written materials in various languages.

I provide, and make sure that all children have access to, a range of books, toys and other resources which reflect positive images and examples of the diversity of life in our society, in accordance with the Inclusive practice guidelines within the Early Years Foundation Stage.

I will work closely with parents and other agencies where appropriate to ensure individual children's needs are met.

I will ensure that my business documentation, policies and documents are accessible to all.



I will promote self-esteem and appreciation of others by celebrating the differences which make us all unique.

I will regularly review my risk assessments to ensure accessibility and reasonable adjustments are made.

I actively promote British values in our daily practise and all that we do as it is at the heart of our settings work. It is demonstrated through all our practices. I include tackling any instances of discrimination and being alert to potential risks from radicalisation and extremism. I challenge racist and other discriminatory remarks, attitudes and behaviour from all children and adults with whom I have contact.

I am aware of all legislation and existing codes of practice produced by the Equality and Human Rights Commission and under the Equalities Act 2010 and the United Nations Convention on the Rights of the Child (UNCRC), which capitulates with 54 articles, the way children in the world should be able to live safely and cared for today. Please visit [www.unicef.org](http://www.unicef.org) for further information.

I will anticipate the care I give to all children regardless of their individual needs, and the possibility of reasonable adjustment.

I will regularly review, monitor and evaluate my practice and keep up to date by attending relevant training.

**This policy supports the following requirements and standards:**

**England**

Meeting the Early Years Foundation Stage welfare requirements

**Safeguarding and promoting children's welfare**

The provider must take necessary steps to safeguard and promote the welfare of children.



## **Independent arrival at childminder's setting Policy**

### **Aim**

I am happy to mind older children who are in the last few years of junior school or at secondary school and who wish to arrive at my home independently, however, I cannot be held responsible for your child's safety until he/she arrives in to my care. If they were to return with another child, that other child is also not responsible for your child, they are responsible for themselves.

### **Procedure (how I, and anyone I employ, put the statement in to practice)**

I will need to know in advance details of their anticipated times of arrival, if they are staying at school for a club, sports fixture or detention, I will need to be notified. If there are any unexpected changes, please let me know or ask your child to let me know by text.

If your child fails to arrive at the anticipated time, I will try to contact them on their mobile phone to confirm their whereabouts. If I am unable to make contact, I will contact you for further guidance. If you are unavailable, I will contact the child's school. In the unlikely event that I have been unable to locate your child, I will contact the police for further guidance.

These procedures are not meant to alarm you but to reassure you that I am providing the best care possible for your child.

If you are planning for your child to arrive independently to me, please let me know so that we can ensure that all parties involved are fully aware of these procedures and any alterations made to them. I will require you to sign a copy of this policy to confirm your agreement to it.

Parent's name:  
Dated:

Parent's signature:

### **This policy support the following requirements and standards:**

#### **England**

Meeting the Early Years Foundation Stage welfare requirements.

#### **Safeguarding and promoting children's welfare**

"The provider must take necessary steps to safeguard and promote the welfare of children".

Compiled by: Joanne Caroline Dovaston  
Date of latest review and amendments: February 2018  
Date of review: February 2019



## **Internet Safety Policy**

The internet is an incredible resource for children to access, support for their homework, playing games etc., but it can also be a very dangerous place for them. Children can be exposed to inappropriate material, harassment, bullying, and paedophiles may access accounts to gain or groom the children. With this in mind, procedures listed below are in place, when any child at the setting gains access to the setting's computer, hence protecting them and keeping them safe whilst on-line:

- I have a parent lock on my computer to disallow access to websites that are inappropriate for the age and stages of the children in my care
- No social networking sites or chat rooms are allowed to be accessed at any time
- Children will be supervised with any emails they wish to send and checked for any signs of threat or bullying
- I talk to the children about the websites they are using
- I am always nearby so can keep an eye out on what websites they are visiting
- I check the history on the computer regularly
- I discuss with the children about the importance of keeping safe on line: not chatting on line to people they do not know and especially not to hand over personal information about themselves, or ever meet someone that they have met on line. (information can be given by use of leaflets at the setting)
- Age appropriate games are loaded and can be accessed by the children safely.

If you would rather your child was not allowed access to the internet, then please let me know.

I am also aware of the need to limit the time children spend on computers and will develop strategies to ensure that they spend a balance of time engaged in ICT and other activities.



## **Language Policy**

This policy is to help children who have English as a second language. I support children to use their home language and teach them English so they are ready to start school.

I have made a commitment to value the language and cultures of all children in my care.

I will endeavour to promote a positive attitude towards bilingualism and provide opportunities for the development of the child's home language.

I understand that:

- Young bilingual learners need time to observe, tune into the new language and try out things that are unfamiliar.
- Children need to have books and stories that have some link with different cultures, clear illustrations, repeated actions and language patterns and offer visual support in the form of pictures, puppets and real objects.
- I need to keep activities practical and I need to repeat key vocabulary and phrases.
- To support the family, I will research the possibility of having policies and other paperwork at the setting, translated in to the family's language to help support transition.

We will model good English when speaking in the setting. We will use Makaton signs to supplement verbal language. We will expect a silent phase and work with the child to support his needs during this time. We will display a visual timetable to help the child know what is happening now and next.

We encourage parents to speak their first language at home and help support them in the setting with translating documents for the parents if required.

Advice to support this policy can be found in [http://www.foundationyears.org.uk/wp-content/uploads/2011/10/Supporting Children English 2nd Language.pdf](http://www.foundationyears.org.uk/wp-content/uploads/2011/10/Supporting_Children_English_2nd_Language.pdf)





## **Lost Child Policy**

### **Aim: Lost Child**

The aim of this policy is to inform parents of the procedure for dealing with the unlikely situation of a missing child whilst in my care.

### **Procedure if a child is lost or goes missing**

I will safely supervise children when we go on outings or trips and undertake a risk assessment. I will keep the children under close supervision and use walking harnesses, wrist straps, pushchairs etc. where appropriate.

I will teach the children about safety when we are out and about and tell them what to do if they do become lost according to their age and stage of development, e.g. stay where they are, meet up at a certain place, use their mobile phone to summon help.

If a child goes missing, I will tell the police, provide a description and search the local area. If a child goes missing in a public place e.g. a library, park, shop or shopping centre, I will alert the staff and security staff. Then, I will contact the parents and Ofsted (England). Other children in my care will be kept with me and reassured.

**This policy supports the following requirements and standards:**

### **England**

Meeting the Early Years Foundation Stage welfare requirements.

### **Safeguarding and promoting children's welfare**

The provider must take necessary steps to safeguard and promote the welfare of children.

Providers must engage with and provide the following information for parents.

- The procedure to be followed in the event of a child going missing.



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## **Medicines Policy**

### **Aim: Medicines**

As a childcare provider, I will ensure that I implement an effective procedure to meet the individual needs of a child when administering medicines. In order to achieve this, I will do the following:

### **Procedure (how I will put the statement in to practice)**

At the meeting before a child starts with me, the parent's complete paperwork. This paperwork includes a child record form and an 'All About Me' sheet. On these forms the parent's complete information about their child including any medication that their child is on. These are updated annually or sooner if things change. The parents also sign a 'working in partnership form' which sets out that if any details change then they will share this with me as soon as possible. See also 'Communication with Parents Policy'. I will receive training if needed and this will be passed down to anyone included in the care of the child.

I will keep written records of all medicines administered to children in my care.

I will inform parents when a medicine has been administered including the time and dosage.

I will store medicines safely in a high-level cupboard in my kitchen, or top shelf of my fridge and strictly in accordance with the product instructions and in the original container in which it was dispensed.

I will obtain prior written permission from parents for each and every medicine to be administered before any medication is given.

I will work in partnership with parents to ensure the correct medication, dosage etc. is given.

If the administration of prescription medicine requires technical/medical knowledge, then I will attend training from a qualified health professional. The training will be specific to the child in question.

I will only administer prescription medication if the child is prescribed it by a doctor, dentist, nurse or pharmacist.



I will only administer non-prescription medication such as pain and fever relief with parent's previous written consent and only when there is a health reason to do so.

I will never administer medicines containing aspirin to a child under the age of 16 unless they have been prescribed by a doctor.

In an emergency, if I do not administer the medicine whilst the child is in my care, I will inform the parents of who will be responsible for the administration of medicines to their child.

If I have a child in my care with long-term medical needs, then I will ensure that I and co-workers have sufficient information about the child's medical condition and will work in partnership with parents and any other health professionals to assist the administration of any prescribed medication and the management of any other health needs such as a gastrostomy tube.

As a childminder on the Childcare register, I am required to maintain a written record of any medicine administered to a child for whom the childcare is provided, including:

- The details of the product and the date of its administration
- The name of the person who administered the medicine and the circumstances
- A record of parental consent or the consent of a carer, if the parent has identified another person.

**This policy supports the following requirements and standards:**

**England**

Meeting the Early Years Foundation Stage welfare requirements.

**Safeguarding and promoting children's welfare**

The provider must promote good health of the children, take necessary steps to prevent infection, and take appropriate action when they are ill.



## **Nappy and toilet training Policy**

### **Aim**

It is my policy to promote support to children whilst toilet training and use of nappies.

### **Procedure (how I, or anyone I employ, put the statement in to practice)**

I am happy to accept babies and children in nappies. I will need you to provide me with the following:

- Nappies
- Any cream that you use on your child
- Baby wipes

I will provide a changing mat, which will be wiped over with disinfectant between each use and nappy sacks for the disposal of used nappies. I will always use plastic gloves when changing your child's nappy to reduce risk. If your child is allergic to these please let me know.

I am happy to take a child in real/cloth nappies.

I will change your child regularly and immediately if they have soiled a nappy. I believe that changing a nappy should provide lots of opportunity to communicate with your child and as their understanding grows, provide time to discuss basic hygiene issues, preparing them for pottling training.

When your child starts to show signs that they are becoming aware of their bodily functions I will arrange a convenient time to meet with you and discuss your plans on potty/toilet training your child. It is unusual for a child to be ready for potty training much before their second birthday and for some children it can be a lot later. Please do not be concerned if your child shows no signs of being ready yet. It is very important that we work together to potty train your child and pick a suitable time to do it, when we can both dedicate time. If we start training and your child is not ready, then we can stop and start again when they are. Some children take to potty training overnight, for some, it is a longer process. The most important thing is that we work together to give your child the support and reassurance they need during this period. I will provide you with daily feedback on how we are progressing with the training.



In order to help your child, become independent in going to the toilet, I can provide the following equipment:

- Potties
- Toilet training seat
- Steps for the toilet and wash basin
- Potty training colouring sheets
- Suggest use websites such as [www.pottytrainingtips.com](http://www.pottytrainingtips.com)

Please let me know if you wish to discuss your child's potty training.



## **Outings Policy**

### **Aim: Outings**

It is my policy to keep children safe on outings whilst they are in my care.

### **Procedure (how I put the statement in to practice)**

In order to do this I will ensure that:

The ratio of adults to children on any outing will never be more than three (or four if a variation is in place with Ofsted) children in my care under 5 years old, of these only 1 may be under 1 year old and a total of 6 under 8 years old. With an assistant I may care for 6 (or 7 if a variation is in place) children under 5 years old, of these 2 may be under 1 year old and a total of 12 under 8 years old.

I carry out a trial run and full risk assessment of the proposed outing.

I obtain written parental permission for children to take part in regular, local outings whilst in my care and specific written permission for a longer outing.

I take essential records and equipment for each child on outings as necessary, including contact telephone numbers for parents, a first-aid kit and a mobile telephone.

I keep records of my own and any other vehicles in which children are transported, including insurance details and a list of named drivers, and I make these available to parents.

I will ensure that I and any other driver transporting children in their own vehicle have adequate insurance cover and age appropriate car safety seats. This also applies to the use of mini cabs.

I will make parents aware of what I will do in the event of a lost child.

This policy also links with my accident and emergency procedures.

### **This policy supports the following requirements and standards:**

#### **England**

Meeting the Early Years Foundation Stage welfare requirements

#### **Safeguarding and promoting children's welfare**

The provider must take necessary steps to safeguard and promote the welfare of children.



## **Payment of fees policy**

Payments are due on the last working day of the month before care happens. This can be made via internet banking directly into my bank account or by voucher systems used by your employers or childcare vouchers via the government scheme.

As a registered childminder, I love caring for your children and supporting their development, however it is my chosen career and business. Like you, I too have bills and expenses to meet each month and therefore require a regular income. I would be grateful if you could ensure that you are prompt in paying your monthly invoice.

I accept 15-hour universal early education hours for 2-year olds (Where you are eligible), and 3 and 4-year olds and also the extended early education hours (15 hours) for 3 & 4-year olds, where you are eligible. You will need to complete a form from the council to claim this. For the additional 15-hour funding you are required to get a code from the government, using childcare choices website. This code is for your 30-hour eligibility. It must be renewed every 3 months and is the parent's responsibility to do this. This code along with your address, national insurance numbers, child's full name and date of birth needs to be given to myself and any other provider you are using for the 30-hour funding. I require this information before the end of the term before you wish to claim. We need to validate this code to enable you to receive the funding. If this is not received we can do nothing about this as it is a government stipulation that this is done and it cannot be back dated. You must not claim for more hours than you entitled for (2-year-old funding, universal 15 or extended 30 with valid eligibility code). You will be liable to repay, in full, any grant paid by the council if hours claimed exceed more than the maximum entitlement for the term, or if you claim funded hours after the grace period ends. You must inform me of any changes to the provision your child takes. This code needs to be validated with the government before the expiry date and before the end of each term to allow the setting to continue claiming the money. If this is not done, you will become liable for the payment of these fees. We cannot do this as a setting and it is the parent / carers responsibility.

Late payments. If I have not received payment within seven days of the due date, or the last day of the invoiced month, I will issue you with a polite reminder. If I have still not received payment by the 10<sup>th</sup> day following the original invoice I reserve the right to make an additional charge 'Late payment Fee' to cover any fees or bank charges I may have incurred. As of Spring 2017, a small charge of £1.00 per day will be added to the unpaid invoice, this will run from the 1<sup>st</sup> of the next month to allow time for parents to settle outstanding balances in the last week of the invoiced month, or if the contract has been terminated, it will be charged seven days from the date the invoice was handed to the parents.



If at this point I still have not received payment I reserve the right to cease minding your child with immediate effect and seek legal advice from Pacey's Legal Advice team. This may result in you being summoned to attend a hearing at County Court and if the judge finds in my favour you will also be liable to the Court for costs.

If you have had a change in personal circumstances and are now struggling to make payments, please let me know so we can make suitable arrangements.





## **Personal possessions Policy**

### **Aim**

To provide age appropriate toys for the children in my care so they do not need to bring personal possessions with them.

### **Procedures (how I, or anyone I employ, put the statement in to practice)**

I provide a wide range of toys and activities for all the children in my care, catering for different needs, abilities and ages. Whilst it is not necessary for children to bring additional toys with them to play with, I can appreciate that sometimes a child may have a comfort toy that they wish to bring or a toy they have been playing with just before they left home.

I will endeavour to keep all children's toys and resources safe, however I am sure you appreciate that with several children in my care at any one time, it is not always possible to keep an eye on their belongings when they are out and about. Whilst losses are rare I would advise that if a toy is very special or expensive, that it stays at home as I will not be held responsible for loss or damage to them.

If your child does have a comfort toy that they are very attached to, I would recommend that additional 'copies' are purchased as this can prevent great upset if it becomes lost.

There should not be a need for older children to bring toys to my setting. It can cause upset and ill feeling if something gets broken by accident.



## **Pet policy**

### **Aim**

I believe that children can learn a lot from having contact with animals. Whilst in our care children will have opportunities to interact with cats, dogs and fish and I want to protect them from the animals on our property by learning how to care for them and respect them

### **Procedure**

- Children must be encouraged to treat all animals with respect, learning how to handle them correctly.
- Children must wash their hands after any contact with animals and understand the reasoning behind this.
- Children must be taught that not all animals are child friendly and that they should always check with the animal's owner before attempting to stroke or handle them.
- Protect children who have allergies by keeping them away from the animals in our setting.
- Food for the pet must be stored safely away from the children's reach.
- Feeding bowls will be cleared away after animals are fed, usually before children arrive.
- A high standard of hygiene must be followed, with careful thought given to the placing of the feeding and drink bowls of dogs and cats.
- The garden must be checked every morning, before the children are permitted outside to play, to ensure that no animal has fouled it.
- Children will not be left unsupervised with animals
- Children will not be forced to interact with animals, children are allowed to make their own choice whether to interact with the animals or not.
- Parents preferences regarding animals will be taken into the consideration.
- All pets in my house have correct vaccination, also regular worm and flea treatment.
- Pets are not allowed in the playroom

**The policy supports the following requirements and standards:**

### **England**

Meeting the Early Years Foundation Stage welfare requirements

### **Safeguarding and promoting children's welfare**

The provider must promote the good health of the children, take necessary steps to prevent the spread of infection, and take appropriate action when they are ill.

Compiled by: Joanne Caroline Dovaston  
Date of latest review and amendments: February 2018  
Date of review: February 2019



## **Policy for dealing with prevention and spread of infection and notifiable diseases**

As per part of the welfare requirements of my Ofsted registration, I will keep the children safe during their time with me and this includes preventing the spread of any infection or notifiable disease.

I will follow the procedure listed below to support the setting during a time of infection or notified disease:

- Clarify the diagnosis with the child's parents to log the details in my medication and accidents folder
- Check HPU guidance to establish if the illness is a notifiable disease, any exclusion period and treatment. I will share the information with the parents
- I will notify my local HPU office if necessary of a notifiable disease on 0300 3038162 option 2
- I will contact Ofsted to advise of a notifiable disease and the headcount of children affected and take advice from Ofsted of any further actions I need to put in place
- I will adhere to the setting risk assessment always
- Parents will be notified by text to inform all parents and families immediately and advise of incubation periods, symptoms, treatments and exclusion periods
- An email will also be compiled and sent to all parents to advise of the above as written confirmation. Parents will be asked to send a reply as confirmation of receipt
- I will contact other childcare settings and schools attended by children affected by the notifiable disease
- I will ensure that I will adhere to my setting's current cleaning schedule to ensure hygiene and prevention of spreading infection during the duration of incubation to end of exclusion periods
- All staff will be reminded of setting procedures in place

Parents will be advised to readdress the settings following policies in place to help support this policy and setting procedures during the period of notice time for a notifiable disease:

- Sickness and medication
- Unexpected closure
- Exclusion



**The policy supports the following requirements and standards:**

**England**

Meeting the Early Years Foundation Stage welfare requirements

**Safeguarding and promoting children's welfare**

The provider must promote the good health of the children, take necessary steps to prevent the spread of infection, and take appropriate action when they are ill.



## **Risk Assessment Policy**

It is my intention to always keep children safe by assessing any risks to their safety. Children will always be encouraged to take measured risks to support them with building confidence levels and to support their individual learning and development.

I will always check the setting, both indoors and outside each morning before the children arrive. This will allow me to ensure that the setting is a safe place for them to play in.

When I am visiting local places of interest, I check with the place so that I can print off or obtain their current risk assessment. These are filed alongside the setting's current risk assessments in place and checked to ensure it is a safe environment for us to visit.

If I am taking the children to any of the following listed below, I check the setting risk assessment currently in place. If an incident or accident should occur, risk assessments will be updated immediately or changed annually if legislation does not change. The setting risk assessment file includes a review date which is adhered to annually or before if necessary.

- School and pre-school runs
- Trips in the car or on public transport
- Shop visits
- Park visits or the canal to feed the ducks
- Toy library
- Other child care settings

My activities will be well planned and organised. I will plan for the unique needs of each child depending on their age and stage of development, allowing children the freedom to explore and to build their own understanding of taking risk, and support them to learn how to avoid dangerous situations where they may be hurt or become distressed.

**This policy supports the following requirements and standards:**

### **England**

Meeting the Early Years Foundation Stage welfare requirements

### **Safeguarding and promoting children's welfare**

"The provider must take necessary steps to safeguard and promote the welfare of children"



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## **Road Safety Policy**

### **Aim**

It is my policy to keep children safe on outings whilst in my care.

### **Procedure (how I, or anyone I employ, put the statement in to practice)**

In order to do this I will ensure that:

The ratio of adults to children on any outing will never be more than three (or four if a variation is in place with Ofsted) children in my care under 5 years old, of these only one may be under 1 year old and a total of 6 under 8 years old (7 with an assistant and 6 of these may be under 5 years old).

I carry out a trial run and full risk assessment of the proposed outing.

I never let a child under five out alone as they cannot cope with traffic.

I make sure where possible, when I am out that the child walks on the inside of the pavement, keeping a tight hold of my hand or buggy. I will have wrist straps and reins to use when needed.

I will talk to children about stopping at the kerb, looking and listening for traffic before crossing (Green Cross Code). I will set a good example for the children.

I will explain the difference between the road and the pavement and what traffic is: that the road is for traffic and the pavement is for people. I will explain that it is safe to walk on the pavement and very unsafe to walk on the road. I will explain that sometimes traffic does cross the pavement, so they must always keep looking (especially in town, railway crossings and seaside resorts for example).

I will explain that roads are dangerous and that it is important to hold hands and to listen before taking a step on to the road and to always look both ways even if it is a one-way street.

This policy also links to my accident and emergency procedures.

### **This policy supports the following requirements and standards:**

#### **England**

Meeting the Early Years Foundation Stage welfare requirements

### **Safeguarding and promoting children's welfare**

The provider must take necessary steps to safeguard and promote the welfare of children.



## **Safeguarding and Child Protection Policy**

### **Aim: Safeguarding and Child Protection**

My first responsibility and priority is towards the children in my care. If I have any cause for concern I will report it to the relevant body, following the Local Safeguarding Children Board procedures.

The local procedures that I hold are available for parents to see on request.

I understand that child abuse can be physical, sexual, emotional, neglect or a mixture of these, and am aware of the signs and symptoms of these. I understand that peer on peer abuse and child exploitation are abuse and to keep children safe while on the internet. I am aware that I must have due regard to the need to prevent people being drawn into terrorism. This is referred to in 'Prevent Duty Guidance 2015'. I am aware of the signs and indicators of extremism or radicalisation. I am aware of the Department for Education telephone helpline (020 7340 7264) to enable staff to raise concerns relating to extremism directly. Concerns can also be raised by email to [counter.extremism@education.gsi.gov.uk](mailto:counter.extremism@education.gsi.gov.uk)

I must notify Ofsted of any allegations of abuse that are alleged to have taken place while the child is in my care, including any allegations against me, or any members of my family, or other adults or children in my home who have had any contact with minded children. I must also ensure no individual who is unsuitable to work with children has unsupervised access to a child in my care.

The safeguarding of every child in the setting's care is of paramount importance. Parents may have concerns with the taking of photographs of their child due to media feedback which has shown settings in a detrimental way over the use of images of children in their care. I must

Please refer to the Use of camera and mobile phone policy.

Please refer to my Whistle-Blowing Policy

I am aware of and comply with the requirements relation to Female Genital Mutilation (FGM)

I am aware of and comply with the requirements of 'What to do if you're worried' guidance.



I am aware of and comply with the requirements of 'Working together to safeguard children 2015' and 'what to do if you are worried a child is being abused – advise for practitioners 2015'. I actively promote British values in our daily practise and all that we do as it is at the heart of our settings work. It is demonstrated through all our practices. I include tackling any instances of discrimination and being alert to potential risks from radicalisation and extremism.

### **Procedure (how I put the statement in to practice)**

I keep up to date with child protection issues and relevant legislation by taking regular training courses and by reading relevant publications such as "Who Minds" and "Nursery World" and emails from my Early Years Consultant.

I have copies of the Local Safeguarding Children Board procedures. Every six months I check that I have the latest version of the relevant procedures (or any documents that may replace them in the future).

I have copies of the relevant booklets and guidance (as outlined in the Pacey's booklet Safeguarding Children: A guide for Childminders and Nannies). I have read them and understand them.

I understand that children with Special Educational Needs and Disabilities maybe more prone to abuse, due to the children maybe needing more intimate physical care. Please also refer to my Behaviour Policy with regards to managing behaviour and physical intervention.

I follow the procedures outlined in my confidentiality policy.

I work together with parents to make sure the care for their child is consistent – please refer to my Working with Parents policy.

We do not accept any form of bullying please refer to my Bullying Policy,

Children will only be released from my care to the parent/carer or to someone named and authorised by them. A password might be used to confirm identity of the person collecting the child is not previously known to me.

We record all attendance in our attendance register we also have a log for absences so that we can look for patterns in the absences and watch for abuse.





Parents must notify me of any concerns they have about their child and any accidents, incidents or injuries affecting the child, which I will record and ask parents to sign.

Unless I believe that it would put the child at risk of further harm, I will discuss concerns with a child's parent if I notice:

- Significant changes in a child's behaviour
- Bruising or marks not consistent with a reported accident
- Any comment made by a child which give me cause for concern
- Signs of neglect
- Child exploitation.

I will explain to parents that if a child has an accident at home, I will need to record this information and parents will need to sign an existing injury form. This is because I must safeguard the child. The child may refer to the injury later on or the injury may flare up later needing emergency assistance and I would need to be aware of the circumstances that led to the incident happening.

I also need to be made aware of the injuries in case there is a safeguarding issue. I have a duty of care to inform the relevant authorities and follow their advice if needed. I will document everything and ask the parent to sign if appropriate. If I inform "The Front Door" formally known as the Local Safeguarding Children Board / Child Protection Agency or Social Care about a concern I must also ring Ofsted and Pacey my insurance company

If a child tells me that they or another child is being abused, I will:

- Show that I have heard what they are saying, and that I take their allegations seriously.
- Encourage the child to talk, but I will not prompt them or ask them leading questions. I will not interrupt when a child is recalling significant events and will not make a child repeat their account.
- Explain what actions I must take, in a way that is appropriate to the age and understanding of the child.
- Record what I have been told using exact words where possible.
- Make of note of the date, time, place and people who were present at the discussion.

I will call "The Front Door" formally known as the local Social Services duty desk for advice and assessment of the situation.

I will follow this phone call up with a letter to the Duty team within 48 hours, I will record the concern and all contact with Children's Services thereafter.

If an allegation is made against me, any member of my family or any other adult or child in my setting, I will report it to Ofsted and Social Services, following the local Safeguarding Children Board procedures. I will also contact Pacey's Information line on **0300 003 0005** for advice and support. During the investigation, I understand that Ofsted may close my business down. If I am allowed to stay open I will ensure the alleged person stays away from the childminding children, when I am working, until the allegation has been fully investigated. I will not try to contact the person who has made the allegation during the investigation. I will inform the person who made the allegation to the enquiry findings. I reserve the right to consider whether I can continue to care for a child if they have made an unfounded allegation of abuse against me, my assistant or someone in my household.

In all instances, I will record:

- The child's full name and address
- The date and time of the record
- Factual details of the concern, for example bruising, what the child said, who was present
- Details of any previous concerns
- Details of any explanations from the parents
- Any action taken such as speaking to parents

**It is not my responsibility to attempt to investigate the situation myself.**

I have filters on my WIFI to filter websites. We have posters around the setting advising children about using the internet. That people you don't know are strangers. That they are not always who they say they are. Children are advised to be nice to people on the computer like they would be in the playground. That they must keep their personal information private. That if a child ever gets that 'Uh Oh' feeling, that they should tell an adult that they trust.

### Useful telephone numbers

"The front Door" (Urgent Concerns) formally known as Local Social Services duty desk	01452 426565 Option 1
Children's Practitioner Advice Line	01452 426565 Option 3
Community Social Workers	Gloucester 01452 328076

Local Police Station	101 non emergency 999 emergency 08450901234
Ofsted	0300 1231231
Pacey Information line – for help and support for with all areas of childminding, including allegations of child abuse	0808 178 0332.
Pacey Legal advice line – offers free, professional advice to Pacey members on any legal problem related to their childminding business	0808 1780332
Pacey Regional office	0300 0030005
NSPCC Child Protection helpline – 24 hours helpline for people worried about a child	0808 800 5000
Local Early Years team	07717693024
Counter Terrorism helpline	0800 789321

**This policy supports the following requirements and standards:**

**England**

Early Years Foundation Stage welfare requirements

**Safeguarding Children**

The Children Act 1989 and the Early Years Foundation Stage state that “The registered person must comply with local child protection procedures approved by the Local Safeguarding Children Boards and ensures that all adults working and looking after children in the provision are able to put the procedures into practice”.

**Safeguarding and promoting children’s welfare**

The welfare requirements within the Statutory Framework for the Early Years Foundation Stage require providers to take the necessary steps to safeguard and promote the welfare of children in their care. In particular, they are required to implement an effective safeguarding children policy.

The provider must ensure that anyone working with them understands the safeguarding policy and procedure.

Providers should follow the guidelines set out in the booklet “What to do if you are worried a child is being abused” produced by the Department for Children, Schools and Families (DCSF).



## **Safer Recruitment and Working with an Assistant Policy**

### **Aim:**

I am required to take all necessary steps to keep children safe and well. I will also ensure the suitability of all adults who have contact with the children in my care. this applies to any assistant that I employ

### **Procedure:**

I have effective systems in place to make sure that the people working with the children at my setting are suitable to do so

Every member of staff has a DBS or CRB in place. Every member of staff and adults living at the premises know to disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children.

I will not leave any assistants in direct control of children unless you have prior written permission from Ofsted and the child's parents.

I will take references of new staff and follow up employment references before taking on new staff members

I will notify Ofsted of any changes of provider or person with direct responsibility for early year's provision

I will notify Ofsted of any changes to the premises childcare is provided from which may affect the space and quality of the childcare available to children

I will ensure that all staff are clear about their roles and to whom they have to report to

All policies and procedures are shared with staff and are signed to say they have read and understood them. This is to ensure that they follow them. I support them to understand these especially the safeguarding policy and procedures, and ensure that they have an up to date knowledge of safeguarding procedures. Assistants are made aware of the procedures to follow in the event of an allegation being made against another adult. My assistants must be able to identify signs of possible abuse and neglect at the earliest opportunity, and know where and who to go to for advice. Safeguarding training is completed by my assistants 2 yearly externally and 6 monthly in between.



New staff have induction training that includes information about emergency procedures, safeguarding issues, child protection, my equality and inclusion policy and health and safety guidelines. I provide support, advice and guidance to my assistants on an ongoing basis and on any specific safeguarding issue when needed, including any updates. I will ensure that I support my assistants to undertake appropriate training and professional development opportunities to ensure that they offer quality learning and development experiences for the children in our care.

I keep a central record that includes records of training for students and staff. I keep contact details of staff – name, address and telephone numbers in the setting in their central records. All of these details are kept confidential.

I ensure my assistants are not under the influence of alcohol or any other substance which may affect their ability to care for children.

I ensure all assistant's medication on the premises is securely stored, and out of the reach of children at all times. I will also ensure that my assistants only work directly with children if medical advice confirms that their medication is unlikely to impair their ability to look after children properly.

I will hold regular staff meetings and training. This will be around any changes and will also discuss with my assistants if there is anything they specifically want training on.

Supervision and appraisal records are shared with Ofsted upon request.

I have a disciplinary and grievance procedures in place. I also have a whistleblowing policy.

Please also refer to my safeguarding and child protection policy and confidentiality policy

### **This policy supports the following requirements and standards:**

#### **England**

Early Years Foundation Stage welfare requirements

#### **Safeguarding Children**

The Children Act 1989 and the Early Years Foundation Stage state that “The registered person must comply with local child protection procedures approved by the Local Safeguarding Children Boards and ensures that all adults working and looking after children in the provision are able to put the procedures into practice”.



### **Safeguarding and promoting children's welfare**

The welfare requirements within the Statutory Framework for the Early Years Foundation Stage require providers to take the necessary steps to safeguard and promote the welfare of children in their care. In particular, they are required to implement an effective safeguarding children policy.

The provider must ensure that anyone working with them understands the safeguarding policy and procedure.

Providers should follow the guidelines set out in the booklet "What to do if you are worried a child is being abused" produced by the Department for Children, Schools and Families (DCSF).



## **Settling In Policy**

As a parent who worked full time for many years as my older children grew up, I understand how difficult it is for parents to leave their child with a childminder and return to work or transfer your care from another setting. I will therefore work with you to ensure your child is settled and that you are happy with the care that I am to provide.

I like to organise settling in sessions for the parents and child. This gives you the opportunity to provide me with lots of information about your child, their likes and dislikes, routines, favourite activities, how to comfort them if they become upset and how they have reacted when left before. It gives me the opportunity to start to build a relationship with you and your child and to understand both your needs and wishes.

I am happy for you to stay until you feel that your child is settled. Some children do take longer than others to settle and some settle quickly and then become distressed a few weeks into the placement. I will work with you to support your child through this transition period and make it as easy as possible. It is important that you and your child are relaxed and happy in my home and with the care I provide.

Some parents find it helpful to call me during the day to find out how their child is. I am happy to take your calls, but I am sometimes not able to talk for long, or even to answer the telephone if I am attending to a child's personal needs, for example changing a nappy. So please do not panic if you call and there is no answer, there is an answer machine which will pick up messages and I will call you back to give you an update on how our day is going.



## **No Smoking Policy**

### **Aim:**

It is my policy to ensure that children are in a smoke-free environment whilst in my care.

### **Procedure (how I put the statement in to practice)**

I will ensure that:

No-one smokes in any room where the children in my care are present or about to be present, either in my home or in any other setting.

No-one smokes in an outside play area when the children in my care are present or about to be present.

If, in exceptional circumstances, the children in my care are expected to use any space that has been used for smoking, then I will ensure that this is adequate ventilation to clear the atmosphere.

### **This policy supports the following requirements and standards:**

#### **England**

Meeting the Early Years Foundation Stage welfare requirements

#### **Safeguarding and promoting children's welfare**

"The provider must promote good health of the children, take necessary steps to prevent infection, and take appropriate action when they are ill.





## **Special Educational Needs and Disabilities (SEND) Policy**

I am required as an Ofsted registered and accredited childminder, to be aware that some children may have special educational needs and disabilities and aim to follow the requirements of the Early Years Foundation Stage (updated from 1<sup>st</sup> September 2014). I will follow the requirements of the Childcare Register (2012) and provide an inclusive setting and environment for all children and their families.

I am also required as SENCO (Special Educational Needs Co-ordinator) for the setting, to comply with the requirements of the Equality Act (2010) and the SEND (Special Educational Needs and Disabilities) Code of Practice 2014 – an updated copy of the Code of Practice is kept for reference by the setting and parents are welcome to view the document on request.

If parents wish to view the new SEND Code of Practice 2014 please visit the following website:

<https://www.gov.uk/government/publications/send-code-of-practice-0-to-25>

There is a SEND guide for parents and carers and is available from:

<https://www.gov.uk/government/publications/send-guide-for-parents-and-carers>

To ensure that I meet and comply with the requirements of the above mentioned documents I will:

- Take time to regularly talk with parents/carers about a child's individual needs
- Talk with children about their likes, dislikes and interests and to help them understand that they are all individuals and must respect each other's views and opinions.
- Encourage parents/carers to tell me about family celebrations and festivals, beliefs and cultural backgrounds through information supplied by the family in the setting All about me sheets.
- Provide a variety of resources to reflect the diversity of our local community and wider area and resources which challenge stereotypical ideas.
- Support each child through observations, maintain regular assessments and provide individual planning laying out suitable activities to help each child achieve their full potential whilst they attend the setting and ongoing. Further support will be provided, if required, to allow each child to achieve and thrive to their full potential.
- Ensure that each child will have a Summative Judgment report compiled each term (three times a year) to help assess where a child is in their development and learning. The setting will compile a 2 year check document to highlight where each child is in their progress and use the information to ascertain if a child needs further support in some parts of the Prime Areas of Learning.

- Always ensure that positive achievements are praised and rewarded appropriately. The setting has a Home Stars Award system which allows parents/carers to share new achievements at home with the setting. Each month parents/carers are invited to join in with activities at home to support current themes that the children will be taking part in and can work with their children to source: information, resources and artwork to add to their child's learning journey.
- Ensure that adults at the setting always lead by example and are good role models to the children being cared for.
- Complete learning and development folder information regularly to send home for parents/carers to see what their child has been taking part in and share information about their learning and development. There are spaces allocated for parents/carers to share information with the setting where ideas can be provided for interests and achievements and can be logged by setting staff and families, this allows sharing of information as required by the Early Years Foundation Stage framework (2012) and (2014)
- When assessing each child, and find that a child needs some extra support to help them in their learning and development, seek permission from parents/carers to ask for support and advise from outside agencies if deemed appropriate.
- Further develop continuous professional development through concise training to build on current knowledge and skills to help support children and families.

If I believe that a child needs additional support, I will:

- Speak to the parents/carers in the first instance.
- Document learning and development concisely per child by using: Observations, Summative Judgements and 2-year check documents to show where support may be needed against the Prime Areas of Learning and use this to show parents/carers when speaking with them.
- Ask permission of the parents/carers to seek advice from outside agencies which will support the child and work in partnership with health professionals and agencies ongoing. I will also search information with regard as to where the best support may be sourced.
- Follow the graduated approach laid out in the Department for Education SEND Code of Practice: My plan and My plan plus, to ensure the best possible care and learning development and take appropriate action to support the child ongoing. If required a referral form will be completed with the parents/carers and additional help will be sought from the Early Help Advisor, who will put me in contact with any training or support that may be required.



- Work closely and in partnership with parents to listen to their views, advise and support, so as to build on children's previous experiences, knowledge, understanding and skills and provide opportunities to develop in the seven Prime and Specific areas of learning.
- Arrange that activities are created to allow all children to take part in and enjoy. If necessary, sourcing of specialist equipment if needed will be done and provided to enhance play and activity times for everyone and allow independence which will be risk assessed prior to use.
- Consideration at all times will be ensured to allow privacy of a child with Special Education Needs and Disabilities (SEND) whilst continuing to supervise other children in my care.



## **Staff Behaviour Policy**

### **Aim**

I expect all our staff to behave in an exemplary way at all times. Staff who work in the setting set examples of behaviour and conduct which can be copied by the children.

**The safeguarding lead practitioner in the setting is – Joanne Dovaston**

**The safeguarding deputy is – Danielle Franklin**

### **Procedure**

All staff are expected to treat children with courtesy, sensitivity and respect.

All staff must attend all safeguarding training provided by myself and, when required, training provided by the Local Safeguarding Board.

All staff must never give guarantees of confidentiality or secrecy to children or adults.

All staff will be trained in how to support children with nappy changing and toileting.

Parents should be informed that touch and physical contact is essential in order to provide sensitive, high quality care and educational provision. Physical contact is necessary in the carrying out of staff professional duties eg cuddling a child who has hurt themselves, sitting together on a sofa reading a book, kissing a child when requested or holding a baby when feeding.

All staff must avoid using inappropriate language or actions when speaking with parents or children.

Staff have a duty to safeguard children from: physical abuse, sexual abuse, emotional abuse and neglect and concerns must be reported to the lead safeguarding practitioner immediately. The Whistleblowing procedure of the setting must be followed by all staff if they continue to be concerned about a child's welfare or safety.

Photographs may only be taken on the settings tablet or camera and printed through the settings printer. They must not be uploaded onto the internet without the permission from the Safeguarding Lead Practitioner. misuse of the internet will lead to disciplinary action.



Staff must not use their mobile phones during working hours, apart from if they are on a break and in a different area of the setting to the children. A staff mobile phone is provided for outings.

If a staff member uses physical restraint to protect a child from hurting themselves or others it must be immediately reported to the safeguarding lead practitioner and recorded.

All staff are expected to dress suitable for working with children and to be neat and professional in appearance. A work polo-shirt is provided for wearing at work.

Smoking is not permitted during working hours and staff must not smell of smoke when working.

The use of alcohol and illegal drugs or legal drugs that impact on the staff member's ability to care for children is not permitted during working hours and staff must not arrive at the setting under the influence of alcohol or illegal drugs.

If a staff member is ill or is prescribed a new medication which might affect their suitability to work by their doctor or other medical practitioner, they must inform the safeguarding lead practitioner as soon as possible.

If a staff member knows that they are or might be disqualified from working with children or disqualified by association with another person who is disqualified from working with children, they must inform the safeguarding lead practitioner as soon as possible.

All staff are expected to arrive on time and to complete their daily duties before departure.

All staff must maintain the highest possible standards of confidentiality and ensure that documentation, records and discussions remain confidential.

### **This policy supports the following requirements and standards:**

#### **England**

Early Years Foundation Stage welfare requirements

#### **Safeguarding Children**

The Children Act 1989 and the Early Years Foundation Stage state that "The registered person must comply with local child protection procedures approved by the Local Safeguarding Children Boards and ensures that all adults working and looking after children in the provision are able to put the procedures into practice".

Compiled by: Joanne Caroline Dovaston  
Date of latest review and amendments: February 2018  
Date of review: February 2019



### **Safeguarding and promoting children's welfare**

The welfare requirements within the Statutory Framework for the Early Years Foundation Stage require providers to take the necessary steps to safeguard and promote the welfare of children in their care. In particular, they are required to implement an effective safeguarding children policy.

The provider must ensure that anyone working with them understands the safeguarding policy and procedure.

Providers should follow the guidelines set out in the booklet "What to do if you are worried a child is being abused" produced by the Department for Children, Schools and Families (DCSF).



## **Students on Work Experience Policy**

### **Before the student arrives for work experience**

I will check the student will be speaking to my insurance company. I will ask my insurance company to provide me with a written list of exactly what the student can and cannot do

I will ring and ask Ofsted to confirm in writing exactly what the student can and cannot do. I will ask Ofsted if the student needs a DBS check. If he/she does then the student will need at least 3 months to get this in place before they can start with me.

I will inform parents and show them my policy. I will check that the parents are happy with a student working with me and take note of any concerns they may have.

I will speak to the student's tutor and find out how long I will be expected to support his/her studies and what I will need to do if it all goes wrong.

I will meet the student and introduce the student to my parents first, to make sure they get on.

### **What the student cannot do.**

A student cannot affect my ratios

The student cannot be left alone with the children

The student cannot speak to the parent without myself or my assistant being present

The student cannot give out confidential information about the children

The student cannot change nappies or provide intimate care

### **Procedure**

The student will play with the children, help prepare food, plan activities etc

The student must not play rough games or provide intimate care etc.

I will specify the hours and days that the student will work, along with what dress code is expected. I will support the student in their studies allowing them opportunities to put into practise what they are learning



**This policy supports the following requirements and standards:**

**England**

Early Years Foundation Stage welfare requirements

**Safeguarding Children**

The Children Act 1989 and the Early Years Foundation Stage state that “The registered person must comply with local child protection procedures approved by the Local Safeguarding Children Boards and ensures that all adults working and looking after children in the provision are able to put the procedures into practice”.

**Safeguarding and promoting children’s welfare**

The welfare requirements within the Statutory Framework for the Early Years Foundation Stage require providers to take the necessary steps to safeguard and promote the welfare of children in their care. In particular, they are required to implement an effective safeguarding children policy.

The provider must ensure that anyone working with them understands the safeguarding policy and procedure.

Providers should follow the guidelines set out in the booklet “What to do if you are worried a child is being abused” produced by the Department for Children, Schools and Families (DCSF).





## **Policy for supporting children who are experiencing loss or a change in their lives**

### **Aim**

To help children cope with change, such as parents getting divorced, or loss, such as the death of a relative or family pet.

### **Procedure (how I, or anyone I employ, put the statement in to practice)**

Coping with change, such as parents getting divorced, or loss, such as the death of a relative or family pet, can be very difficult for a child to cope with and they may display their emotions in a variety of ways. As a professional child carer, I will work with you to support your child through any difficult times they may encounter. I am aware that different religions and cultures have differing rituals and attitudes towards death and divorce so will be guided by parents and family wishes.

I am will to support your child by:

Encouraging your child to ask questions and answer them to the best of my ability, honestly and simply using language and words that are age appropriate.

Talking with the child about the person/animal that died.

Offering to listen to the child, so that they can share their thoughts and emotions in a safe and caring environment with a familiar and sympathetic adult.

Observing the child and noting any concerns or changes to their play and interaction with others and sharing these with you.

Finding appropriate ways for the child to become involved in remembering the person/animal. For example: a memory box or jar.

Regularly discussing with you how your child is coping, however this will not be in front of the child, so we may need to arrange to meet in the evenings or discuss the matter over the telephone.

Ensuring that other children who attend understand (according to their age) that the child is more sensitive at the moment and may need to be given more space or support.

Sometimes children may need professional counselling to help them deal with their loss or adjust to a major change. I am happy to support you and your child by signposting you to the services available.



I have found the following websites useful to support children:

[www.winstonswish.org.uk](http://www.winstonswish.org.uk)

[http://www.bbc.co.uk/relationships/coping\\_with\\_grief/bereavement\\_index.shtml](http://www.bbc.co.uk/relationships/coping_with_grief/bereavement_index.shtml)

<http://www.nspcc.org.uk/Inform/Online Resources/Reading lists/Bereavement.asp?ifa26155.html>

[Http://www.childrenanddivorce.com/id18.html](http://www.childrenanddivorce.com/id18.html)

If you wish to discuss any concerns you have regarding this policy or your child's emotional welfare, please do not hesitate to contact me.

**This policy supports the following requirements and standards:**

**England**

Meeting the Early Years Foundation Stage welfare requirements

**Safeguarding and promoting children's welfare**

"The provider must take necessary steps to safeguard and promote the welfare of children".



## **Television Policy**

**I limit the time children in my care are permitted to watch television.**

The watching of television programmes and DVDs is normally restricted to:

- A short session after snack to provide the children with a quiet time to rest and allow their food to go down, or before home time once tidying up has been done
- A short session to calm the children down after a busy morning or activity

If a child is feeling unwell and needs some time away from activities, I may put an appropriate DVD for them to watch while they have a rest.

I ensure that any DVD's watched are suitable for all the children in my care.

If your child wants to bring a DVD to watch at my house, please check with me first as it must be appropriate viewing for all the children who attend the setting.



## **Termination of contract Policy**

I hope that the time your child has spent with me will have been enjoyable and rewarding for them. I am always sad when it is time for a child to leave and move onto pastures new, but fully understand that times and situations change constantly for families.

On the last day that your child will attend the setting, I will give you any folders that contain artwork and photos that have been compiled during their time with me and this is for you to keep.

I will ask you to sign any paperwork that needs completing such as the Attendance register, and signing of a form stating that our contract has been terminated. This is for the Inland Revenue and my accounting procedures. If the parent is claiming the childcare element of the Working Tax Credit, the responsibility lies with them to inform the authorities of the change of circumstances, however I reserve the right to contact them if I feel that the parents are intentionally defrauding this benefit.

I will have issued you a final invoice advising you of any outstanding fees prior to the leaving date, and ask for you to have paid the invoice by the final day of childcare or within seven days of this date.

If you wish to write a reference for me I would be very grateful. This can be put in to my prospectus for future parents to view.

I do ask that you stay in touch, when possible, as it is great for your child to retain the link with the setting and I would love to hear how your child is progressing.



## **Uncollected Child Policy**

### **Procedure if a child is not collected**

If a child is not collected within half an hour of the agreed collection time, I will try calling the parent's contact numbers. Then I will try the emergency contact numbers.

During this time, I will continue to safely look after the child.

I will continue to try the parent's contact numbers and emergency numbers, but if I have not heard anything by 9pm I will then inform the Local Authority Duty Social Worker.

I may charge an additional fee for late collection.

### **This policy supports the following requirements and standards:**

#### **England**

Meeting the Early Years Foundation Stage welfare requirements.

#### **Safeguarding and promoting children's welfare**

"The provider must take necessary steps to safeguard and promote the welfare of the children".

Providers must engage with and provide the following information for parents.

- The procedure to be followed in the event of a parent failing to collect a child at the appointed time.



## **Unexpected closure of childminding services Policy**

### **Aim**

I will endeavour to provide a service for the hours and times that I have been contracted to work, however very occasionally it may be necessary to close my childminding service.

### **Procedure (how I, and anyone I employ, put the statement in to practice**

I may have to close because of being unwell and therefore unable to work. If I have a minor ailment such as a cough or a cold I will continue, however if my illness is very contagious then I will refrain, for example diarrhoea and sickness, until I know I cannot pass on the infection to the children or their parents. I will try to provide as much notice as possible if I am unable to work.

There may be other occasions when I am unable to provide a service, for example:

- Following emergency evacuation of my premises (please see evacuation policy)
- Loss of power to my home
- Mains water turned off
- Heating broken
- Flooding
- Medical emergency for myself or a member of my immediate family
- Death within the family

I will advise parents as soon as I can if I am unable to provide a service.

I will work with parents where possible to find temporary emergency childcare from amongst local childminders that are known to the child until I can offer a normal service. I will make no charge if I am unable to provide a service.

I may be able to provide a limited service from a fellow childminder's home during some of the above situations: however, I would discuss alternative arrangements with each individual parent/carer.

### **This policy supports the following requirements and standards:**

#### **England**

Meeting the Early Years Foundation Stage welfare requirements

#### **Safeguarding and promoting children's welfare**

"The provider must take necessary steps to safeguard and promote the welfare of children".



## **Visitors to the setting Policy**

As a registered Childminder I am very aware of my role in keeping your child safe. Whilst children need to mix with other children and adults, it is my responsibility to ensure the suitability of those that they come into contact during minded hours. I have therefore written the following policy regarding visitors in my setting during my minded hours.

- Any regular visitors to my setting will be asked to complete an EY2 form and will then undertake a Criminal Record Bureau Check (CRB) or Disclosure and Barring Service (DBS)
- As part of my Ofsted registration, anyone over the age of sixteen years old will have undertaken a CRB or DBS.
- I will not leave a minded child in a room alone with a visitor, unless I know they have been CRB or DBS cleared, for example another Ofsted Registered Childminder.
- I will not allow any visitors to take my minded children to the toilet or change their nappies.
- I will request identification from all visitors not known to me and will refuse entry if I am unsure of them.
- I will endeavour, when possible, to arrange for any maintenance work to my property to be carried out at weekends and during non-minding hours.
- I will maintain a visitor's record in my visitor book. Visitors will be asked to read my Mobile phone policy and to sign to say they have read and understand it and to leave their phone either away in their bag or behind a sign on the kitchen door.



## **Raising concerns policy (whistle-blowing policy)**

### **Aim: Safeguarding Children**

I want to ensure that your child is cared for correctly and that you are confident in my own abilities and the abilities of my assistant. It is therefore vital that we have a transparent culture within my childcare setting where everyone feels able to raise any concerns they may have. I want your child to have the best possible experiences whilst in my care.

### **Procedure (how I put the statement in to practice)**

If an assistant, another child, parent, visitor to the premises or another childminder has any concerns regarding the way children are being cared for whilst in my care, regarding the practice of myself or any other assistant then they must report them.

All concerns raised will be taken seriously and fully investigated.

If an assistant, another child, parent, visitor to the premises or another childminder feels unable to discuss the matter with me then they should refer the matter to Ofsted directly.

Parents are encouraged to discuss any concerns they may have regarding their child's care with me. Alternatively, they can discuss them with Ofsted. Please see Complaint Policy.

Whistle blowing might cover misconduct, failure to comply with a legal obligation, danger to an individual or any evidence of malpractice.

Please refer to my complaints procedure, confidentiality policy and Safeguarding and Child Protection Policy, procedure and information.

### **This policy supports the following requirements and standards:**

#### **England**

Early Years Foundation Stage welfare requirements





### **Safeguarding Children**

The Children Act 1989 and the Early Years Foundation Stage state that “The registered person must comply with local child protection procedures approved by the Local Safeguarding Children Boards and ensures that all adults working and looking after children in the provision are able to put the procedures into practice”.

### **Safeguarding and promoting children’s welfare**

The welfare requirements within the Statutory Framework for the Early Years Foundation Stage require providers to take the necessary steps to safeguard and promote the welfare of children in their care. In particular, they are required to implement an effective safeguarding children policy.

The provider must ensure that anyone working with them understands the safeguarding policy and procedure.

Providers should follow the guidelines set out in the booklet “What to do if you are worried a child is being abused” produced by the Department for Children, Schools and Families (DCSF).